

## **CONSTITUTION OF SAUDI STUDENTS ORGNAIZATION**

**Article I - Name, Purpose, and Non-Discrimination Policy of the Organization: Section 1** - Name: Saudi Students Organization (SSO) **Section 2** - Purpose: The objectives of SSO are as follows: ☐ To introduce Saudi Cultural for all unfamiliar people in Ohio State campus ☐ It will help establish strong social environment for all incoming and old Saudis during their stay in the United States.

Section 1 - Name: Saudi Students Organization (SSO)

Section 2 - Purpose: The objectives of SSO are as follows: ☐ To introduce Saudi Cultural for all unfamiliar people in Ohio State campus, It will help establish strong social environment for all incoming and old Saudis during their stay in the United States.

**Section 3 - Non-Discrimination Policy:** This organization does not discriminate based on 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 of membership:** Voting membership is limited to currently enrolled Ohio State students who have registered with the association, others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

**Article III - Organization Leadership: Titles, type of selection, and duties of the leaders: Size and Composition:** The Leadership Committee of SSO consists of three officers. One of the officers plays the role of the president. The second officer plays role of secondary leader or vice president. The third officer plays the role of the treasurer; however, the treasurer is not necessarily among the officers.

**Qualification of the Officers:** Officers of SSO shall either be Saudis or have parent(s), grandparent(s), or spouse with Saudi nationality.

**Election of the Officers:** The officers are elected by the majority of the voting members in the elections held at the end of each spring academic term. The official role of the new officers starts at the beginning of next academic year.

**Election of the President:** Based on the majority of the votes of the new officers, one of them would be elected as the president.

**Election of the Treasurer:** The officers shall vote for a member of the organization (whether an officer or not) as the treasurer.

**Responsibilities and Duties of the President:** ☐ To organize date, time, and place of the meetings ☐ To select an officer as the secretary of the meetings ☐ To govern the meetings ☐ To act as a connection

between the advisor and the members of the organization ☐ To register the organization with the university for the next academic year ☐ To counter-sign the checks along with the treasurer in order for them to clear the bank

**Responsibilities and Duties of the Officers:** ☐ To be in charge of the organization activities/programs ☐ To select the president, the treasurer, and the faculty adviser of the organization ☐ To participate in the decision making process, meetings, and discussions ☐ To make sure that the organization activities agree with its constitution and bylaw ☐ To protect the assets, resources of the organization, and personal information of the members

**Responsibilities and Duties of the Treasurer:** ☐ To keep a check on the inflow and outflow of the monetary budget ☐ To attend required student activity meetings regarding financial funds and other related issues ☐ To attend the Leadership Committee meetings ☐ To be in charge of the administrative financial errands ☐ To prepare financial reports periodically

**Elucidation of Officers and non-Officer member:** Written request for elucidation of an officer or non-officer member requires the signature of at least twenty percent of the voting membership (signature of officers is not acceptable). The details of elucidation must be provided to the members at least one week prior to the next general meeting. The elucidation process shall be the first priority of this meeting. The elucidated officer is required to attend the general meeting in order to convince the members. The officer will be terminated of his/her role with fifty percent of cast votes.

**Resignation of Officers and non-Officer member:** In case of resignation of more than one officer an election would be held within two months from the official date of resignation so that the majority of the voting members would elect alternate member(s). Same rules applied to non-officer members.

**Article IV – Adviser(s): Qualification Criteria.** Qualifications of the Adviser: Adviser of the organization must be a full-time member of the University faculty or Administrative and Professional staff. If a person is serving as an adviser who is not a member of the above classifications, a co-adviser must be chosen who is a member of these University classifications.

**Election of the Adviser:** The adviser of SSO is selected by the officers of the organization based on most of the votes on an annual basis. After the selection of the advisor, new officers shall submit his/her information to the current officers at least one week prior to the re-registration of the organization with the university.

**Responsibilities and Duties of the Adviser:** ☐ To help, to support, to guide, and to give advice to students in order to meet the goals and objectives of the organization in the best possible way ☐ To participate in the election meetings of the organization and to supervise the elections

**Resignation of the Adviser:** In case of resignation of the faculty adviser the officers have to elect and introduce to the members an alternate advisor within a two months timeframe.

Article V – Meetings of the Organization: Required meetings and their frequency:

☐ At least one general meeting of the membership is required each academic term except for summer. General meetings are open to public. Presence of at least two officers is required in a general meeting in order for it to be considered official. Reports of the programs, achievements, and financial activities as

of last presented report must be provided to the public by the Leadership Committee and the treasurer during this meeting. ☐

At least three meetings of the Leadership Committee are required each academic term except for summer. Leadership Committee meetings are open to public; however, voting right is reserved only for the members of this committee. Presence of at least four officers is required in a Leadership Committee meeting in order for it to be considered official.

#### **Article VI – Activities of the Organization:**

Any activity that is performed through SSO or in cooperation with SSO shall have the following conditions: ☐ Agreement with constitution and bylaw of SSO ☐ Financial security; a program is financially secured when there is a guarantee that the organization will not be in debt after the complete performance of the program. ☐ Any individual or organization who uses the resources of SSO in order to run an activity shall mention the name of SSO. If requested, SSO is responsible for informing its members about activities of other organizations or individuals. ☐ Non-members or other members of the organization can run and manage a program through this organization only when one of the officers approves them as the Manager(s) of that particular program.

#### **Article VII – Method of Amending Constitution:**

Proposals, notice, and voting requirements: The need for amending constitution must be approved by at least four out of five officers and announced by detailed explanation in writing with reference to specific articles. A committee consisting volunteer members would then take the responsibility of preparing the amendment proposal. Proposed amendments must be in writing and not be acted upon but announced to the members three times, two of which shall be in general meetings. Proposed amendments require eighty percent of votes cast by the voting members or a two-thirds of the entire voting membership of the organization, present or not, in order to be validated. Voting for the amendments can be held at anytime but during summer term.

#### **Article VIII – Method of Dissolution of Organization:**

Inactive Condition: The organization will be considered inactive when it is not registered with the University for any reason. In such case the assets (possessions) of the organization must be liquidized by the last officers and transferred to the organization current bank account for the future members within six months. The detail of the transactions shall be documented, authenticated, and submitted to the Student Activities Center to be filed.

Dissolved Condition: Organization could be dissolved only by voting of the registered members. The procedure of voting for dissolution of organization is the same as that of amending constitution. In this case, the fixed and current assets of the organization must be sold and donated to a non-profit organization located in Columbus, Ohio chosen by the majority of the members.

By law Article I – Membership Members of SSO have to register themselves with the organization every academic year.

This requires: ☐ Submitting necessary information ☐ Clarification of voting status by the applicant during registration