**Constitution** *of the*

**Pan-Asian Mental Wellness Association**

**Article I: Name**

**Section 1:** This organization shall be known as the Pan-Asian Mental Wellness Association, hereafter referred to as PMWA.

**Article II: Mission**

**Section 1:** PMWA aspires to build a community that will conquer the socio-cultural barriers that prevent people from achieving mental wellness through education, advocacy, and dialogue.

**Section 2:** The official colors of PMWA shall be lilac, white, and green. The logo shall be a lotus flower.

**Article III: Non-Discriminatory Statement**

**Section 1:** This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

**Article IV: Membership**

**Section 1:** All members of this organization must be enrolled at The Ohio State University.

**Section 2:** To be considered a member, a student must attend one meeting per semester.

**Article V: Executive Board**

**Section 1:** The organization leadership shall be vested in an Executive Board, which consists of the following positions: President, Vice President, Treasurer, Internal Communications Chair, External Communications Chair, Outreach & Service Chair, and Events Chair.

**Section 2:** Each member of the Executive Board may vote in Executive Board decisions.

**Section 3:** The Executive Board shall reserve the right to hold a private executive session where only Executive Board members may be present, and no minutes are taken.

**Article VI: Executive Board Members**

**Section 1:** The President shall be tasked with the following responsibilities:

1. Oversee the organization’s functions and operations;
2. Conduct general body and Executive Board meetings;
3. Report to advisor, alumni, and affiliated partners; and
4. Act as primary liaison to the university administration and public

**Section 2:** The Vice President shall be tasked with the following responsibilities:

1. Direct constitutional revisions and amendment proposals;
2. Recruits new members;
3. Assists all other Executive Board officers;
4. Facilitate the election of the new Executive Board; and
5. Coordinate the transition meeting for the incoming Executive Board officers
6. Share equal responsibility and duties with the other Co-President

**Section 3:** The Treasurer shall be tasked with the following responsibilities:

1. Shall be the chief financial officer of the organization and shall control all financial accounts owned by the organization along with the Vice President;
2. Report the financial status of the organization to the Executive Board as needed;
3. Maintain the finances of this organization in the following ways:
   1. Collect and record all payments and donations made to this organization;
   2. Record all payments made by this organization;
   3. Apply for and maintain all operating and programming funding;
   4. Advise the Executive Board financially;
   5. Conduct an annual audit of the finances of this organization;
   6. Provide the advisor with a summary of financial records annually;
   7. Establish a budget and oversee fundraising operations.

**Section 4:** The Internal Communications Chair shall be tasked with the following responsibilities:

1. Secure rooms for Executive Board meetings;
2. Keep, record, and publish all Executive Board meeting minutes;
3. Keep record of all activities of the organization with feedback and criticism;
4. Prepare an agenda with the President for all Executive Board meetings;
5. Maintain the organization email;
6. Notify members of all events and meeting via email; and
7. Maintain a calendar with all organization events and meetings

**Section 5:** The External Communications Chair shall be tasked with the following responsibilities:

1. Maintain the organization’s website and social media presence;
2. Advertise organization events; and
3. Act as the primary liaison for other organizations and collaborative opportunities
4. Help to recruit new members and boost member retention rates

**Section 6:** The Outreach & Service Chair shall be tasked with the following responsibilities:

1. Keep up-to-date with advocacy issues regarding mental health;
2. Find volunteering opportunities relating to the Asian American community or mental health;
3. Coordinate with the Event/Social Chair to set up outreach and service opportunities; and
4. Coordinate with the Event/Social Chair to lead small groups to facilitate organizational fellowship
5. Coordinate with the Advisor to create proposals to submit on PMWA’s behalf in order to attend conferences

**Section 7:** The Event Chairs shall be tasked with the following responsibilities:

1. Coordinate with the Outreach/Service Chair to lead small groups to facilitate organizational fellowship;
2. Plan monthly social events and any retreats for the organization; and
3. Plan the second meeting each month with a focus on fellowship

**Article VII: Elections**

**Section 1:** During the month of March, the Executive Board shall elect the new Executive Board. The process for elections will be as follows:

1. Collect applications from members of the organization
   1. If a member wishes to run for multiple position, they may do so
2. The Executive Board shall read and review all applications
3. The Executive Board shall invite all applicants to an Executive Board meeting and enter Executive Session where no minutes may be taken. The election process shall be as follows:
   1. The candidate may speak for an allotted amount of time (to be determined by a majority vote of the Executive Board)
   2. The Executive Board may ask questions
   3. Then the candidate is excused, and the next candidate comes in
   4. The process repeats until all candidates have been vetted
   5. The Executive Board then discusses the candidates
4. The Executive Board shall perform a secret ballot vote to determine the winner
5. The newly elected officers assume their positions with the start of the Fall Semester immediately following the election

**Article VIII: Impeachment**

**Section 1:** Impeachment hearing shall commence whenever two Executive Board members elect to file impeachment proceedings

**Section 2:** The impeachment proceeding shall occur as follows:

1. The President listed as Primary Leader shall be the presiding officer
   1. If the Primary Leader President is the officer in question, then the Secondary Leader President shall be the presiding officer.
2. The officer in question has five minutes to address the Executive Board on why they should retain their position
3. Another Executive Board officer has five minutes to address the Executive Board on why the officer in question should be removed from their position
4. The Executive Board then casts a secret ballot vote on whether the member should retain their position
5. If five members of the Executive Board agree to remove the officer in question, then the officer is removed from the position
   1. The removed officer retains membership in the organization

**Section 3:** Following the removal of an officer, the Secondary Leader Co-President shall assume the roles of the position and the Executive Board shall start the Elections process no later than one week following the impeachment

**Article VIII: Member Removal**

**Section 1:** General body members (GBMs) who repeated disrupt events/meetings/discussions etc. will be asked to remove themselves from the event space. PMWA aims to be a safe space for people to openly express their experiences and opinions regarding a variety of different topics and issues related to mental health. Any groups or individuals that express disrespectful, hateful or otherwise unnecessary negative words or actions towards other people at events will not be tolerated.

**Section 2:** In the event a verbal altercation or transgression occurs, an executive board member will step in and mediate any arguments that occur. Physical altercations will have zero tolerance and all parties involved will be removed from the space and further action maybe be taken depending on the seriousness of the matter.