***Article 1 – Name, Purpose, and Non-Discrimination Policy***

**Section 1: Name:** The full name of the organization shall be called “Malayalee Society at The Ohio State University”, abbreviated “Malayalee Society.”

**Section 2 – Purpose:** The organization's purpose is to unite individuals from various backgrounds to educate and celebrate Malayalee and Keralite cultures.

**Section 3 – Non-Discrimination Policy:** This organization does not discriminate 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, admission, and employment.

***Article 2 – Membership: Qualifications and categories of membership.***

Voting membership is limited to Ohio State students who are part of the executive board. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

***Article 3 – Methods for Removing Members and Executive Officers***

III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

III.b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

III.c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

***Article 4 – Organization Leadership:***

**Title:** President

**Term of Office:** One Academic Year

**Type of Election:** Appointed by previous executive board.

**Duties:**

* Required to attend the annual President training offered by the university to implement the Active status of the group
* Maintains contact with the advisor and community partners
* Updates organization registration through the university
* Helps maintain an active status for the organization
* Advises the rest of the executive board members
* Initiates necessary meetings
* Assist other members
* Updates the Student Activities webpage

(<https://activities.osu.edu/involvement/student_organizations/find_a_student_org/?i=90cd7e4d-386e-435e-a82d-dd80666bf4a4&l=M&c=Columbus&page=0> )

**Title:** Vice President

**Term of Office:** One Academic Year

**Type of Election:** Appointed by previous executive board.

**Duties:**

* Takes over from the President if the President is not present
* Keep track of all members of the organization
* Keep track of all legal documents relating to the organization

**Title:** Treasurer

**Term of Office:** One Academic Year

**Type of Election:** Appointed by previous executive board.

**Duties:**

* Attend annual Treasurer training provided by the university to implement the Active status of the group
* Provide transparency of the budget and history records to the rest of the executive board and advisor
* Record and provide the history of the monetary income and spending from the organization
* Send all legal documents to the Vice President

**Title:** Social Media & Website Coordinator

**Term of Office:** One Academic Year

**Type of Election:** Appointed by previous executive board.

**Duties:**

* Post about the event and notifications on the official Instagram page

( <https://www.instagram.com/osu.malayaleesociety/> )

* Update the Linktree page (<https://linktr.ee/osu.malayaleesociety> )
* Create any desired social media handles on other platforms with the notification of the President and Vice President
* Create social media posts
* Decorates and provides writings for social media posts
* Answer questions from users on the social media platforms
* Takes pictures at events or contact photographers and videographers if needed

**Title:** Events Coordinator (2)

**Term of Office:** One Academic Year

**Type of Election:** Appointed by previous executive board.

**Duties:**

* Attains meeting locations for events
* Reserves space for events
* Confirm space reservation with the rest of the executive board members
* Organizes event along with the rest of the executive board
* Retrieves decorations, and food for events
* Works with the Treasurer to provide budget for spending
* Make sure there is enough supply for the attendees

**Title:** Advocacy Chair

**Term of Office:** One Academic Year

**Type of Election:** Appointed by previous executive board.

**Duties:**

* Find organizations to help fund
* Initiates fundraising ideas
* Collaborate with other organizations for fundraising events

**Title:** Public Relations

**Term of Office:** One Academic Year

**Type of Election:** Appointed by previous executive board.

**Duties:**

* Offer collaborations towards other campus organizations
* Initiates opportunities for members and other students to get more involved with the organization
* Implement a marketing plan for the international, campus and local community
* Engage and collaborate with international student organizations
* Update general members about the organization, via BuckeyeMail

***Article 5 – Election/ Selection of Organization Leadership:*** Applications open in March. Applications are available on the Linktree. The application is a Google Form. Elections happen in April. However, the role would not be taken over until the last day of classes in early May/ late April. The current executive board would discuss over Zoom or in person which individual should receive each leadership position. All current executive members must be together when deciding. Applicants will be notified of their acceptance status in mid-April through BuckeyeMail.

***Article 6 - Executive Committee: Size and composition of the Committee:*** The executive committee is comprised of the organization leaders along with around three additional members. This would be a total of around 11 members for the executive committee.

***Article 7 - Standing Committees (if needed): Names, purposes, and composition:*** Not needed at this time.

***Article 8 - Advisor(s) or Advisory Board: Qualification Criteria:*** The advisor is a full-time Associate Professor.

***Article 9 - Meetings and events of the Organization: Required meetings and their frequency:*** For the executive member, bi-monthly meetings are required.

***Article 10 - Attendees of Events of the Organization: Required events and their frequency:*** The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.

***Article 11 - Method of Amending Constitution: Proposals, notice, and voting requirements:*** Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

***Article 12 - Method of Dissolution of Organization:*** Should it become necessary to dissolve the organization, a meeting of the organization’s executive team and advisor shall be held to discuss the exact procedures for said dissolution. General members shall also be contacted to provide their thoughts. Should any assets exist, they shall be donated to an organization decided upon by the officers at the time of dissolution.

***Constitution Revised:*** October 26, 2022