**THE ETHIOPIAN & ERITREAN STUDENT ORGANIZATION**

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## **ARTICLE I - ORGANIZATION**

**SECTION I - NAME**

The name of the organization shall be The Ethiopian & Eritrean Student Organization (E2O).

**SECTION II - MISSION**

The purpose of the Ethiopian and Eritrean Student Organization is to provide a space where students of Ethiopian and/or Eritrean descent - and those interested in the cultures of the two countries - can come together in hopes of meeting their academic, cultural, and social needs. E2O shall also help promote and maintain cultural awareness of Ethiopia and Eritrea on the campus community as well as serve as a liaison between the university and the Ethiopian and Eritrean communities of Columbus, Ohio. E2O does not accept political or religious interferences, no exceptions.

**ARTICLE II – QUALIFICATIONS**

**SECTION I - MEMBERSHIP**

1. All students attending The Ohio State University, who prescribe to the purpose of the Ethiopian & Eritrean Student Organization as stated in the preamble, shall be eligible to become a member of this organization.

2. Membership shall be open to all students irrespective of race, creed, color, religion, sexual orientation, or national origin.

3. We shall adopt criteria which will serve as minimum membership requirements for all members and prospective members of E2O. The criteria for students seeking membership shall include:

i. Attendance of at least 50% of meetings each semester

ii. Enrollment as a student in the university, at least part time. Others, such as faculty, staff, and alumni, are encouraged to become non voting associate members or honorary members.

iii. Payment of membership dues annually as determined by the executive board. In addition new membership dues must be paid at least 2 academic weeks before election

iv. These membership requirements shall be verified by the secretary and treasurer records as well as the rest of the executive board.

## **ARTICLE III - OFFICERS AND DUTIES**

## **SECTION I - ELECTION OF OFFICERS**

1. Eligibility
   1. Must be active as determined by the Executive Committee by adherence to the membership requirement
   2. Must be a student at the Ohio State University for one semester or more.
2. Nominations and Elections
   1. Elections shall take place the first meeting after Spring Break, such that the newly elected board can make transition with the outgoing Executive Board
   2. Any eligible member fulfilling the membership requirement may be nominated or nominate themselves for a position two weeks before elections
   3. Nominations for the presidency must have served a minimum of one year on E2O executive board
   4. Members who are not present at the meeting on the day of nominations may utilize the online system to do so before the deadline.
3. Voting
   1. All active members meeting the membership requirement disclosed in Article II, Section I are eligible to vote. If members are not able to be present at the meeting, they may email or submit their vote to an executive member the midnight before the meeting.
   2. After all the contenders for a position have spoken, voting will take place
   3. A majority vote of the general body in attendance will thereby elect an officer.

i. In the case of a tie, the current executive board shall vote

**SECTION II – ELECTED OFFICERS**

The officers of this organization and their duties shall be the following respectively.

President

* 1. Shall preside over all general meetings of the Ethiopian & Eritrean Student Organization.
  2. Shall schedule all meetings.
  3. Shall be responsible for implementing all decisions of the Council.
  4. Shall initialize all solicitation letters.
  5. Shall appoint all committee chairpersons with the approval of the Executive Committee.
  6. Shall recommend replacements of officers and chairpersons for approval by the Executive Board.
  7. Shall oversee all zones. (Programs, Communication, Finance, and Membership)
  8. Shall communicate with counterparts at other schools in the region**.**
  9. Work with treasurer on budgeting.
  10. Coordinate with E-Board on the vision for event.
  11. Head of execution team on day of the event.

Vice - President

* 1. Perform all duties of the President in his/her absence, or at the request of that officer.
  2. If the office of President should fall vacant, the Vice - President shall assume the office of President.
  3. Shall oversee the Programs Zone.
  4. Shall communicate with counterparts at other schools in the region.

Treasurer

* 1. Shall maintain all finances of the organization, according to University policy.
  2. Shall keep an accurate record of the organization's financial status at all times.
  3. Shall maintain a current balance report, monthly report, and annual report of receipts and disbursements to the Executive Committee
  4. Shall oversee the finance zone.
  5. Shall communicate with counterparts at other schools in the region.

Recording Secretary

* 1. Shall keep a record of all General Body minutes and attendance.
  2. Shall keep a record of all Executive Board minutes and attendance.
  3. In the absence of the president and the vice-president shall preside over the meetings of the Council.
  4. Shall oversee communicationzone.
  5. Shall communicate with counterparts at other schools in the region.
  6. Manage logistics for our big events throughout the year (i.e. Coffee Night, Raised on Injera)
  7. Reserve rooms.
  8. Handle catering.
  9. Reach out and communicate with people associated with event, like performers, speakers, etc.

Philanthropy Chair

1. Select/Contact possible organization and schools to donate fundraisers to, with consultation of the executive board
2. Plan two community service/volunteering opportunity a semester for members

Social Chair

* 1. Shall communicate with companies to establish relationships and to raise money.
  2. Shall communicate with other schools in the region.
  3. Advertise all meeting and events through social media
  4. Shall design marketing events and activities, as well as socials for members
  5. Shall manage E2O website, Facebook page, Twitter page, IG, checking and sharing updates

Membership Chair

1. Shall be in charge of Welcome Week/ Involvement Fairs

2. Shall be in change of member recruitment and retention

3. Shall network with other student organizations/ Plan collaborative events

**SECTION III - IMPEACHMENT) OF ELECTED OFFICERS**

*A complaint made about an officer must be stated at an executive board meeting. A majority vote of the executive committee will be required to raise the complaint at the next general body meeting. A two-thirds* *vote of quorum will be required to impeach and consequently remove the officer.*

**SECTION IV – SUCCESSION OF OFFICERS**

1. President - if the President should leave office for any reason, the Vice-President will assume the position with all its responsibilities.
2. Vice-President, Secretary, Treasurer,Social Chair, Philanthropy Chair and Membership Chair - If the stated officers should have to leave office for any reason, the President will temporarily appoint someone to these positions within one week of the resignation of the officer.

1. An election will be held immediately to elect another officer according to the constitution.

**ARTICLE IV – EXECUTIVE COMMITTEE**

The affairs of this organization shall be managed by an Executive Committee. Members of this committee will be the President, Vice - President, Recording Secretary, Treasurer, Social Chair, Membership Chair and Philanthropy Chair.

**ARTICLE V - MEETINGS**

**SECTION I – MEETING TIMES**

At least two regular meetings must be held per month as scheduled by the Executive Committee.

## **ARTICLE VI – ACTIVITIES**

1. Programs
   1. Shall be responsible for planning and implementing at least one social activity, one community service and one fundraising event every semester

## **ARTICLE VII - FACULTY ADVISOR**

The Advisors of this organization and their duties shall follow respectively.

## 1. Attend one general body meetings per semester

## 2. Meet with Executive Committee once a semester and provide semi annual evaluations of Executive Committee.

## **Article VI – Selecting and/or Removing Members**

**Selection**

All executive positions shall be nominated and elected by the members. However, if no one is elected or nominated for a position then the elected executive board may elect a member to fill the position after the election day.

**Watch-list**

A member will be placed under watch-list if he/she doesn't conduct themselves in respectful manner towards other fellow members and officers.

Any member that is on this list will have to meet with the President, Vice-president, Secretary, and Treasure to discuss the reason to why they were placed under watch-list within the week of the complaint. If the executive team finds the member guilty of going against the constitution then he/she will be placed under prohibition effective immediately.

**Prohibition**

Prohibition will limit a member from taking any leadership role and the member has to be supervised by one of the executive team member at all times. A prohibition period can last up to and not limited to a quarter/semester.

**Removal**

If the member continues to conduct themselves in a manner that violates their prohibition or the constitution then the member will be removed from the group.

**ARTICLE VIII - AMENDMENT**

The constitution may be amended at any regular meeting of the organization by a two-thirds vote, provided that the amendment has been submitted at the previous regular meeting.

**ARTICLE IX- Non-Discrimination Policy**

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, gender disability or expression, national origin, race, religion, sex, sexual orientation, or veteran status.