# Constitution for the Ohio State University

# International Undergraduate Future Orientation

## Article I. Name

### The name of the organization shall be *International Undergraduate Future Orientation (IUFO)* at the Ohio State University.

## Article II. Object

The purpose for which this chapter is organized is:

* To provide international student with more information about graduate school program
* To provide service the members and let them know about how to plan for a future career
* To let members know about each other and discuss about the course works
* To let members plan ahead about their goal after graduation

## Article III. Members

* All students in Ohio State University, either studying or graduated are welcomed to be members in IUFO
* All members are welcomed to apply for being officers in IUFO, we will take applications and hold interview each quarter.
* All members are welcomed to give advice to the organization and welcomed to make speeches about their learning or application experience
* There is no membership fee for becoming a member of IUFO

## Article IV. Activities

### Section I. The organization will hold lecture each month to have our officer present what they get from the US top 50 graduate school’s program and give a general idea of what the statistics of the acceptance to let members have an idea of what the school is and what they should prepare if they want to apply for graduate school.

**Section II.**  
The organization will have presentations of how to build up your resume and how to be attractive in the interviews. The speaker will be from Fisher Career Management Team.

**Section III.**The organization will hold at least one presentation about major information, including but not limited to: major requirement, professional study, career path. The speaker will be from the departments or colleges.

## Article V. Officers

## The elected officers and their respective duties shall be:

## 1. President a. The President is chiefly responsible for the overall operation of the IUFO; b. Preside over all general meetings and meetings of the Executive Board; c. Serve as an IUFO liaison to the University and community networks; d. Maintain close contact with all the work of IUFO; e. Serve as spokesperson for IUFO; f. Oversee officer and member functions. g. For the founding year of IUFO, there will be a President-Elect for the following year to allow for a smooth transition. It is his/her responsibility to study under the president of the present year. If this position is desirable after the first year, the position can be added via amending the constitution.

## 2. Vice President a. Be in charge of the scheduling meetings; b. In the absence of the President, perform the duties of that office; c. Make sure that the goals of the IUFO are fulfilled; d. Coordinate and expedite projects, programs, and business of IUFO; and e. Serve as the primary person of contact for external and internal events.

## 3. Treasurer a. Prepare budgets to submit to the President; b. Regulate the finances in strict line with the budget; c. Maintain the bank account; d. Organize the financial information of IUFO; e. Collaborate with the Secretary in the writing of grant proposals; f. Attend Treasurer Training as required by the University; g. Be in charge of fundraising; and h. Maintain tax information and audit.

## 4. Secretary a. Take minutes of each general and Executive Board meeting of IUFO; b. Disseminate information to all members as requested by the officers; c. Maintain a calendar for upcoming events; d. Oversee and keep track of the listserv; e. Oversee chapter officers' lists; and f. Oversee the maintenance and preparation of formal IUFO council paperwork, including documents and proposals.

## 6. Public Relation a. Maintain formal correspondence with other student organizations; b. Keep IUFO well informed about events going on with other student organizations; and c. Be in charge of the coordination of events with other student organizations

## d. Publicize IUFO events via Facebook, fliers, announcements at other student organization meetings, and any other means deemed appropriate

## e. Attend IUFO events and other student organization events; that is, this position requires personal interaction with other organizations and networking

## 7. Event Planning Chair a. Organize service and events within and outside the organization and the community; b. Serve as a resource for any services or volunteering opportunities; and c. Be in charge of planning of events within the organization;

## d. Help event coordinator and public relations officers with their duties.

## 8. Advisor a. Share knowledge, expertise, and experience; b. Serve as a resource; c. Aid in required organization paperwork; d. Act as liaison between IUFO and the university; and e. Serve as a member of the Executive Board with all privileges granted to other Executive Board members except for voting.

## 9. Events Coordinator

## a. Book rooms

## b. Coordinate the logistics of the major IUFO events

## c. Determine committees needed for each event and fill positions within committees

## Article VI. Finance

### Section I. We will contact some Ohio Based companies to let them come and do speech about their company, give internship or full time opportunities as well as generate fund through the corporation with them.

**Section II.**  
We will apply fund through the union to support our weekly lecture.

## Article VII. Non-discrimination

The organization will not discriminate on the basis of race, creed, color, sex, age, national origin, disability, sexual orientation or veteran status.

Statement of non-discrimination prohibiting discrimination 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 basis in accordance with [Student Organization Registration and Funding Guidelines](https://activities.osu.edu/posts/documents/student-organization-registration-guidelines-updated-may-2021.pdf).

## Article VIII. Election

The current Executive Committee of the IUFO will select the next Executive Committee and all officers for the IUFO each year during the Autumn semester. The current Executive Committee shall also establish specific rules on the procedures of selection to accommodate special needs. To smooth the transition of the officers and the Executive Committee, the current President and the current Executive Committee will initiate the process of securing the upcoming Executive Committee for the following year by requesting applications and resumes no later than November of Autumn semester each year.

If there is a special circumstance (resignations, impeachment, etc.), a temporary position holder would be assigned by the current Executive Committee.

Under normal circumstances, the President shall only be selected from the current Executive Committee.

Candidates of IUFO Executive Committee shall go through two steps.

First, the current Executive Committee shall conduct a general examination of all nominated candidates. All positions require the candidates to prepare a statement of goals, have a history of commitment to the organization to align with the long-term goals, and to be willing to invest in continuously improving the IUFO. The candidates can apply up to 2 positions but should imply their first and second preferences.

The general examination shall be, but not limited to, in the format of in-person interviews. Each of the positions within the Executive Committee is obtained through a competitive process guided by the current Executive Committee.

Second, the current Executive Committee will finalize the selection process and announcement the result no later than November 30th each year.

**Article IX. Method of Amending Constitution: Proposals, Notice, and Voting Requirement**  
Proposals for Constitution amendment may be accepted from any active members of IUFO. Review of proposals will be undergone by the Executive Board. Legislation will require a majority vote of the Executive Officer present at the scheduled amendment meeting. If the preliminary review of proposal was passed by the Executive Board, a 2/3 majority vote of the voting active membership present at the scheduled amendment meeting is required in order to pass the amendment.   
  
**Article X. Method of Dissolution of Organization**  
Dissolution of the organization must be agreed upon by the entire Executive Board and voted upon by the organization as a whole. The dissolution of IUFO requires a unanimous vote from the current active membership.

**Article XI. Method of Removing Members**

General members whom requested to be removed will be removed from IUFO’s mailing list and all affiliation within the organization. Members whom are disrespectful to other members and/or cause disorder during the duration of IUFO general meetings/events will be dealt with immediately. Their removal will be discussed strictly within the executive board and the President/Co-presidents will have the ultimate decision in their removal. In respect of the organization’s non-discrimination policy, members will be protected from the statuses listed in Article VII.

**Article XII. Method of Removing Officers**

Members of the Executive Office are mandated to attend all meetings. If the officer has more than three unexcused absence during the academic year, he or she will be asked to resign or be removed from office. Excused absences include an exam for class, family emergency or bereavement, illness, and another meeting that cannot be rescheduled. The president/co-presidents will conduct the review of removal and make the ultimate decision in the removal of an officer whom failed to meet the expectations. In respect of the organization’s non-discrimination policy, officers will be protected from the statuses listed in Article VII.