

Constitution

ARTICLE I

- Section 1: NAME

- NSSA (North and South Sudanese Association) at The Ohio State University

- Section 2: Section

- Purpose: The purpose of this organization is to increase awareness about issues regarding North and South Sudan. To represent Sudan via collaboration with other student organizations and to provide a platform for Sudanese students to network within the community of the Ohio State University and abroad.

- Objectives:

- Represent the diversity of North and South Sudan.
 - Educate and raise awareness about issues that affect the Sudanese Community in Ohio and abroad.
 - Build connections between Sudanese Youth.
 - Provide new students with a variety of events and activities designed to better acquaint them with the culture.

- Section 3: NON-Discrimination Policy

- *This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.*

- *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 II: membership: Qualifications and categories of membership

- Section I:

- Membership is open to any interested student that is currently enrolled in the Ohio State University. Members must show a willingness to participate and be committed to the objectives of the organization.

- Section II:

- This organization will consist of active and inactive students and will be given equal rights. Non-Ohio State students will not be granted voting rights.

- Section III:
 - All official active members, explicitly defined as members who attend fifty percent of meetings, will be required to pay a fee of \$10. While all inactive members are explicitly defined as members who attend less than fifty percent of meetings and will be required to pay a fee of \$10.
- Section IV:
 - All members are required to abide by the constitution. Disrespecting or degrading of any member that violates the Ohio State Code of Conduct will be removed by majority votes.
 - No one shall be refused membership based on reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

ARTICLE III: Organization leadership: Titles, terms of office, type of selection, and duties of the leaders

● **President:**

- supervising all student organization meetings;
- overseeing the process of student organization event planning;
- completing all student organization purchase requests;
- maintaining a current list of residences, email addresses, student ID numbers and phone numbers of the student organization officers, advisor and members;
- submitting all required paperwork for student organization renewal;
- holding a minimum of two meetings for the general membership per semester; and
- Submitting a semester and annual report of student organization activities.
- president will serve for a one-year term

○ **Vice President:**

- supervising student organization meetings in the absence of the President;
- assisting the President with the oversight of the student organization including fundraising, event planning, etc.;
- working with the student organization's Treasurer to prepare an annual budget;
- maintaining a current accounting of the student organization's financial status including income and expenses;
- scheduling locations for meetings and events; and
- Coordinating student organization fundraising efforts with the Treasurer.

- o Vice president will serve for a one-year term
- **Treasurer:**
 - o preparing the annual student organization budget;
 - o monitoring the student organization's budget;
 - o completing an annual financial report for the student organization;
 - o tending to the status of all purchase requests
 - o collecting funds and depositing to the student organization's account;
 - o paying bills;
 - o keeping a record of all transactions, i.e. deposits, checks and adjusting entries; and
 - o Preparing monthly financial reports and documents to keep the student organization's membership informed about the student organization's financial situation.
 - o treasure will serve for a one-year term
- **Publicist/ social media/ marketing**
 - o Make a Facebook/Instagram/Twitter group and maintain all social media accounts
 - o Keep the public up to date with events and information via social media
 - o Upload pictures of events
 - o Photograph and document events concerning the organization
 - o Publicist will serve for a one-year term
- **Secretary/ IT**
 - o Takes notes at every student organization meeting;
 - o Maintains the student organization history for that academic year;
 - o Verifies all student organization purchase requests;
 - o Assists with student organization projects where needed; and maintains communication between the student organization, president, and individual participants (this may include emails, letters, and phone calls).
 - o Keep track of sign in sheet
 - o Answers emails
 - o Secretary will serve for a one-year term

ARTICLE IV: Executive Committee: Size and composition of the committee

- Executive board should meet weekly to set policies. Executive board consists of the president, vice president, treasurer, secretary, and publicist. Regular group meeting will be held biweekly.
- **ARTICLE VI: Method of Selecting and/or Removing Officers and Members**
- *Section I: Process to selecting Officer*
 - Officer will be selected by a campaign including speech that outlines motives and qualifications
 - Officer will be required to submit an application and resume
- *Section II: Process of selecting members*
 - Open membership to any Ohio State student who is currently enrolled or shows interest.
 - Members should behave according to guidelines stated in the constitution and be considerate of others. Remember that you are representing NSSA.
- *Section III: Process to Remove Officers*
 - An offending officer will be given a probation period in which said officer has a limited amount of time to address issues. The allotted amount of time will vary on a case by case basis but will not exceed a week.
 - Second Warning results in trial in which said officer is given a chance to defend themselves in front of their peers
 - Results of trial are ultimately dependent on executive board voting
 - Discrimination clause is in place to protect members or officers from being wrongly removed
- *Section IV: Process to Remove Members*
 - An offending member will be given a probation period in which said member has a limited amount of time to address issues. The allotted amount of time will vary on a case by case basis but will not exceed a week.
 - Second Warning results in trial in which said member is given a chance to defend themselves in front of their peers
 - Results of trial are ultimately dependent on executive board voting
 - Discrimination clause is in place to protect members or officers from being wrongly removed

ARTICLE VII: Advisor(s) or Advisory Board: Qualification Criteria

- Advisor should be a part of Ohio State faculty or administrative and professional staff, which he/she has no term limit.
- The role of the advisor is to:
 - Be aware of the goals and direction of the student organization by attending organizational meetings and consulting with the Executive Board. The advisor

should monitor the student organization's progress toward predetermined organizational goals and objectives.

- o Complete all mandatory training meetings scheduled by Student Leadership Programs.
- o Be aware of the general financial condition of the student organization and encourage the keeping of good financial records.
- o Assist the student organization in complying with University policies and procedures. The advisor needs to be aware of the policies and procedures in this workbook, the Student Code of Conduct.
- o Refrain from managing the student organization or completing the tasks assigned to the student organization. The management of the student organization is each member's responsibility.

ARTICLE VIII: Meetings of the Organization: Required meetings and their frequency

- The Executive Board is required to meet weekly on a negotiated time. Inactive and active members are encouraged to attend the biweekly meeting. Advisors should meet with the organization or E-board when needed.

ARTICLE IX: Method of Amending Constitution: Proposal, Notice, and Voting Requirements

- Section I: Method of Amending Constitution
 - o The organization reserves the right to add amendments to the constitution, when necessary. The Amending shall improve the organization or method of conduct.
- Section II: Proposals
 - o All members reserve the right to recommend proposals which will be voted upon later.
- Section III: Notice
 - o A notice is given at a general meeting, where the attending is at least 52%
- Section IV: Voting Requirement
 - o The process of amendments should require two thirds majority vote in favor for the amendment.

ARTICLE X: Method of dissolution of organization

- The decision of the dissolution should be an executive board decision. A vote will be considered by all executive board members. The vote should be unanimous, if one-member votes against the idea it will be dismissed.

- An advisor's approval is necessary for the dissolution of the organization

By Laws

ARTICLE I: Parliamentary Authority

- NSSA shall have an executive board and adhere to Robert's Rule of Order [Minority will be heard, while the majority will decide].
- The rules contained herein shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.

ARTICLE II: Membership

- The procedure for becoming a member can always be amended.
- Termination of membership shall occur only if they violate the student code of conduct or the constitution.

ARTICLE III: Election/Appointment of Government Leadership

- A ballot system shall be set and accounted for by the advisor.
- This shall be set for executive positions such as president, vice president, treasurer, secretary, publicity. Nominees will be voted for by all active and inactive members.
- The ballot shall be held in a negotiated date in February. The results will be announced the following week.

ARTICLE IV: Executive Committee

- *Section 1: Goals of the Executive Committee*
 - Uniting and organizing with other organizations, the public community within Columbus, businessmen, and other individuals in order to accomplish the United goals of NSSA
 - Hosting Sudanese seminars and lectures with prominent figures of the Sudanese community
 - Initiate expos and seminars within the events held during club organized activities.
 - Advertise and broadcast utilizing posters, social media, and bus ads.

- o__ To provide opportunities for members to network with the community
- Section 2: Responsibility toward the members of NSSA
 - o The executive board shall work together towards strengthening the communication between the executive board and members, in terms of working out conflicts that members may have, working together in a united goal of making NSSA a well-functioning community.
 - o The executive board shall be attentive toward the needs of all the members.

ARTICLE V: Standing Committees

- Section 1: Executive Committee
 - o__ President: Being a successful and competent leader, who watches and approves all organizational decisions and activities
 - o__ Vice president: Contributes to executing the responsibilities of the president and the organization in terms of assisting the president with group events and decisions. The Vice President shall step in the role of president in the event that the president is not present
 - o__ Treasurer: Shall manage the financial needs and responsibilities of NSSA
 - o__ Secretary: Take notes at meetings and shall hold responsibility for contact within executive members and between the board and the general members.
 - o__ Publicist: Shall take care of all social media advertising and outreach activities. In addition to managing the public image of NSSA.
- Section 2: Additional to Leadership within organization
 - o NSSA will include additional leadership positions that shall assist the executive board, which will be referred to as chairs.
 - o Additional chairs can be added within each semester when need be.
- Section 3: General members
 - o Members are required to pay the membership fee
 - o Members ideally should be enthusiastic about their role, motivated, and provide moral support in events
 - o Attend meetings as a contributing member
 - o Respect and commit to the constitution, the student organization, and implement the decisions that are decided by the executive board according the constitution
 - o Govern the student organization's reputation through the pursuit of appropriate behavior within and without the organization

ARTICLES VI: Advisor/ Advisory Board Responsibilities

- An advisor is required to consign checks

- The advisor will overlook the activities of the organization and will not always need to attend all the events, while the meeting's attendance is optional

ARTICLES VII: Meeting Requirements

- Section 1: Executive Board and Additional Leadership
 - All executive board is required to attend all meetings
 - A 24 hours' notice in advance is required if member is unable to attend
 - All executive board is required to attend all events, while additional leaders (chairs) are required to attend fifty percent of biweekly meetings.
- Section 2: General Members
 - General members are required to attend fifty percent of the biweekly meeting to qualify for active membership.

ARTICLE VIII: Method Amending By Laws

- Section 1: Method of Amending By Laws
 - The organization reserves the right to add amendments to the By Laws, when necessary. The Amending shall improve the organization or method of conduct.
- Section 2: Proposals and Notice
 - All members reserve the right to recommend proposals which will be voted upon later.
 - A notice is given at a general meeting, where the number of attending members shall be at least 52%.
- Section 3: Voting Requirement
 - The process of amendments should require two thirds majority vote in favor for the amendment.

