**The Native American and Indigenous Peoples Cohort Constitution**

Revised October 15, 2017

***Article I: Name, Purpose, and Non-Discrimination Policy***

**Section I:**

The name of this organization shall be The Native American and Indigenous Peoples Cohort (hereafter referred to as the NAIPC).

**Section II: Purpose**

The Purpose of this organization is to:

1. Provide support through fellowship to American Indian/Indigenous students of The Ohio State University and allies.
2. Promote awareness of issues that are of concern to American Indian/Indigenous students and allies.
3. To promote and advance the education and understanding of American Indian/Indigenous cultures among members, allies, the university community, and the larger Columbus community.
4. To encourage all Ohio State students to participate in activities to promote awareness of Indigenous peoples in the United States.

**Section III: Non-Discrimination Policy**

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

**Section IV: Non-Hazing Policy**

Hazing will not be allowed as a condition of membership in this organization.

***Article II: Membership Qualifications and categories of membership***

1. Membership into the NAIPC is open to any student member of The Ohio State University community.
2. Membership into the NAIPC is open to any faculty, alumni, and professionals as a non-voting associate or ally.

***Article III: Organization Leadership: Titles, terms of office, type of selection and duties of the leaders***

The NAIPC leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the NAIPC’s voting membership.

***Article IV: Executive Committee***

1. NAIPC will be governed by an Executive Committee consisting of the following positions: President, Vice President, Secretary, and Treasurer.
2. The Faculty/Staff advisor will be a non-voting part of the Executive Committee
3. Executive Committee positions are held annually and those nominated for a position will be voted upon by active members, if more than one person is nominated for each position.
4. Only persons designated by NAIPC shall officially represent NAIPC and its membership to the public.
5. It is the responsibility of the outgoing Executive Committee to inform, and assist the incoming Executive Committee.
6. It is the responsibility of the outgoing Executive Committee to see to the completion of all NAIPC business for their Membership Year.
7. Two members of the Executive Committee or the President with assistance from the Advisor may appoint officers during the year to fill positions vacated by resignation, graduation, etc.
8. The Executive Committee as a whole is responsible for providing leadership and direction to the NAIPC.

**1. President**

Duties include:

* 1. Conducting meetings.
  2. Preparing the agenda for the meetings.
  3. Serving as the primary representative of the NAIPC to the university and greater Columbus community.
  4. Providing direction to the NAIPC activities.
  5. Carries out mailings to members and interested parties
  6. Periodically (weekly) checks mailbox and phone messages
  7. Responsible for emailing/telephoning members (or delegating the task) to inform of meetings and events

**2. Vice President**

Duties include:

* 1. Assuming the duties of the President in the President’s absence.
  2. Assisting other Executive Council members in their activities.
  3. Providing direction to the NAIPC activities.

**3. Secretary**

Duties include:

1. Maintaining a record of all correspondence with other student organizations, and other American Indian/Indigenous Student Organizations nationwide.
2. Maintains current membership list
3. Provides direction to NAIPC activities
4. Provides copies of the above to the President and the Staff/Faculty Advisor.
5. Records the minutes for each meeting and disseminates to members.
6. Maintains a record of all minutes, meeting agendas, and pertinent materials.
7. Maintains a record of NAIPC activities.
8. Provides direction to the NAIPC Activities
9. Provides copies of the above to the President and the Staff/Faculty Advisor.

**4. Treasurer**

Duties include:

1. Maintenance of financial records
2. Preparation of budgets.
3. Maintains records of fundraising activities
4. Purchases supplies
5. Provides direction to NAIPC activities
6. Reports status of finances to the Executive Committee and the Staff/Faculty Advisor

***Article V: Standing Committees***

1. Signature Events Committee
   1. Chair will be appointed by the Executive Committee
   2. Chair will reach out to general members to find out internal programing ideas.
   3. Members will be no more than four (4) general committee members and the chair
   4. All ideas will be presented to the Executive Committee before the start of any project.
   5. The purpose of this committee is to create, design, and/or implement signature events for NAIPC
2. Future Committees
   1. Committees will be added as need changes for the club. Rules and regulations for each committee will be decided based on the advisor’s decision.

***Members***

1. ***Members***
   1. Selection of members
      1. An “active member” is defined as a member who participates in at least one regular meeting each quarter and one separate activity each quarter.
      2. The member should play an active part in the interest and welfare of the NAIPC.
      3. Any member has the right to speak freely on any issue or topic that is of concern or to the purpose and welfare of NAIPC.
      4. A voting quorum is established at 25%; therefore, 25% of the membership must be present for a vote to be valid.
      5. Decisions will be decided by a simple majority vote of active members.
      6. Absentee voting will be provided as an option as established by the Executive Committee.
   2. Removal of members
      1. Grounds for removal of members include but are not limited to:
         1. Violation of University Policy
         2. Violation of The Ohio State University Codes for Student Organization Conduct
         3. Attempt to place the NAIPC or members within NAIPC in a perilous or negative position
      2. A member may be removed by the following process.
         1. Petition submitted to the president. This petition must contain signatures of at least the simple majority of the members. When such a petitions is received, the president shall call a meeting of the executive committee to decide upon removal.
         2. The grounds for removal, and defense are to be presented at a regular or special meeting of the NAIPC.
         3. The member in question shall be provided an opportunity to present a defense either in person or in writing.
         4. A simple majority of the NAIPC at the meeting shall decide on removal by vote after both sides have presented their materials.
   3. Appeal of Removal of Members
      * 1. Members may appeal their removal by requesting the President to call a special meeting of the organization. The President shall notify all members of the meeting, which is not to occur sooner than 14 days or later than four weeks after the appeal is received.
        2. The decision to uphold the appeal shall require a majority vote of the members present at the special meeting.
2. **Officers**
   1. Grounds for removal of members include but are not limited to:
      1. Violation of University Policy
      2. Violation of The Ohio State University Codes for Student Organization Conduct
      3. Attempt to place the NAIPC or members within NAIPC in a perilous or negative position
   2. An officer may be removed by the following process
      1. A petition to remove the officer in question must be submitted to another officer. Such a petition must contain the signatures of 2/3 of the members of the organization. When such a petition is received, the officer should call a meeting of the organization to decide upon removal.
      2. The grounds for removal are to be presented at a meeting of the organization by another officer.
      3. The officer in question shall be provided an opportunity to present a defense either in person or in writing. A 2/3 majority vote of the members present, or, simple majority vote of the entire membership (whichever is greater), is necessary to remove the officer in question. There must be a quorum for the vote of removal. Voting or removal shall not occur sooner than 7 days after the presentation of grounds and defense have been made.
   3. Appeal of Removal of Officer
      1. An officer may appeal his/her removal within 14 days of the vote for removal by requesting a special meeting of the organization. The President, or Vice-President if the President is the officer being removed, shall notify all members of this meeting which is not to occur sooner than 7 days or later than four weeks after the appeal is received.
      2. The decision to uphold the appeal shall require a 2/3 majority vote of the members present at the special meeting.

***Article VII Advisor(s)***

1. Advisor selection
   1. The advisor to this organization must be a member of The Ohio State University faculty or staff.
   2. The organization advisor shall be elected by a simple majority vote each year at the time of regular organization election.
2. Role of the Advisor
   1. The Advisor must co-sign all financial transactions of the organization.
   2. The Advisor shall assist the officers and the members in accomplishing the purpose of the organization.
   3. The Advisor shall regularly review the financial records of the organization and forward mailings to the appropriate officers.

***Article VIII: Meetings of Organization***

1. At least two regular meetings will be held during each academic quarter.
2. At least one regular activity will be held during each academic quarter.
3. Two business meetings will be held, one at the beginning of Autumn quarter and the other during Spring quarter.

***Article IX: Method of Amending Constitution: Proposals, Notice and Voting Requirements***

1. The members of the NAIPC and the Executive committee have the right to amend the Constitution as deemed necessary in a regular or special meeting.
2. Proposed amendments shall be presented to all active members at least two weeks before being voted upon.
3. A 2/3 majority vote of the members present, or, simple majority vote of the entire membership (whichever is greater), is necessary to make any amendments to the constitution.

***By-Laws***

1. Provision for Bylaws
   1. The organization may approve by-laws for the specific operation of the organization.
   2. No by-law shall be adopted that is contrary to the provisions of this constitution.
2. Vote Requested
   1. The organization may adopt, amend, or rescind any by-law by a simple majority vote of the membership.
   2. Proposed by-laws may be voted upon at the same meeting at which they are proposed.