INDONESIAN STUDENT ASSOCIATION • THE OHIO STATE UNIVERSITY

THE OHIO STATE UNIVERSITY

# Indonesian Student Association

 **I**NDONESIAN **S**TUDENT **A**SSOCIATION

PERMIAS

COLUMBUS

**T**HE **O**HIO **S**TATE **U**NIVERSITY

2020 – 2021

## by Permias Columbus 2020/2021



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### I. The Constitution of Permias Columbus



We, the Indonesian students who reside in the United States, feel the burden of duty to promote Indonesia as our country and nation as a whole. Moreover, we need to have a sense of unity and fellowship in the United States. As a result, we decided to establish as organization, we therefore establish a constitution as follows:

#### Article I

#### Name

The name of this organization shall be known as Indonesian Student Association (PERMIAS) Columbus.

#### Article II

#### Purpose and Goals

##### Section I. Purpose

The purpose shall be to develop and improve the sense of unity among the members and to promote Indonesia as a whole.

##### Section II. Goals

The major goals shall be:

1. To help all Indonesian students to adapt living in the United States,

1. To create a sense of fellowship among members as well as with residents at the local community,
2. To serve as a means for all the members to develop their creativity,

1. To promote Indonesian culture to the local community.

##### Section III. Activities

This organization's activities include:

1. Social activities limited to our membership and invited guests.
2. Social and cultural events to promote Indonesian culture at The Ohio State University and the local community.

##### Section IV. Affiliation

This organization is a chapter of Indonesian Student Association in the United States (PERMIAS) with central headquarter in Washington D.C. This organization is also under the supervision of Indonesian General Embassy at Washington D.C and Indonesian Consulate General at Chicago.

#### Article III

#### Membership

##### Section I. Eligibility, Standard, and Requirement

1. Membership of this organization will be of ordinary members, special members, and honorary members.
2. Ordinary members include:
   1. Indonesian students at The Ohio State University,
   2. All interested students at Columbus area such as from Columbus State Community College, Columbus College of Art and Design, Ohio Dominican

University, Franklin University, and Capital University.

1. Indonesian citizens who are not students are considered as special members.
2. Honorary members are those who have significant contribution on the development of PERMIAS.
3. To become ordinary member or a special member, a person who fulfills the requirements as in Section 2 and 3 above should make a request to the officers in charge. Designation of honorary member shall be based upon the opinion of all members regarding to the appointment of such designated person.

##### Section II. Membership Removal

1. Membership of this organization can be removed or subject to discipline if:
   1. The member behaves or conducts something that is in conflict with the organizational constitution and/or by laws.
   2. The member misuses the organization name for individual/ private purpose

without officers’ acknowledgement.

1. The process of removing a member shall follow the guideline mention below:
   1. Letter of notification from the recent officer in charge
   2. Member will be given time to share his/her perspective and defense.
   3. Committee, that includes recent officers and advisors, will meet and make a decision regarding the membership.
2. Members could also request that his/her membership be removed.

**Article IV**

#### Officers

##### Section I. Officers and Duties

1.) President :

Shall preside over the regular and executive meetings, coordinate group activities, and communicate with the officers and advisor on all matters. In any condition he/she should be Indonesian citizens.

2.) General Secretary :

Shall be responsible for dealing with the correspondence and record of the organization, assist President, and preside over meetings in the absence of the President.

1. Treasurer :

Shall collect dues, pay bills, oversee other monetary transactions including fund raising and social activities, and prepare and maintain annual budget.

1. Other Officers :

Other officers and their duties may be assigned as specifically required.

##### Section II. Qualifications and Requirement for each Officer

The officers of this organization must meet the following requirements:

1. Meet the minimum grade point average (GPA) as stated below and meet the minimum GPA in the quarter immediately prior to the election/appointment, the quarter of election/ appointment and quarter during the term of office.
   1. Have at least 2.00 overall GPA for undergraduate students at the time of their election, and post a least a 2.00 GPA for undergraduate students for the preceding regular quarter or the two preceding quarter terms at the time of election and during the term office. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the quarter under consideration.

* 1. Have at least 3.00 overall GPA for graduate level students at the time of their election, and post a least a 3.00 GPA for graduate level students for the preceding regular quarter or the two preceding summer terms at the time of election and during the term office.

In order for this provision to be met, at least four hours (half-time credits) must have been taken for the quarter under consideration (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement)

1. Be in good standing with the University and enrolled
   1. At least half time (six or more credit hours) for undergraduate students, in a regular quarter (unless fewer credits are required to graduate in the spring or fall quarter) during the term of office;
   2. At least half time (four or more credit hours) for graduate students, in a regular quarter (unless fewer credits are required in the final stages of their degree as defined by the University Registrar) during the term of office;

3) Be subject to removal from office by the organization and / or the organization official University advisor should the student fail to maintain the requirement as prescribed in (1) and (2).

##### Section III. Election Process

1. The election of President should be conducted in a general assembly **no later**

**than the ninth week of the spring quarter** - held specifically for the purpose of anelection.

1. A quorum of fifty (50) percent plus one must be present and a simple majority

vote will win.

1. Each member has one vote and cannot be transferred or represented by other

person.

1. Candidate who win majority vote become the elected president of the

organization. President has the executive power to designate any eligible member to hold an office as deemed necessary.

1. General Secretary, Treasurer and Other Officers are elected at the same timeas

the election of the President.

1. Transfer of title from previous officers to the newly elected officers should be

conducted at the following the general assembly.

##### Section IV. Term of Office

The term of office is one academic year. It begins immediately after the general election, and ends on the next election. If the president is unable to continue his/her duty, the general secretary will succeed, and thus has executive power to elect new general secretary. If both president and general secretary unable to continue their duty, due to sickness or removal from office, emergency general election shall be conducted to elect the new president and general secretary no later than 30 days after the president and general secretary leave the office.

##### Section V. Removal of Office

1. Officers in charge can be removed if:
   1. He/She does not meet the standard requirement posted by The Ohio State University and the organization.
   2. Misconduct or misbehavior that is in conflict with the organization

constitution and/or bylaws

* 1. He/she misuses the organization and its affiliation for private and individual profits.
  2. Health problems that require him/her to rest and not allow him/her to conduct organizational business.

1. The process of removing officer should follow the procedures mention bellow:
   1. Letter of Notification for the officer that is going to be removed
   2. Committee, which includes organization advisor, and other officer in charge, conduct a hearing. The purpose of this hearing is so that the officer being removed can speak his/her perspective and defense
   3. The decision of removal is determined by the decision of the general assembly. In this situation, President and other officers should hold a special meeting of the general assembly for the purpose to elect other eligible members for replacement. This meeting shall be held no later than two weeks after such situation occurs.
   4. If the officer is found not guilty of the charges, his/her position shall be given back.

#### Article V

#### Meetings

##### Section I. General Assembly

1. General assembly is considered to be the most authoritative in the decision-making process.
2. Every member has the right to vote in the general assembly.
3. General assembly should be held at least once every school semester.

##### Section II. Quorum

A quorum of fifty (50) percent plus one of all the members and a simple majority vote are required to make a final decision.

**Article VI**

#### Advisor

At least one Organization Advisor is needed to help student leaders create a productive, save and educational environment within the organization. The advisor should meet the following expectations:

1. He/she must be an employee in The Ohio State University as defined by the Office of Human Resources and must advise at level consistent with the categorization of the organization he/she advise. In order to advise, he/she must be a faculty member, professional or associate staff member, or graduate assistant.
2. The advisor should meet with the officers of the organization to discuss expectation for roles and responsibilities. The advisor should regularly attend executive as well as general meetings and be available for consultation.
3. Advisor will regularly receive statements from University’s Office of Student Activities regarding the financial transaction and should be aware of the financial status via review of these statements and approval of expenditures.
4. The advisor should be aware of the University Student Rules and other institutional guidelines that establish expectation for student behavior and activities. Advisor is expected to report all rule violations or potential violations to the appropriate university official.

#### Article VII

#### Finances

Section I.

1. Dues shall be determined per academic year and will be collected from all members of this organization.
2. Donation, which should be free from any intent to gain any advantage or whatsoever from such contribution, from members or outside parties.
3. Any other legal source of fund.

##### Section II

All money belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Fifth Third Bank and / or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign every expenditure before payment.

#### Article VIII

#### Amendments and Revisions

##### Section I

This constitution must be amended in the general meeting, subject to the approval of the Director of Student Activities. The Quorum of 2/3 of the members is needed to amend the constitution. The amendment must be approved by seventy-five (75) percent plus one of the attendances in order to be ratified.

##### Section II

This document must be reviewed everyone (1) year and resubmitted to the

University’s Office of Student Activities.

#### Article VIII

#### Non-discriminatory Clause

##### Section I

The Indonesian Student Association (PERMIAS) Columbus shall not discriminate on the basis of race, color, national origin, ancestry, gender, age, disability, appearance or veteran status in the selection of its members or in its programs unless federal or state laws allow for such exceptions.

#### Article IX

#### Enacting Clause

##### Section I

This Constitution shall become effective upon approval of registration by the Coordinator

of the University’s Office of Student Activities

##### Section II

The Indonesian Student Association (PERMIAS) Columbus shall maintain a list of

current officers or contact agents, their addresses, the name of the campus Faculty/Staff

Advisor, and the most recently amended constitution with the Office of Student Activities.

##### **II. Vision and Mission of Permias Columbus 2020/2021**



##### Vision

As its name reveals, Indonesian Student Association or Pemias (Perhimpunan Mahasiswa Indonesia di Amerika Serikat) Columbus is a non-profit student association that helps and accommodates the Indonesian students and community in Columbus with all the activities pertinent to the Association so that all the members of the Association are beneficiaries of the opportunities and advantages available. Permias Columbus exists to create a warm community of Indonesian students that instills Indonesian values and cultures to the international communities with the sense of unity.

##### Mission

Permias Columbus mission is to support Permias and all universities pertinent to the Association. The Association pledges to support professional activities and communications in all areas concerned with the administration of Indonesian students. We stand with 3 missions:

To promote the existence of Indonesian community to the internationals by participating in global engagement.

To promote Indonesian values and cultures through fun and meaningful activities.

To accommodate aspiration and accommodation formed into a program from us, by us, and for us.

##### Values

Democracy – we respect equality among the members

Excellent – we pursue excellent in every single aspect of the

Association Learning – we encourage lifelong learning

Tradition – we are committed to honoring the history and best traditions of our country & the university

Accessibility – we provide accessible assistance

Partnership – we create and nurture a mutually beneficial relationship between the

members and with our partners and the University.

###### III. Organization Chart of Permias Columbus 2020/2021

**Outreach & Service Chair**



**President**

**Treasurer**

**Event**

**Coordinator**

**Vice**

**President**

#### IV. Officers and Contact Information



|  |  |  |
| --- | --- | --- |
| **President** | Nethania Purba | purba.3@osu.edu |
| **Vice President** | Gabe Lee | lee.8871@osu.edu |
| **Treasurer** | Sabrina Ellison | ellison.1622@osu.edu |
| **Event Organizer** | Sharon Longdong | longdong.1@ osu.edu |
| **Outreach & Service Chair** | Zephaniah Antou | antou.2@ osu.edu |

### V. Job Descriptions for 2020/2021 Officers



#### Advisor

1. Be the academic advisor of Indonesian Student Association in The Ohio State University.
2. Contribute ideas to Indonesian Student Association.
3. Be the mediator in dealing with critical problems of the Indonesian Student Association. 4) Contribute idea, constructive criticism and suggestion to the Association.

#### President

1. Be the official Association representative to the Association, University administration, faculty, staff, and to the larger student community
2. Keep in contact with all the department as may be authorized
3. At the beginning of his/her term, examine the Association mission and goals and revise or change them as necessary.
4. At the beginning of his/her term, consult with the advisor and the officers on long-range goals.
5. Conduct the general meetings.
6. Advise department in the course of their responsibilities. These duties may be delegated to the General Secretary as needed.
7. Appoint any temporary commissions to propose courses of action, or execute policy that is deemed a concern of the community as may be necessary.
8. Be responsible for the unity of the Association and its members.
9. Bridge Permias and local communities under Permias and internationals.

#### Vice President

1. Be responsible to the President
2. Attend all specified Association meetings
3. Assist the President when necessary, including running meetings during the President’s absence
4. Be the coordinator for the department and work directly with the department to carry out the Association mission
5. Be responsible for the progresses and activities of department under the supervision
6. Assist the department
7. Keep in contact with all the department as may be authorized
8. Construct timeline of events and other activities for the Association’s main members.
9. Together with the President, examine Association mission and goals and revise or change them as necessary.
10. Record detailed minutes of each item on agenda at each meeting.

#### Treasurer

1. Be responsible to the President.
2. Attend all specified Association meetings.
3. Keep an accurate record of the Association account activity, be the coordinator for the department, and work directly with the department to carry out the Association mission
4. Facilitating all disbursement and deposits to and from the Association account.
5. Keep informed of all financial matters.
6. Filling out required financial paperwork.
7. Update a financial report on Association meetings.

#### Event Coordinator

1. Be responsible to the President.
2. Attend all specified Association meetings.
3. Initiate small regular events to engage new and existing members.
4. Prepare an appropriate time and place for events.
5. Design concepts for big events
6. Coordinating with Treasurer, estimate and control budget for events

#### Outreach & Service Chair

1. Be responsible to the President.
2. Attend all specified Association meetings.
3. Promote the Association on social media platforms and in person.
4. With the Event Coordinator, work to organize and advertise the Association’s events

#### VI. Programs



##### Welcoming Event

1. Date: TBD
2. Location: TBD
3. Person in Charge: Sharon Longdong

Taste of OSU

1. Date: TBD
2. Location: TBD
3. Person in Charge: Nethania Purba

##### Indonesian Movie Night

1. Date: TBD
2. Location: TBD
3. Person in Charge: Sharon Longdong

Indonesian Night

1. Date: TBD
2. Location: TBD
3. Person in Charge: Sharon Longdong

Potluck Lunch

1. Date: TBD
2. Location: TBD
3. Person in Charge: Sharon Longdong