Coptic Club at the Ohio State University

Article I- Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1, Name

Coptic Club OSU

Section 2, Purpose

To form a well-rounded environment for Coptic students to interact, to serve the community, and to educate members and interested community members on Coptic Orthodoxy and traditions through guest lectures and meetings.

Section 3, Non-discriminatory policy

This organization 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.

Article II - Membership: Qualifications and categories of membership

Section 1, Membership qualifications

Undergraduate and graduate members of Coptic Club at the Ohio State University will be in good academic standing with the university. At least three active members of this chapter will be Coptic.

Section 2, Categories of membership

2.2.1 There shall be three classes of members: voting, non-voting, and honorary.

2.2.2 Voting membership shall be open to any full-time, undergraduate or graduate student enrolled at The Ohio State University, who has indicated their interest to be a voting member. Only voting members can be elected into the executive office.

2.2.3 Non-voting membership shall be open to any student enrolled at The Ohio State University, and any member of the university faculty or administrative staff.

2.2.4 Honorary membership shall be open to any person desiring such membership.

2.2.5 There shall be no limit of size to this organization, however, there needs to be at least 5 undergraduate students with voting privileges.

2.2.6 This organization 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. This policy will include but is not limited to recruiting, membership, organization activities, or opportunity to hold office.

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

Section 1, Titles

3.1.1 Titles of this organization are listed as follows, and the structure of the executive committee is subject to change, so long as the constitution and by-laws are edited also.

3.1.2 The positions on the executive committee are:

President

Vice-President

Secretary

Treasurer

Service Chairperson

Social Chairperson

Faculty Advisor (s)

Section 2, Terms of office

3.2.1 In order to be eligible for an executive committee position, an individual must:

 Be in good standing with The Ohio State University

 Adhere to all university rules and standards

 Be in good academic standing with their individual college(s)

 Earned a GPA of 2.5 or above

3.2.2 As a member of the executive committee, officers are able to serve for a one year term, or until their successors are duly qualified and selected.

3.2.2.1 Officers may be re-elected with no restrictions on the limit.

Section 3, Type of selection

3.3.1 Selection of officers will be completed by the voting members of Coptic Club at the Ohio State University.

3.3.2 Voting procedures are as follows:

 Members who have achieved voting status may take part in an election

 Electronic ballots with all candidates listed in alphabetical order will be administered

Tallying of votes will be done by the faculty advisor and any honorary or non-voting members present

In the event of a tie, the president’s vote will be the deciding factor.

The results of an election will be announced at the meeting in which voting occurred during.

Section 4, Duties of the leaders

3.4.1 President. They are responsible for conducting the organization’s meetings. This includes, but is not limited to: maintaining order for the duration of the meeting, conducting elections, and overseeing any other matters that are called into question during the meeting. This person is also responsible for maintaining a constant connection with all members of the organization, overseeing all other officer positions and collecting written/verbal reports from each officer on a regular basis and keeping the faculty advisor aware of all actions of the organization. The president will also be the tie breaker for a vote in the event that the faculty advisor is absent.

3.4.2 Vice President. This person shall be responsible for aiding the President in all organizational matters. This person will act in the place of the President in his or her absence or incapacity. This person will organize any committees if they are implemented and will be in charge of managing committee leaders if needed. They will work with the Affairs Officers in planning and executing fundraisers with the faculty advisor’s permission. In the event of a vacancy in the office of the President, the Vice President shall succeed to the Presidency for the remainder of the President’s term.

3.4.3 Secretary. This officer will be responsible for recording minutes of each meeting and sending a typed copy to the President to send to the organization. They will also assist the board in planning upcoming meetings and producing a program and is in charge of making sure there are tangible or digital copies readily available for each meeting. They are also in charge of typing up all communications needed by the organization. They will assist both the Affairs Officer when representing the organization in written form.

3.4.4 Treasurer. He/she is the primary individual in charge of all financial matters regarding the organization. They will work with the faculty advisor and regularly inform this advisor as well as the executive committee of all financial matters. They will collect any dues (if implemented) and work with The Ohio State University to manage finances. If necessary and desired by the executive committee, they will oversee the creation of an annual budget and manage the organizations funds for the extent of their term. The treasurer will agree to keep the financial matters guarded and private from individuals outside of the executive board.

3.4.5 Service Chairperson. This individual will be responsible for making sure this organization is in compliance with our goal of serving the community. They are responsible for contacting non-profits or organizations that are in need of volunteers and organizing service events for the general members.

3.4.6 Social Chairperson. This individual will be tasked with organizing social events and outings throughout the academic year. They are responsible for working alongside the treasurer to handle finances associated with such outings and contacting other organizations to plan joint events. They will also be in charge of announcing events, working with the secretary to create graphics to send to the organization GroupMe and post on the club’s social media.

3.4.7 Faculty Advisor (s). The advisor (s)’ responsibilities are listed in Article VII.

Article IV - Executive Committee (if needed): Size and composition of the Committee.

Section 1, Executive committee

The executive committee will adhere to all components of Article III of this document.

Article V - Standing Committees (if needed): Names, purposes, and composition.

Section 1, Standing committees

There are currently no standing committees in this organization, but this is subject to change at any time. If a standing committee is to be implemented, the voting procedures listed at 3.3.2 of this document are to be followed.

Article VI – Method of Selecting and/or Removing Officers and Members.

Section 1, Selecting officers

Selection of officers will be completed in compliance with Section 2 and Section 3 of Article III. The voting process outlined in 3.3.2 will be followed.

Section 2, Selecting members

Membership is open to all students eligible under Section 2 of Article II.

Section 3, Removing officers

Officers may be dismissed at any time as long as the faculty advisor approves and a majority vote is taken following 3.3.2. The non-discriminatory policy in Section 3 of Article 1 outlines a definite reason an officer may not be dismissed.

Section 4, Removing members

Members may be dismissed at any time as long as the faculty advisor approves and a majority vote is taken following 3.3.2. The non-discriminatory policy in Section 3 of Article 1 outlines a definite reason a member may not be dismissed.

Article VII – Advisor(s) or Advisory Board: Qualification Criteria.

Section 1, Faculty Advisor (s)

Advisors of student organizations must be members of the University faculty or Administrative & Professional staff. They will be chosen by the executive committee and the selection process will be based on the voting process outlined in Section 3 of Article III. This person will be responsible for overseeing and attending meetings when possible. They will also work closely with the treasurer and assist with financial matters. They will be required to follow the advisor qualifications set out by The Ohio State University.

Article VIII – Meetings of the Organization: Required meetings and their frequency.

Section 1, Required meetings

Every meeting is required for the executive committee unless the faculty advisor has been notified as to why a meeting will be missed. Members may come as they please and will remain members of Coptic Club at the Ohio State University so long as they are in compliance with the constitution and by-laws.

Section 2, Frequency of meetings

Coptic Club at Ohio State will have at two meetings per academic semester, excluding summer.

Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.

Section 1, Amendments

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should be based on a majority vote in favor of the change. The constitution should not be amended easily or frequently. Voting eligibility and the process are outlined in Article II and Article III and will be followed.

Article X – Method of Dissolution of Organization

Section I, Reasons for dissolution

The organization can be dissolved on the unanimous vote of the members at any time during its existence or by failing to renew its recognition as a student organization at The Ohio State University.

Section II, Disposing of assets and/or debts upon dissolution

10.2.1 Should the organization be dissolved all remaining financial assets allotted to the organization by The Ohio State University shall be returned. All funds and/or equipment/merchandise that belong solely to the organization shall be dispersed amongst the officers as the officers see fit, through a democratic system for deciding who is awarded what.

10.2.2 All remaining financial matters including any debts then become the financial responsibility of the treasurer and faculty advisor and executive committee members to close the organization’s bank account and other financial concerns of the organization.