**Students Interested in Student Affairs
SISA**

**Constitution**

**The Ohio State University**

**Article I: Title**

The name of this organization shall be Students Interested in Student Affairs, also known as SISA.

**Article II: Organization Purpose and Mission**

The mission and purpose of the Students Interested in Student Affairs organization is to create a network of undergraduate and graduate students who are interested in pursuing the student affairs profession. The organization aims to provide diverse programming and resources to expose interested student leaders to the expansive breadth of the profession as well as support the successful navigation of the graduate program experience. SISA aims to augment student development by providing platforms and experiences that foster leadership and personal growth.

**Article III: Organizational Leadership**

**Section 1: Executive Board**

1. The officers of SISA shall consist of a President, a Vice President of Administration, a Treasurer, and a Chair of Member Engagement and Outreach.
2. Voting members of the Executive Board shall be the President, Vice President of Administration, Treasurer, and Chair of Member Engagement and Outreach.
3. The term of office for all Executive Board members shall be one year. Officers may serve up to two consecutive terms if elected to continue their offices after their first term has expired.
4. No members of the Executive Board may hold more than one position in the organization.
5. The organization must have at least two advisors. The primary advisor must be affiliated with the Higher Education and Student Affairs program via a Student Life assistantship.

**Section 2: Eligibility**

1. All executive board members must have a GPA of 3.0 at the end of each semester beginning at the time of their election, as verified by the primary advisor. Any member that does not meet the minimum GPA requirement will be asked to step down for the following term to focus on academics. The President shall appoint an interim executive for the position based on advisor and remaining executive board approval. If the executive board member meets the GPA requirement the following semester, they can resume their duties with approval of the executive board.

 **Section 3: Executive Board Duties**

1. President
2. The President shall call and chair all SISA general and Executive Board meetings and act as the representative and spokesperson in all external functions. The responsibilities of the President also include setting the agenda for SISA general body meetings and Executive Board meetings. The President shall maintain communication between the organization and the group advisor(s).
	1. Executive board meetings will be held once a week during Fall and Spring semester.
	2. General body meetings will be held once a week during Fall and Spring semester.

 B. Vice President of Administration

1. The Vice President of Administration shall call and chair all general and Executive Board SISA meetings when the President is unable to. The Vice President of Administration is responsible for scheduling meeting space, recording meeting attendance and minutes, maintaining a general body and executive board roster, send GBM reminder email and send GBM recap emails. In the event of the loss, resignation, or removal of the President, the Vice President of Administration shall assume the position of the President and a Vice President of Administration shall be chosen according to Article III Section 2 of the SISA constitution.

 C. Chair of Member Engagement and Outreach

1. The Chair of Member Engagement and Outreach shall be responsible for overseeing all print, digital and web communications and branding for SISA. The Chair of Member Engagement and Outreach is responsible for promoting SISA events. They also oversee membership selections as well as social, collaborative, and community service events/programs. The Chair of Member Engagement and Outreach will work in collaboration with the VP of Finance to coordinate events.

 D. Treasurer

1. The Treasurer shall be responsible for all SISA financial transactions. A financial budget and report must be presented to the Executive Board at the beginning and end of each semester respectively. A tab of SISA’s account and resource room funds must be presented in each Executive Board agenda.

 **Section 4: Election Process**

1. Elections will begin with nominations the third week of Spring semester.
2. Election of officers will span two meetings. Nominations for President, Vice President of Administration, Treasurer, and Chair of Member Engagement and Outreach will be taken from the floor. Any active member of SISA is eligible for nomination.
3. During the following meeting, nominations for the officer positions will be reopened and elections will follow.
4. Elections will be made in order of President, Vice President of Administration, Treasurer, and Chair of Member Engagement and Outreach.
5. Candidates will deliver a three-minute speech detailing their qualifications for the position.
	1. Candidates are not to speak of other candidates in their speeches.
6. Voting occurs after each candidate for a respective position has presented.
7. Votes will be recorded by paper ballot and a majority is required to elect a particular officer. Members of SISA must be present during elections to cast their vote.
8. Paper ballots are counted in private by the presiding officer and one of the SISA advisors.
9. Once the ballots are counted, the new officers are announced in the order the speeches were presented.
10. The term of office will be one year beginning with a transitional period in the Spring Semester following the election and ending with a transitional period in the following Spring Semester.
11. In the event an Executive Board member is not fulfilling his or her duties, the President or Executive Board will initiate action for removal. A closed meeting will be held with all members of the Executive Board, and one SISA advisor, present to discuss the lack of role fulfillment. A two-thirds vote is necessary for removal.

**Article IV: Organization Advisor(s)**

1. The primary advisor must be a full time employee or graduate assistant within the Student Life department.
2. The advisor must keep officers and general body up to date on institutional matters.
3. The advisor must monitor the productivity of the organization and offer advice when necessary or consulted.
4. The advisor must meet with executive board regularly.
5. The advisor should attend all organizational meetings and functions as their schedule permits.
6. The advisor must conduct audits and review finances with the Treasurer.
7. The advisor must respect and encourage all students involved in the organization.

**Article V: Membership**

**Section 1: Membership**

1. Membership shall be open to all currently enrolled undergraduate, graduate, and professional students at the Columbus campus of Ohio State University. Members can apply to the organization on a rolling basis throughout each term.
2. Active membership status is obtained by attending three general body meetings and at least one community service or program event hosted/collaborated by SISA each academic term. Membership status will be recorded and tracked by the Vice President of Administration.
3. Only active members may vote during elections or in regard to matters that require a general body vote.

**Section 2: Removal Process**

1. If any member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct or the SISA Non-Discrimination Policy, they can be removed through a majority vote or unanimous vote of the executive board officers, with the consultation of the organization’s primary advisor.

**Article VI: Method of Amending Constitution**

1. Proposed amendments to the SISA constitution should be made in writing and read in a general meeting.
2. At the following meeting, after the initial general meeting where the proposed amendment was read, the organization will read the proposed amendment for a second time.
3. Approval of amendment will require a two-thirds vote from voting members present at the second meeting.

**Article VII: Non-Discrimination Policy**

In accordance with the University’s Policy on non-discrimination, membership for any individual in SISA shall not be determined on the basis of race, color, creed, religion, sexual orientation, national origin, sex, gender identity, age, height, weight, marital status, handicap, or Veteran status. The programs organized by the group shall reflect these non-discriminatory values.

\*Adapted from the LSA and BSA organizational constitutions.