

## **Constitution**

### **ARTICLE 1- *Name and Mission of the Organization, Statement of Non-Discrimination***

#### **Section 1- *Name***

This organization shall be deemed the Pen Pals in North Korea (“PPiNK”)

#### **Section 2-*Mission***

PPiNK’s mission is as follows:

“For the 2020-2021 school year PPiNK (Pen-Pals in North Korea) is continuing in our efforts and commitment to reaching out to North Korean refugees in South Korea. The South Korea-based organizations and orphanages we will work with house, educate, and feed North Korean children/defectors, and are located in Seoul, South Korea. PPiNK will continue in our philanthropic efforts with the Liberty in North Korea (LiNK) program, which rescues North Korean refugees.”

#### **Section 3-*Statement of Non-Discrimination***

This organization and its members shall not discriminate against any individual(s) for reasons 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 basis in accordance with the registration guidelines for student organizations at The Ohio State University.

### **ARTICLE 2-*Membership: Qualifications and Categories***

#### **Section 1-*Qualifications of Voting Membership***

A voting member is a student of the Ohio State University who has attended 3 meetings of the semester.

#### **Section 2-*Honorary Membership***

Others, such as faculty, alumni, professionals, etc., are encouraged to become members but as non-voting associate or honorary members.

#### **Section 3-*Removal of Membership***

Members of the organization can decide to unaffiliate from the group at any time. Removal from the roster will be done within 24 hours of notifying an acting executive board member to allow removal from the roster and mailing list. The notification can be sent via email, in-person notice, or direct messaging personal social media.

### **ARTICLE 3-*Organization Leadership***

#### **Section 1-*Leadership Positions, Responsibilities, and Terms of Leadership***

Leadership positions are elected by the general body of voting members and are the members of the Executive Board, which includes the President, Vice President, Research & Development Chair, Media & Design Chair, Public Relations (PR) Chair, Membership Chair(s), Event

Chairs(s) and Treasurer. In order to be an Executive Board member, member must have met requirements to be a voting member. All leadership positions are to be held from the middle of Spring Semester to the same time of the following academic year. All members of the Executive Board are expected to attend all PPiNK meetings unless they have provided a valid reason for their absence. The positions are as follows:

- President
  - The President is responsible for coordinating efforts of all members of the executive committee and to head general body meetings. The President will represent the group interest when establishing communication with external organizations and will head new activities in PPiNK. The President shall serve as an ex-officio member of all positions.
- Vice President
  - The Vice President is responsible for fulfilling the duties of the President when the President is unable to attain them. In the case of the removal of President, the Vice President would assume the role of President. The Vice President shall serve as an ex-officio member of all positions.
- Research & Development
  - The Research & Development Chair will work to obtain in-depth knowledge and understanding about the North Korean narrative. The role of R&D is to discover new information that may be used to help better convey our mission statement to the public. The research the R&D conducts will be used to help plan our events and to educate our general body members.
- Media & Design Chair
  - The Media & Design chair is responsible for PPiNK's social media accounts. They will create the graphics and event logos, as well as the captions. They will also engage with other users on social media as well.
- Public Relations (PR)
  - The Public Relations Chair is responsible for reaching out to outside organizations. They are the mode of communication between PPiNK and the other party.
- Membership Chair(s)
  - The Membership Chair(s) is responsible for recruiting new members and promoting the club through events such as the Autumn and Spring Involvement Fairs and through communications with other student organizations. They will also be responsible for hosting social events at least once per month.
- Event Chair(s)
  - The Event Chair(s) is responsible for creating new events for the organization focusing on our goals and mission. To strategize the logistics for events and the required shopping. To work with other organizations events teams for

collaborative events. Create event pages and publish them at least a week in advance, pending other organizational needs.

- Treasurer
  - The Treasurer is responsible for managing the finances of PPIiNK. The Treasurer is responsible for the financial well-being of the organization. All expenses will be reported to the Executive Board by the Treasurer on a monthly basis. The Treasurer will be in charge of the funds (renewing, managing, and returning) and communicating with the Ohio Union as well as the Huntington Bank.

### **Section 2-Election**

All Leadership positions will be elected by the General Voting Body of PPIiNK. Elections will be held during the last meeting of autumn semester. Nominations for positions will be taken the week before the last meeting in autumn semester, all nominees will be given an opportunity to accept or decline their nomination. All contending for a position will be given the opportunity to speak for 5 minutes in front of the General Body and be given 3 questions from the General Body with 2 minute speaking times to answer each question. After all contenders for one position have spoken, a General Vote will be taken. A majority vote of the General Body in attendance will thereby elect an officer. Officers will be elected in the following order:

1. President
2. Vice President
3. Treasurer
4. Research & Development
5. Media & Design
6. PR
7. Membership Chair(s)
8. Event Chair(s)

A candidate who lost while running for a position will be allowed to run for a position in the following elections. All elected officials will be installed the first meeting of the following Spring Semester.

### **Section 3-Removal of Officers**

If for any reason, a member of the General Body feels that an officer is not fulfilling his or her responsibility, that member can propose the removal of an officer. This motion requires a second. If this is the case, said member will make a 5 minute speech presenting reasons for the removal while the Officer in question is excused during the speech. The Officer in question will then be allowed to make a 5 minute speech defending his or herself. The Officer will then be excused again from the meeting, and the General Body will vote on the issue of removing the officer. Successful removal of an officer requires a two-thirds vote. In the case of an officer being removed, an emergency election will be held to fill the position on the following week with nominations being made during the same meeting.

## **ARTICLE 4-Executive Board**

### **Section 1-Rules and Responsibility of the Executive Board**

All members elected to the Executive Board are expected to arrive at least 30 minutes prior to a General Body meeting to prepare the room and subject of the meeting. During this time, all communication about General Body activities relating to PPiNK will be reported to the Executive Committee as to prepare for future events and activities of the Organization. The Executive Board will vote on all expenses above \$50.00, with a three of five vote necessary to allow for the expense.

## **ARTICLE 5-Adviser Qualifications and Responsibilities**

### **Section 1-Qualifications**

The Adviser of PPiNK must be actively engaged in the study of North Korea. The Adviser will also be a member of the Ohio State University's Faculty or Professional Staff.

### **Section 2-Responsibilities**

The Adviser of PPiNK will be open to communication from all members of PPiNK. The Adviser will remain in communication with the Executive Board in order to make sure that the organization is running in accordance to its mission.

## **ARTICLE 7-Meetings of the Organization**

PPiNK will meet during all Semesters except Summer

### **Section 1-Meeting of the General Body**

The General Body will meet at events created by the Executive Board. There will be at least one General Body meeting per semester. Executive Board members are expected to attend all General Body meetings unless they provide a valid excuse.

### **Section 2-Meetings of the Executive Board**

The Executive Board will meet at least 30 minutes prior to Meetings of the General Body. Members of the Executive Board will report all activities relating to the Organization during this time. Leaders of Ad-Hoc committees are also expected to attend these meetings. During this time, the room will be prepared for the upcoming General Body Meeting. General Body Members are allowed to be present during these meetings unless the Executive Board indicates otherwise.

### **Section 3-Meeting of Ad-Hoc and Standing Committee**

Ad-Hoc and Standing Committees will meet after the General Body Meeting is adjourned. All interested members will attend the committee meetings.

## **ARTICLE 8-Amending the Constitution**

### **Section 1-Proposals**

All amendments will be proposed to the General Body. A proposition will be read to the General Body once. Following presentation of the proposal, it will be discussed by the General Body. Any conflicting issues with the rest of the constitution will be made known during this time. The following week it will be voted upon by the General Body.

### **Section 2-Voting on the Proposal**

The week after being presented to the General Body, a proposal will be voted on by the General Body. If there is a two-thirds majority in favor of implementing the proposal, the constitution will be amended accordingly and implemented the in the following meeting. The voting process can be done through electronically if all members agreed to.

### **ARTICLE 9-Dissolution of the Organization**

If the organization falls beneath a membership amount of 5 members (including Executive Board), the organization will thereby dissolve. In the case of outstanding debt, the remaining members will make a case to the SOURCE to see if the debt can be absorbed them. In the case of remaining assets, all assets will be returned to the SOURCE to be handled accordingly.

## **Bylaws**

### **ARTICLE 1-Rules not Defined by the By-laws**

All rules not determined by the by-laws will be determined by the Constitution. All rules not described in the Constitution will be held in by the authority of the Executive Board.

### **ARTICLE 2-Parliamentary Authority**

The rules contained in “Robert’s Rules of Order” shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or constitution of this organization.

### **ARTICLE 3-Membership**

#### **Section 1-Determining and Changing the Membership Fee**

Membership fee will be determined in accordance to the constitution. If a member feels like the fee needs to be changed, they will call to question the issue. The Executive Board must then determine a proposal with concerned member and then follow procedures listed in the Constitution.

#### **Section 2-Amount for the Membership Fee**

The Membership fee is \$0.00 as determined in the constitution

#### **Section 3-Expectations of Members**

Members are expected to attend 50% of all meetings and speak at all meetings they have attended. Members who do not attend 50% of the group meetings are subject to discretion in participating in competitions that PPINK is partaking in.

#### **Section 4-Election Procedure**

If a motion is called to question, elections will be done using a ballot system. All members will vote and the vote will be counted by all members of the Executive Board unless it is in the case of removing an officer or the election of a current Board member in which said Executive Board Member will not participate in counting the vote. All voting qualifications that have not been determined in the Constitution will be subject to a majority vote.

**ARTICLE 4-Adviser Responsibilities**

The Adviser should attend any meetings that they can attend at their discretion. The Adviser will be a secondary signer on checks exceeding value of \$99.99. The Adviser is expected to maintain monthly communication with the Executive Board and Semesterly Communication with the General Body.

**ARTICLE 5-Meeting Requirements**

Quorum will be the number of members attending the General Meeting. The organization will meet twice a month on accorded date.

**ARTICLE 6-Amending the By-Laws**

**Section 1-Proposals**

All amendments will be proposed to the General Body. A proposition will be read to the General Body once. Following presentation of the proposal, it will be discussed by the General Body. Any conflicting issues with the rest of the constitution and by-laws will be made known during this time. The following week it will be voted upon by the General Body.

**Section 2-Voting on the Proposal**

The week after being presented to the General Body, a proposal will be voted on by the General Body. If there is a two-thirds majority in favor of implementing the proposal, the by-laws will be amended accordingly and implemented the in the following meeting.