

# African Youth League

## CONSTITUTION

### The Ohio State University (Columbus, OH)

#### Article 1: NAME

African Youth League, hereafter referred to as AYL.

#### Article 2: MISSION STATEMENT

To Unite African students; to promote and maintain African cultures, and to promote African awareness in this community.

#### Article 3: MEMBERSHIP

As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Especially individuals who share in the aspirations and objectives of the AYL.

Active members and the executive board are able to make decisions regarding the membership of community and other non-students members of AYL. Community or other non-student members may be temporarily suspended with a majority vote of the executive board.

Members of the executive board reserve the right to deny or

discontinue current student membership if members undermine the objectives of the AYL. Denying membership will be in accordance with our non-discriminatory policy.

#### Article 4: OFFICERS & COMMITTEES

4.1. *Executive Committee*: The executive committee shall be responsible for the administration of the AYL. It shall consist of the following members:

- President
- Vice President
- Secretary/Historian
- Treasurer
- Marketing Chair
- Public Relations Chair/Social Chair
- Philanthropy Chair
- Academic Chair
- Webmaster

4.2. *Ambassador Council (Standing Committee)*: The Ambassador Council shall be responsible to aid the executive committee execute the administration of the AYL. It shall consist of the following members:

- Fundraising Chair
- Director of Community Service
- Director of Student and Community Outreach
- Director of Communication
- Director of Digital Media, Technology, and Advertising
- Liaison Officers

4.3. *Co-opted Members*: The executive committee shall have the

powers to co-opt any member of the AYL to the executive. Any such co-opted member shall be considered a full member of the Executive Committee for the duration of the incumbent administration.

4.3.1. Executive Members can 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 such as: 1) missing numerous executive meetings without a valid excuse, 2) participating in activities that are not in the AYL's best interest. This includes violating the student code of conduct, university policy, or federal, state, or local laws.

### Article 5: ELECTIONS

5.1. *General Elections*: The election of the Executive Committee hereafter called the General Elections, shall take place at the Annual General Meeting (AGM) to be held in the month of April of each year.

5.1.1. In the case that a candidate has a history of probation or removal within the AYL Executive Board, that candidate must apply and be interviewed by a special council made of the current President and Vice President, alumni and founder(s). They are not eligible to be solely elected by the general body.

5.2. *By-Elections*: If any Executive Office falls vacant, a by-election shall be held to fill the vacant post in accordance with the relevant by-laws.

## Article 6: MEETINGS

6.1. Ordinary General Meeting

6.2. Emergency General Meeting

6.3. Ordinary Executive Meeting

6.4. Emergency Executive Meeting

6.5. Annual General Meeting (AGM)

## Article 7: FINANCES

7.1. *Sources of Finances:* The AYL shall receive funds from the following sources:

7.1.1. Membership Fee

7.1.2. Appropriate funds from The Ohio State University

7.1.3. Donations with no conditions attached

7.1.4. Legal fundraising functions

7.2. The Treasurer shall be the finance Officer of the AYL.

7.3. Audited Annual accounts shall be approved by the AGM.

7.4. *Financial Status/ Obligations:* The AYL is a non-profit organization and shall accordingly benefit from such status.

7.5. *The Signatures* of the AYL shall be the Treasurer and the

President. In the absence of the President, either the Vice President or the Secretary shall join the Treasurer as signatures.

#### Article 8: BY-LAW

The By-Laws of the AYL are an integral part of this Constitution. Both shall be changed only in accordance with Article 11 of this Constitution.

#### Article 9: AFFILIATIONS

The AYL is not obligated to affiliate with any other organization or associations, but may be authorized by members to cooperate with other organizations or associations.

#### Article 10: ADVISORS

##### 10.1. Categories of Advisors:

10.1.1. *Faculty/ Staff*: A member of staff or faculty may be appointed by the AGM on the recommendation of the Executive Committee as advisor to the AYL.

10.1.2. *Graduate Students*, who are also members of the AYL and whose experience and wisdom are considered useful to the AYL, shall be appointed as advisors to the AYL, using the same procedures as in paragraph 10.1.1. above.

#### Article 11: AMENDMENTS

##### 11.1. Amendments to the Constitution and by-laws shall be made

by two-thirds (2/3) majority of the voting members present at a meeting summoned for that purpose. Proposed constitutional amendments must be published at least one week before the meeting at which they are debated on.

### Article 12: RATIFICATION

12.1. This Constitution shall come into effect (ratified) \_\_\_\_\_. Thereafter, it shall be changed only by amendment in accordance with Article 11.

### Article 13: PROBATION & REMOVAL

13.1. In the case of the removal of an executive board member, ambassador council member, general body member, or any other attendee of AYL events the following criteria must be met to justify a hearing for probation before removal:

13.1.1. In the case of probation, the power to instate a probationary period on an executive board member or general body member or any other attendee of AYL events is vested in the president individually, the vice president individually, or a third of the remaining executive board members.

In the case of the removal of an executive board member or general body member or any other attendee of AYL events is vested in the president individually, the vice president with the support of the president, or a third of the remaining executive board members.

13.1.2. In the case of the removal of the President or Vice President, the probation and/or the removal of these officeholders will be voted on with a  $\frac{3}{4}$  majority deciding rule by the remaining

executive board members. In the case that the entire executive board is not present, the present members can decide to postpone or vote.

13.1.3. In order to begin the probation process, a meeting must take place for both parties to present their case. After the meeting, the Accused can decide to remain on the executive board and adhere to a probationary period with a duration determined by the Accuser in which no more bylaws or any other rules given by the Accuser and not expressly stated in this governing document may be broken. If any rules during the probationary period are broken, the Accused is subject to removal at the discretion of the Accuser.

13.1.4. The trial will be composed of the Accuser and the Accused. In the case that the Accuser is either the President or Vice President, both may be in attendance. The Founder may be summoned by either party. In the case that the President or Vice President is the Accuser, an executive board alum may be summoned.

13.1.5. In the case that the Accused does not attend the meeting, the Accuser has the discretion to either postpone the meeting or automatically activate probation status or automatically terminate the Accused.

13.1.6. In the case that a third of the Executive Board votes to remove another executive board member, they have the power to instate a probationary period, but removal will ultimately be decided by the President.

13.1.7. In the case of the removal of the President or Vice President, the probation and/or the removal of these officeholders will be voted on with a  $\frac{3}{4}$  majority deciding rule. In the case that

the entire executive board is not present, the present members can decide to postpone or vote.

### **BY-LAWS OF THE AYL**

These by-laws are an integral part of the Constitution of the AYL stipulated in Article 8.

#### **1.0. Duties of the Officers of the AYL**

##### **1.1. The President**

The President shall:

- 1.1.1. Be the official representative of the AYL.
- 1.1.2. Preside over all general Meetings, including the Annual General Meeting (AGM); where the incumbent president is seeking an election during an AGM, the said incumbent shall excuse himself from chairmanship at the appropriate moment of the election which will then be conducted by the Returning Officer.
- 1.1.3. Chair meetings of the Executive Committee.
- 1.1.4. Shall be a signatory to the AYL account(s). Produce and present a documented account of the presidency at the AGM. This will be called the President's Annual Report.

##### **1.2. The Vice President**

The Vice President shall:



- 1.2.1. Deputy for the President.
- 1.2.2. Chair meetings of AYL's standing committee, known as the Ambassador Council.

### 1.3. The Secretary

The Secretary shall be responsible for:

- 1.3.1. Keeping a register of members.
- 1.3.2. Recording minutes of the Executive, General, and Annual General Meetings.
- 1.3.3. Shall keep up to date records of all activities.
- 1.3.4. Assisting the President in the preparation of the President's Annual Report. (In absence of the Secretary, the President shall appoint one of the members of the Executive Committee to perform the duties of the Secretary. Because of the demanding record keeping functions of the Secretary, candidates aspiring for this position are advised to evaluate their record keeping skills, i.e typing, computer skills, etc.)

### 1.4. The Treasurer

The Treasurer shall:

- 1.4.1 Be the accounting officer of the AYL.
- 1.4.2 Collect membership fee and receive donations, and provide receipts where necessary.

- 1.4.3 Keep and maintain credible records, including: book(s) of account(s).
- 1.4.4. Maintain a constant awareness of fundraising opportunities.
- 1.4.5. Keep the Executive Committee informed on fundraising activities.

### 1.5 The Academic Chair

The Academic Chair shall:

- 1.5.1. Coordinate weekly AYL study tables
- 1.5.2. Provide academic and scholarship opportunities to AYL members.
- 1.5.3. Reach out to academic units across campus to ensure the success of AYL members academically and professionally.
- 1.5.4. Promote education abroad opportunities to AYL members.

### 1.6. The Social Chairperson

The Social Chairperson shall:

- 1.6.1. Propose social events for the AYL.
- 1.6.2. Unify the AYL with other OSU student organizations.

### 1.7. The Public Relations Chairperson

The Public Relations Chairperson shall:

- 1.7.1. Create an awareness of the AYL throughout the community.
- 1.7.2. Collaborate with international organizations to further the image of the AYL.
- 1.7.3. Notify academic departments (i.e. African and African-American Studies) to establish a network connection.

#### 1.8. The Philanthropy Chair

The Philanthropy Chair shall:

- 1.8.1. Head all AYL efforts regarding philanthropy and community service
- 1.8.2. Provide service opportunities to allow AYL to give back to the campus and local community
- 1.8.3. Ensure at least three projects/programs/initiatives for AYL in an academic year

#### 1.9. The Webmaster

The Webmaster shall:

- 1.9.1. Distribute information to all AYL members.
- 1.9.2. Design and maintain AYL website.
- 1.9.3. Issue notice of general meetings to members.

### 10.1 The Marketing Chair

The Marketing Chair shall:

1.10.1. Coordinate scheduling of AYL's digital content across all media accounts.

1.10.2. Manage all social media accounts to promote the organization and ensure the AYL brand is not compromised.

1.10.3. Work with the Webmater to ensure AYL has proper marketing and advertising

### 11.1 The Historian

The Historian shall:

1.11.1. Archive documents including but not limited to meeting notes, budgets, flyers, promotional materials and event/program pictures.

1.11.2. Ensure university archives have files/resources on AYL that will be useful.

1.11.3. Connect with AYL alumni to help build the university archives.

1.11.4. Work with the Webmaster to keep the AYL website updated.

### 1.12. The Executive Committee

The Executive Committee shall:

- 1.12.1. Support one another in order to meet the Aims & Objectives stated in Article 2 of this Constitution.
- 1.12.2. Create and serve as a reliable and functional system within the Executive Committee.
- 1.12.3 Determine the membership fee.
- 1.12.4 Approve the annual budget

## **2.0. Duties of the Ambassador Council (Standing Committee) of AYL**

### **2.1 The Fundraising Chair**

The Fundraising Chair shall:

- 2.1.1. Work alongside with the Executive Committee's Treasurer to plan various fundraising endeavors for this organization.

### **2.2 The Director of Community Service**

The Director of Community Service shall:

- 2.2.1. Work alongside with the Executive Committee's Philanthropy Chair to plan, schedule, and execute the organization's philanthropic events.
- 2.2.2. Ensures AYL's participation in other student organizational philanthropy and fundraising events.

### **2.3 The Director of Student and Community Outreach**

The Director of Student and Community Outreach shall:

2.3.1. Work alongside with the Executive Committee's Public Relation & Social Chair to engage with the AYL and campus community, through directing collaborative events.

2.3.2. Attend other student organization events that are in collaboration with AYL.

#### 2.4 The Director of Communication

The Director of Communication shall:

2.4.1. Work alongside with the Executive Committee's Secretary & Historian in maintaining the history book and weekly newsletters.

2.4.2. Record Ambassador Council meeting minutes.

2.4.3. Facilitates the organization of the Ambassador Council via Google drive.

#### 2.5 The Director of Digital Media, Technology, and Advertising

The Director of Digital Media, Technology, and Advertising shall:

2.5.1. Work alongside with the Executive Committee's Webmaster and Marketing Chair to create unique and exemplary advertising and branding of AYL through various forms of digital media, such as photography, videography, flyers, etc.

#### 2.6 The Liaison Officer

The Liaison Officer shall:

2.6.1. Work to bridge the relationship between the Executive Committee and Ambassador Council to the general body members.

2.6.2. Analyze and contribute to general body member retention and participation.

### 2.7 The Ambassador Council

The Ambassador Council shall:

2.7.1. Support one another in order to meet the Aims & Objectives stated in Article 2 of this Constitution.

2.7.2. Create and serve as a reliable and functional system within the Ambassador Council and Executive Committee.

### 3.0. Meetings

3.1. Ordinary General Meetings shall be held at least once every week during the Fall, Winter, and Spring quarters of the academic school year, except weeks of finals and/or holidays acknowledged by The Ohio State University.

3.2. The Annual General Meeting (AGM) shall be the supreme policy making body of the AYL.

3.2.1. The AGM shall elect officers.

3.2.2. The AGM shall be held in the month of April.

#### 4.0 Non-Discrimination Statement

The African Youth League prohibits 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 bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, The African Youth League 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>

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

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