

ORGANIZATION CONSTITUTION

SIKHA

Article I - Name

The name of this organization shall be Sikha. The name may also be written in its native language, Hindi: सिखा.

Article II - Purpose

Sikha is a non-profit student organization at the Ohio State University dedicated to fostering passion in students lacking adequate exposure to STEM field careers abroad. A team of students will make a trip abroad every year to hold camps that educate students about STEM subjects and careers.

Article III - Non-Discrimination Policy

Non-Discrimination Policy: Sikha 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

All students (undergraduate and graduate), faculty and staff of the Ohio State University, and any of its affiliates are eligible to become members of Sikha.

There are two types of memberships: Active and Honorary.

Active membership of Sikha is open to any full-time undergraduate or graduate student in good academic standing at the Ohio State University who are genuinely passionate about the cause put forth by Sikha.

To become an active member, the student must:

1. Pay a fee of \$15 at the start of the semester, or \$25 for the whole year (includes one apparel item).
 - a. Dues will be collected by the third general body meeting each semester.
2. Attend at least four general body meetings per semester and be proactive in their assigned committee.
3. Participate in at least one fundraising event each semester.

4. Actively contribute to their assigned committee

The above requirements can be overruled by any members of the executive board if faced with unforeseen circumstances. The Vice President will overlook the membership affairs of all members of Sikha.

Honorary membership is open to any non-student affiliated with the Ohio State University, desiring to be involved with Sikha and contributing to its cause.

There shall be no limit to the number of members involved with Sikha.

Article V - Executive Officers

The executive officers of Sikha shall include:

1. President
2. Vice President of Operations
3. Vice President of Relations
4. Treasurer

These positions make up the Executive Board of SIKHA, additional positions may be added at the discretion of the Executive Board.

No member shall hold two executive positions at once. Executive officers must be active members of Sikha and must remain in good academic standing.

Any member who meets the requirements above is eligible for election to the Executive Board. Election to the Executive Board must take place during the spring semester. Election to the Executive Board must require a majority vote from the active members. The incumbent Board shall have an official election meeting to tally the votes and officially appoint new Board members.

The term of office for an officer of the Executive board shall be one (1) academic year, starting and ending on the first day of the autumn term. Note that although officers are elected in the spring, they do not take office until the beginning of the autumn semester. The summer break, following elections, shall serve as a transitional period with two officers working on a position. Officers who continue to meet the above criteria shall be eligible for re-election to a previously held post.

No trip shall be undertaken by Sikha without the presence of an Executive Board established by these guidelines.

Article VI - Methods for Removing Members and Executive Officers

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, then they shall be immediately removed by a $\frac{3}{4}$ vote by the Executive Board

Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of Sikha. Prior to a vote on the matter of removal of an elected officer, the Executive Board shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Board shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a unanimous affirmative vote of the executive board excluding the officer in question.

Article VII - Meetings

General body meetings will be conducted once every month at times and places determined by the Executive Board. They will host activities for general members such as progress update presentations, writing letters to students abroad, and general updates.

Committee meetings will be held at times and places determined by the entirety of the committee. The committee or its chairperson will directly report to an assigned Executive officer.

Executive Board meetings will be conducted every other week and held at times and places determined by all the Executive Board members to discuss major issues such as elections, new committee formations, financial responsibilities, and organizational progress.

Onboarding meetings will be conducted once at the beginning of each semester at times and places determined by the Executive Board to explain the mission of Sikha and transition non-members to members. This is not a mandatory meeting, but it is highly recommended for interested candidates.

Article VIII - Advisory

Sikha shall have a Faculty Advisor who shall be a full-time member of the faculty of the Ohio State University.

University advisors shall be appointed by a majority vote of the Executive Board. A university advisor will hold his/her position until he/she decides to no longer be an advisor or by a majority vote from the Executive Board.

Article IX - Amendments

Amendments to this Constitution may be proposed by any active member and shall be voted upon at any regularly scheduled general body meeting of Sikha, with the following requirements:

1. A notice of the proposed amendment shall be presented to the active members by the Executive Board.
2. Such notice shall be given a minimum of one week and a maximum of one month prior to said meeting.

Amendments to this Constitution shall be the affirmative vote of two-thirds (2/3) of all active members in attendance at the proposal meeting and with the approval of the Executive Board.

Article X - Method of Dissolution of Organization

The Executive Board must unanimously vote to dissolve Sikha. The following must be done before dissolution:

1. The President must notify all members, partners, and affiliates of Sikha of the dissolution
2. All the assets must be sold, donated, or returned to The Ohio State University. All revenue generated from selling these goods will be used to pay off all impending debts and the rest will be donated to other organizations on campus.
3. All debts must be paid off in full before complete dissolution of the club. These debts may include loans for equipment or loans for traveling to cities.

By Laws

Article I – Parliamentary Authority

The rules contained in the Constitution shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of this organization.

Article II- Voting and Election Procedures

All matters except for the following will be decided upon by a majority vote of the Executive

Board.

1. Elections to the Executive Board
2. Amendments to the Constitutions and By-Laws

Members of the Executive Board may opt out of voting if they find their vote to be neutral or if a conflict of interest is present.

The Executive Board shall be formed by voting on ballots by the entire organizational body of active members. The Board member position will be given to the candidate with majority vote. The following procedure must be followed during Election of members to the Executive Board.

1. Election must take place at the end of Spring Semester.
2. Candidates must submit an intent to run to the Executive Board.
 - a. This may comprise several different questions, including a plan of action for the organization.
 - b. The intent to run application will be created and distributed by the existing Board.
3. Any active member is eligible to run for a position on the Executive Board.
4. Incumbent members may run again for their position, but need not submit an intent to run.
5. An anonymous poll will then be created and sent out to all active members.
 - a. Each candidates' plan of action will be distributed among the active members with only the position and candidate number. Candidates' names will not be attached to their plan of action.
6. The incumbent Board will then tally up the votes during its Election meeting and officially appoint the Board for the next academic year.

The procedure for Amendments to the Constitution is stated in Article IX of the Constitution. The procedure for Amendments to the By-Laws is stated in Article V of the By-Laws.

Article III- Executive Committee

1. President
 - a. Shall be the Chief Executive Officer of the Student Organization and shall plan, notify of, and preside over all meetings of Sikha and the Executive Board.
 - b. Shall directly oversee all Executive Board roles as well as indirectly over any non-executive positions.
 - c. Shall be the primary point of contact for Sikha and the executive board members and shall oversee the progress of each officer's goals.
 - d. Shall coordinate with the Treasurer to apply for grants and funding means.
 - e. Must be a cosigner, in conjunction with the Treasurer, for payments of bills.

- f. Must also meet with the faculty advisor once per semester, with the Vice-President of Operations.
 - g. Shall take charge of annual constitution review and renewal activities.
 - h. Shall be actively involved in the appointing of their replacement along with their fellow Board members.
- 2. Vice President of Operations
 - a. In the absence of the President, shall preside over all meetings of Sikha and of the Executive Board.
 - b. Responsible for planning, organizing, and leading monthly general body meetings for the organization.
 - c. Shall plan the details for all promotional events and fulfill any other miscellaneous operational duties that may arise (e.g., assist other officers in their specific endeavors if help is needed).
 - d. Shall manage all operating procedures as well as track inventory (i.e. locker items).
 - e. Shall be responsible for the tracking and updating of the active membership document.
 - f. Shall be responsible for all room reservations for Sikha events.
 - g. Shall also be responsible for meeting with the faculty advisor once per semester with the President.
 - h. Shall be responsible for appointing their replacement along with their fellow Board members.
- 3. Vice President of Relations
 - a. Shall send out weekly update emails to the entire Sikha listserv, as well as semesterly emails to the alumni and donor list, providing updates on each committee's progress and upcoming meeting times.
 - b. Shall be responsible for addressing any and all emails.
 - c. Shall collect contact information for graduating students to update the chapter's alumni mailing list.
 - d. Shall compile and share meeting minutes and attendance of all committees, subcommittees, general, and miscellaneous meetings/events of Sikha.
 - e. Shall be responsible for the organization of information, access, and sharing of materials with organization members and alumni.
 - f. Shall be responsible for tracking apparel inventory.
 - g. Work in conjunction with the Treasurer to track the members who have paid dues.
 - h. Shall be responsible for organizing and overseeing all fundraising events.
 - i. Shall be responsible for the upkeep of all social media platforms including, but not limited to, Instagram and official website.

- j. Shall be responsible for appointing their replacement along with their fellow Board members.
4. Treasurer
- a. Shall be responsible, in conjunction with the University advisor, for all fiscal matters of the student organization.
 - b. Shall collect and receive all funds paid to the student organization and shall deposit them in the official depository.
 - c. In conjunction with the University Advisor, will have final approval of all student organization expenditures.
 - d. Shall co-sign all checks with the University Advisor and President in payment of bills.
 - e. Shall keep the accounts and books which, at all times, must be open to inspection by the President, Executive Board, or any authorized auditor.
 - f. Shall provide the Executive Board and the faculty advisor a semesterly statement of income and expenses, balance sheet, and statement of deposits.
 - g. Shall coordinate with the Vice President of Relations to keep track of all organization dues and fundraising.
 - h. Shall coordinate with the President to apply for grants and funding means.
 - i. Shall create budget summary sheets needed for grant applications.
 - j. Shall be responsible for appointing their replacements along with their fellow Board members.

The Executive Board, as a whole, shall determine the general policies and activities of Sikha, discipline members, approve the budget and all expenditures, and be responsible for the management of the organization.

All Executive Officers shall maintain the following standards during their terms of office.

1. Maintain full- or part-time student status
2. Retain active member status within Sikha

The Executive Board shall meet independently at the call of the President a minimum of once every two weeks.

Article IV - International Travel Team Selection

The Executive Board shall determine the students who will annually travel abroad to the organization's target schools. The selection will be an impartial application-based process that will take into account the applicant's GPA, attendance and efforts for club events, and their written personal statement that relays their passion for international service and education.

The Executive Board is responsible for creating the application and may amend the process as needed. The Executive Board is also responsible for maintaining the utmost transparency in the implementation of the selection process. Upon question from Sikha members or other entities, the Executive Board must provide specific reasoning for selection.

Due to limited funding, only a specific number of students will be selected, based on the application process, to be financed by Sikha to travel abroad. However, if other members who were not selected in this process, yet still wish to attend, they are able to travel abroad with the team, provided they fund themselves.

Article V - Adviser/Advisory Board Responsibilities

The University Advisor shall consult with the Executive Board and ensure that the activities of Sikha are consistent with the stated purposes of the organization.

The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the Treasurer in all financial matters and to co-sign checks.

Article VI - Method of Amending By-Laws

Amendments to the By-Laws may be proposed by any active member and shall be voted upon at any regularly scheduled general body meeting of Sikha, with the following requirements:

1. A notice of the proposed amendment shall be presented to the active members by the Executive Board.
2. Such notice shall be given a minimum of one week and a maximum of one month prior to said meeting.

Amendments to the By-Laws shall be the affirmative vote of a majority of all active members in attendance at the proposal meeting and with the approval of the Executive Board.