

## THE CONSTITUTION OF *EKAL VIDYALAYA AT OHIO STATE*

### **Preamble**

The purpose of the organization shall be to bring awareness about the educational and social welfare needs in rural India and Nepal and plan philanthropic events to meet them.

### **Article I: Name, Purpose, and Non-Discrimination Policy of the Organization**

Section 1: Name: This organization shall be known as “*Ekal Vidyalaya at Ohio State*” or “*Ekal Vidyalaya*”, or “*Ekal*” for short.

Section 2: Purpose: *Ekal Vidyalaya* hopes to create awareness about the educational and social needs of rural India and Nepal. It will collaborate with other organizations on campus to plan philanthropic events that will meet these needs. Furthermore, it will provide volunteer opportunities for its members in the local community or in the rural communities in India and Nepal.

Section 3: *Ekal Vidyalaya* is the National and International Organization that helps *Ekal Vidyalaya* chapters in major universities in facilitating resources to help ensure the success of its chapters across the nation. While *Ekal Vidyalaya* at The Ohio State University is existing, it can be monitored with decision making abilities by the *Ekal Vidyalaya* National Organization. The Ohio State University Chapter cannot dissolve itself from the larger National Organization. All policies pertaining to the interactions between the *Ekal Vidyalaya* National Organization and the Ohio State University Chapter must abide by the policies set forth by the Ohio State University as well any State or Federal Laws.

Section 4: Non-Discriminatory Policy: *Ekal Vidyalaya* strives to build a strong, united community without excluding anyone 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, and admission.

### **Article II: Membership**

Section 1: Membership shall follow the Non-Discriminatory Policy of the organization and shall be open to everyone. As required by the Guidelines of Student Organizations, at least 90% of the membership body shall be enrolled Ohio State Students. Faculty, staff, and outside community members can come to the events and activities held by the organization, but cannot have a voting role, other than the advisor and co-advisor(s) of the organization.

Section 2: Membership shall occur after necessary contact information is provided and participation in a general body meeting has occurred.

Section 3: All members must comply with all Ohio State Behavioral Policies, State Laws, and Federal Laws during the duration of club events and meetings.

Section 4: As a student organization at The Ohio State University, *Ekal Vidyalaya* expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

Section 5: *Ekal Vidyalaya*'s Executive Committee reserves the right to deny membership or retract membership to any person that does not abide by the policies set by the Ohio State University, State or Federal Law.

Section 6: *Ekal Vidyalaya* does not take responsibility by the personal actions done by its individual members including Executive Committee and Standing Committee members during or outside of any official gathering. This includes any injuries caused at gatherings/events by individual parties whether they be members or not. Joining the organization or any of its events will serve as a waiver relieving *Ekal Vidyalaya* of any such responsibilities.

Section 7: The national/regional *Ekal Vidyalaya* team/chapter has the ability to deny or retract the membership of any member at any point.

### **Article III: Executive Board and Standing Committees**

Section 1: There shall be an Executive Board comprised of a President, Vice-president, Treasurer, Secretary, and Events and Philanthropy chair.

Section 2: The President shall ensure the functioning of the organization, head the Executive Board and the Standing Committees, act as a primary liaison between the organization and other student organizations, give final approval for any funding requests, create event committees when needed, create projects whenever needed, make vital decisions, be responsible for selection of board members, assign duties to anyone on the Executive Committee or Standing Committees, and have the duties specified by other parts of the constitution.

Section 3: The Vice-president shall conduct business in the absence of the President and assist the President and the organization wherever necessary. The Vice-president shall moderate organizational meeting, may lead and drive a project or an event with the President's approval, will be in charge of organizing philanthropy projects and assisting the treasurer with fundraising efforts, and have the duties specified by other parts of the constitution.

Section 4: The Secretary shall be in charge of all communication and coordination with members, recruitment, meeting minutes, email, event notifications, and other documents.

Section 5: The Treasurer shall be in charge of submitting annual budgets to the Office of Student Life, maintaining accurate organization financial records, providing any statutory reports or documentation for events and coordinating any fundraising efforts.

Section 6: The Events and Inventory Directory shall head the Event Planning committee and take the responsibility of ensuring all needs for an event to be conducted have been taken care of. This includes but is not limited to: booking spaces, sending out RSVP forms, decoration, keeping a checklist of inventory needed, ordering food, and sending out feedback forms. As Inventory Directory, he or she shall maintain an updated record of all inventory and maintain Locker/Office spaces according to the policies listed by the corresponding Ohio State offices.

Section 7: As a whole, the Executive Board shall be responsible for all public related duties including organizational management, funding, community outreach, and promoting organizational objectives.

Section 8: There shall be 3 standing committees: Event Planning, Marketing, and Service. There shall not be a maximum number of members on each committee, and the number shall be decided by the executive board depending on the load of work.

Section 9: The Event Planning Committee will be responsible for working with the President and Events Directory to approve a final detailed timeline of each event. They shall also gather the supplies needed in approval of the Treasurer's budget plan for that event.

Section 10: The Marketing Committee shall be responsible for general advertising of events including but not limited to: social media promotion, campus fliers, digital advertisement on campus, and email reminders. Before each event, they shall come up with a clear and effective marketing plan that will be approved by the President.

Section 11: The Service Committee shall actively work trying to find new service opportunities in the Columbus community. They shall work with the Event Planning Committee to plan the logistics of the service trip and gather members to help with the trip.

#### **Article IV: Appointing the Executive Board and Standing Committees**

Section 1: The President shall have a term lasting until his or her graduation, after which a current member of the organization can apply for vacant position. The application shall include essays reflecting the understanding of the club and its activities and an interview process lead by the current President and the advisor or co-advisor. Final selection of the succeeding President will be made by the current President and the advisor or co-advisor(s) in accordance with the suggestions provided by the *Ekal Vidyalaya* National Committee (if any such suggestions are provided).

Section 2: The President will decide whether to open an application for Executive Board officers unless a position is vacant due to a member graduating, which will cause the application to be opened. The application shall include essays reflecting the understanding of the club and its activities and an interview process led by the President and the advisor or co-advisor(s).

The final decisions for selection will be made by the President and the advisor or co-advisor(s) with the suggestions provided by the *Ekal Vidyalaya* National Committee (if any such suggestions are provided).

Section 3: All members shall be eligible for an Executive Board position, not including the President, after one academic year of participation in club activities.

Section 4: Each officer of the Executive Board shall serve a term until graduation unless being removed from his or her duties by the President or advisor or co-advisor(s).

Section 5: The general body shall appoint the Advisor of *Ekal Vidyalaya*. for the annual application process. The Advisor shall officiate the application process and shall not be a candidate for any office up for election.

Section 6: Candidates for Executive Board positions shall submit applications of intent to the President or Advisor.

Section 7: The President with suggestion from the Advisor or co-Advisor(s) will choose out of the submitted applications which position will be filled by the appropriate candidate on the new Executive Board.

Section 8: If the members of *Ekal Vidyalaya*., in any case, disagree with the President's or Advisor's choice, they are able to override the decision by obtaining 2/3 or more of the members and approaching the Advisor with their purpose of disagreement. Afterwards there will be an election held for that position in which the candidates will receive one minute to present to the members why they should be elected. Then the candidate with the most votes receives the position. In the case of a tie, the elected Executive Board decides which candidate is best qualified for the position.

Section 9: Any member of the club can be appointed to a Standing Committee depending on the work load. The Executive Board will put out a notice of Standing Committee appointment and will seek interest from any member. If a member is interested, he or she shall go through an interview process with the members of the Executive Board and the best candidate will be chosen.

Section 10: New Standing Committees maybe made at the discretion of the President for new projects or needs.

Section 11: The national/regional *Ekal Vidyalaya* team/chapter has the ability to deny or retract the position/membership of any member at any time.

## **Article V: Vacancies, Special Elections, and Impeachment**

Section 1: If a vacancy occurs in any of the Executive Board positions before the conclusion of the graduation of said Executive Board member, a special application shall be held. Upon a

vacancy in the office of President, the Vice-president shall assume the duties of President until the special application can be held.

Section 2: The special application shall consist of an interview conducted by the President and the Advisor or co-Advisor. Nominations for the vacant office shall be accepted at General body meetings, as long as the member being nominated has been a member for at least one academic year.

Section 3: Any Executive Board member or Standing Committee member may be removed from office for failure to complete his or her duties, for misrepresenting the organization to the student body, not following the membership criteria set by Article II, or by hindering organizational progress by misbehavior or not being engaged/not allowing others to be engaged during meetings. Any Executive committee member may remove a standing committee member with approval from the President and the Advisor or a co-Advisor. Any Executive Committee member, except the President, may be removed by the President with approval from the Advisor or a co-Advisor.

Section 4: Any member may be removed from the organization for misrepresenting the organization to the student body, not following the membership criteria set by Article II, or by hindering organizational progress by misbehavior or not being engaged/not allowing others to be engaged during meetings. The Executive Board is empowered to decide whether he or she is put on probation or removed from the organization.

Section 5: Section 11: The national/regional *Ekal Vidyalaya* team/chapter has the ability to deny or retract the position/membership of any member at any time.

## **Article VII: Meetings and Operations**

Section 1: Meetings shall occur weekly. Meeting times and places shall be decided by the President in consultation with the other Executive Board members, Advisor, and the Ohio Union.

Section 2: The Executive Board shall meet at least once between each general meeting.

Section 3: The Vice-President shall moderate the meetings according to an agenda set by the Executive Board prior to the general meeting.

Section 4: A quorum shall be necessary to conduct official business and shall consist of a minimum of three Executive Board members.

Section 5: Events and projects shall be headed and organized by President, the Vice-president, or the Events Director with approval from the President and with an event committee as appointed by the President.

**Article VIII: Amendments**

Section 1: This constitution will be updated on a yearly basis by the President with the Advisor's approval.

Section 2: An amendment may be proposed by any member during any general meeting, requiring a second. The proposed amendment shall be discussed then tabled for the next meeting.

Section 3: A written version of the amendment must be approved or rejected by the President at the next general meeting following the proposal after approval of the Advisor.