

## **Constitution of Urdu Club**

**This organization is under The Ohio State University.**

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

#### **Section 1: Name**

- A. The official name of the organization, appearing on all documentation, shall be “Urdu Club at The Ohio State University.” The official abbreviation of the organization’s name shall be “Urdu Club.”

#### **Section 2: Purpose**

- A. Urdu Club is an organization based on students that have an interest in medicine or any science related field. It is a space for all to expand their ideas and gain experience into what it is like to speak the Urdu language. Members of this organization will engage in learning the Urdu language.

#### **Section 3: Non-Discrimination Policy**

- A. Urdu Club 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.
- B. As a student organization at The Ohio State University, Urdu Club 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>.
- C. 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).

### ***Article II - Membership: Qualifications and Categories of Membership***

- A. As required by the Guidelines for Student Organizations, 90% of the membership of Urdu Club must include current Ohio State University students. Urdu Club strives to encourage Urdu speakers or anyone interesting in learning the language. Active members and the Executive Committee are able to make decisions regarding the membership of the community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee, if any wrongful action is conducted.

### ***Article III – Methods for Removing Members and Executive Officers***

Article III should clearly define your organization’s procedures for removal of officers or members. Be sure to think critically about the process of removing members and include variables such as timeline, voting procedures, and the various reasons a member or executive officer should be removed.

- A. If a member of Urdu Club 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.
- B. Any elected officer(s) of Urdu Club 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.
- 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), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

#### ***Article IV - Organization Leadership***

Urdu Club will consist of:

- A. Primary Leader (Co-President, Maryam Baig) will be appointed to their role each year that the organization is actively running. The duties of the President will be to coordinate the club meetings, present information at every meeting, network and find potential opportunities in service, leadership and/or medicine for current club members.
- B. Secondary Leader (Co-President, Aylah Khan) will be appointed to their role each year that the organization is actively running. The duties of the Secondary Leader will be to work closely with the President to coordinate club meetings and present during them. The Secondary leader will also be in charge of networking with other clubs and finding unique opportunities for members.
- C. Treasurer (Safwan) will be appointed to their role each year that the organization is actively running. The duties of the Treasurer will be to apply for funding, distribute and collect funding received from various sources, and make a financial plan for the organization to continue running effectively.
- D. An advisor (Fatimah Masood) will be appointed to their role each year that the organization is actively running. The duties of the Advisor will be to make sure that the club is running smoothly, adhering to the Laws of the Constitution, and the purpose statement.

#### ***Article V- Election/Selection of Organization Leadership***

- A. All executive board members will be in office for one calendar year (Summer semester-Summer semester).
- B. Executive board members will be appointed to their positions each summer semester.
- C. The nominating process will take place through a club meeting where the members will appoint someone who wishes to be in a certain position.
  - a. The appointed person may accept the position or refuse it.
- D. Any undergraduate club member is eligible to be appointed for any executive board position and there will be no term re-election limits unless  $\frac{2}{3}$  of the club members oppose someone in an elected position.
  - a. If the majority of club members oppose someone in an executive board position, there will be another meeting held to appoint a new member for that position.

- E. If a student resigns from their position then there will be an emergency meeting held to appoint a new member to that executive board position.

**Article VI - Executive Committee: Size and composition of the Committee**

- A. The Executive Committee will consist of the President, Secondary Leader, and Treasurer.

**Article VII - Standing Committees**

- A. At the present moment, no standing committees will be required for Urdu Club to run properly.

**Article VIII – Advisor(s) or Advisory Board: Qualification Criteria**

- A. The advisor for Urdu Club will be a full-time member of the University faculty or Administrative & Professional staff. The advisor will be responsible for attending training sessions every 2 years, in order to be a standing member of the organization. The advisor will make sure the club is run in concordance with the laws described in the Constitution and the purpose statement.

**Article IX – Meetings and events of the Organization: Required meetings and their frequency**

Required meetings and events and their number should be specified in the governance documents and should reflect the organization’s expectations for all members. For example:

- A. Meetings will take place biweekly throughout the academic year and attendance will be required for at least one meeting, in order for a student to be considered a member of Urdu Club. Attendance at 50% of events, such as medical school discussion panels, hosted by Urdu Club may be required for membership each academic term except for summer.

**Article X – Attendees of Events of the Organization: Required events and their frequency**

- A. Urdu Club 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 XI – Method of Amending Constitution: Proposals, notice, and voting requirements**

- A. 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 XII – Method of Dissolution of Organization**

- A. During the event of a dissolution, the Advisor and Executive Committee composing Urdu Club will oversee and adhere to Constitutional policy. If there are any outstanding debts that Urdu Club owes, they will be paid in full, prior to the dissolution process. Any assets and funds will be given to the Advisor and donated to the Institution.

## **By-Laws**

### *Article 1 – Parliamentary Authority*

- A. The rules contained in Robert's Rule of Order, shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

### *Article II- Membership*

- A. Any undergraduate student at the Ohio State University that attends at least one of the club meetings for Urdu Club will be considered a member of this organization.
- B. There are no dues to become a member of Urdu Club.
- C. If a current member disobeys the laws of this constitution, they will be dismissed by the Executive Committee and not allowed to participate in the club moving forward.

### *Article III- Election/Appointment of Government Leadership*

- A. All executive board members will be in office for one calendar year (Summer semester-Summer semester).
- B. Executive board members will be appointed to their positions each summer semester.
- C. The nominating process will take place through a club meeting where the members will appoint someone who wishes to be in a certain position.
  - a. The appointed person may accept the position or refuse it.
- D. Any undergraduate club member is eligible to be appointed for any executive board position and there will be no term re-election limits unless  $\frac{2}{3}$  of the club members oppose someone in an elected position.
  - a. If the majority of club members oppose someone in an executive board position, there will be another meeting held to appoint a new member for that position.
- E. If a student resigns from their position then there will be an emergency meeting held to appoint a new member to that executive board position.

### *Article IV- Executive Committee*

- A. The Executive Committee will serve as a voice for the members of Urdu Club and ensure that the members receive all the support they need.
- B. If  $\frac{2}{3}$  of the club members agree or disagree with a certain action or policy taken it will be investigated further to align with the needs of the majority.

### *Article V- Standing Committees (if needed)*

- A. At this point in time no Standing Committees will be needed.

### *Article VI - Advisor/Advisory Board Responsibilities*

- A. The advisor for Urdu Club will be a full-time member of the University faculty or Administrative & Professional staff. The advisor will be responsible for attending training sessions every 2 years, in order to be a standing member of the organization. The advisor will make sure the club is run in concordance with the laws described in the Constitution and the purpose statement

*Article VII - Meeting Requirements*

- A. Meetings will take place biweekly throughout the academic year and attendance will be required for at least one meeting, in order for a student to be considered a member of Urdu Club. Attendance at 50% of events, such as medical school discussion panels, hosted by Urdu Club may be required for membership each academic term except for summer.

*Article VIII - Method of Amending By-Laws*

- A. The By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership at Urdu Club.
- B. The proposed change will be brought up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).