**PSMA CONSTITUTION**

ARTICLE I: Name, Purpose, and Non-Discrimination Policy

*Sec 1. –* **Purchasing and Supply Management Association at The Ohio State University**

*Sec 2.* – The Purchasing and Supply Management Association’s mission is to provide Ohio State students with educational, professional, and social opportunities in the field of operations management.

*Sec 3.* – This organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, ancestry, HIV/AIDS status, national origin, sex, age, handicap, veteran status or any other government protected status, in its activities, programs, admission, and employment.

*Sec 4.* – As a student organization at The Ohio State University, PSMA expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: [*https://hr.osu.edu/public/documents/policy/policy115.pdf*](https://hr.osu.edu/public/documents/policy/policy115.pdf). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at [*http://titleIX.osu.edu*](http://titleIX.osu.edu)or by contacting the Ohio State Title IX Coordinator at *titleIX@osu.edu*.

ARTICLE II: Membership

*Sec 1.* – Voting membership is limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members as non-voting associate or honorary members.

*Sec 2. ­*– Membership dues are to be determined by organizational leadership and are subject to change. Membership dues are non-refundable.

*Sec 4.* – Should any member fail to support the purpose of the PSMA outlined in Section 2 of Article I, should they violate the non-discrimination policy outlined in Section 3 of article I, should they violate the sexual misconduct policy outlined in Section 4 of Article I, should they violate any of PSMA’s constitution or by-laws, should they violate the Code of Student Conduct, university, or federal, state or local law, that member may be removed through a majority vote of the officers in consultation with the organization’s advisor and notified within seven (7) days of the infraction, in writing, of the termination of their membership with the PSMA.

ARTICLE III: Organizational Leadership: Titles, terms of office, types of selection, and duties of the leaders

*Sec 1.* – The executive committee consists of at least three but no more than ten currently enrolled students. The titles of the executive committee include but are not limited to: President (or Co-Presidents), Vice President, Treasurer, and Faculty Advisor. The complete executive committee consists of additional Vice Presidents whose titles and responsibilities may vary based on the current needs of PSMA.

*Sec 2.* – All members of the executive committee will serve a minimum of one semester. There are no term limits for members of the executive committee. In the event a member of the executive committee can no longer actively lead and serve PSMA, a new member of the executive committee may be appointed.

*Sec 3.* – All PSMA members are eligible to apply for a position in the executive committee. Membership in the executive committee is facilitated by application and selection by either the Executive Committee or the Faculty Advisor. The President and/or Faculty Advisor is responsible for ensuring continuation of the executive committee by actively searching for new members.

*Sec 4.* – The President (or Co-Presidents) of PSMA is responsible for effectively leading PSMA and supporting each Vice President in the executive committee. The Vice President is responsible for supporting the VP of Communications and the VP of Event Planning. The Treasurer is responsible for supporting the VP of Membership. The Treasurer is also responsible for the financial well-being of PSMA, including a detailed budget and regular financial status updates. The VP of Communications is responsible for all communications with active and prospective members, including regular emails and website updates. The VP of Event Planning is responsible for ensuring correct room reservations, scheduling with company representatives, and planning any special events. The VP of Membership is responsible for maintaining an accurate roster (updated at every meeting) and recruiting new members into PSMA. The Faculty Advisor is expected to advise the executive committee, providing leadership and mentorship. All members of the executive committee are expected to work closely with new officers to assist in a smooth transition of responsibilities.

*Sec 5.* – In the event that an officer is no longer active, they should be removed by resignation or vote. Removal by popular vote should be accomplished by a vote of all current officers. In order for a removal to occur, a super majority (2/3) of officers must vote in favor of removal. Grounds for removal are a failure to meet responsibilities and expectations for the position as defined by the PSMA executive committee.

*Sec 6.* – The Executive Committee term shall last one academic year from Autumn to Spring but additional members may be added whenever necessary as the committee sees fit.

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

*Sec 1.* – The PSMA executive committee is the organization leadership as defined in Article III. This Committee represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership.

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

*Sec 1.* – Standing Committees of PSMA may arise throughout the year as needed.

ARTICLE VI: Advisor(s) or Advisory Board: Qualification Criteria.

*Sec 1.* – PSMA advisors must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

*Sec 2.* – The expectation of the advisor as defined in Article III, Section 4.

ARTICLE VII: Meetings of the Organization: Required meetings and their frequency.

*Sec 1.* – PSMA meetings will occur on Monday’s during the Autumn and Spring semesters. These meetings will be announced via email in a reasonable amount of time prior to the meeting.

*Sec 2.* – PSMA Officer meetings will occur on Monday’s whenever necessary during the normal meeting times when general meetings do not occur. The President or Vice President is responsible for calling officer meetings whenever deemed necessary. At least two officer meetings are required every semester to keep the organization in good functioning status.

ARTICLE VIII: Method of Amending Constitution: Proposals, notice, and voting requirements.

*Sec 1.* – 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 next officer meeting and voted upon in the next officer meeting after the amendments are read. Voting requires the attendance of a 2/3 majority of officers and requires a 2/3 majority of votes in order to pass.

ARTICLE IX: Method of Dissolution of Organization

*Sec 1.* – In the event of PSMA dissolution, the responsibilities for assets and debts are to be shared equally by the executive committee. In this event, the executive committee shall convene and determine the appropriate course of action based on the circumstances. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.