



The Constitution of the Eritrean Student Association

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PREAMBLE.

We, the members of the Eritrean Student Association at The Ohio State University do hereby establish this Constitution in order that our purpose be realized to its fullest extent. This document aims to set the guidelines and rules our organization will operate by.

ARTICLE I. NAME

The Eritrean Student Association at The Ohio State University. Also known as ESA.

ARTICLE II. PURPOSE

The purpose of ESA is to meet Eritrean students' educational, social, and cultural needs at The Ohio State University and in the greater Columbus area. It is also to advance unity and cooperation amongst all Eritreans and to serve as a worthwhile institution for the Eritrean community in Columbus.

ARTICLE III. NON-DISCRIMINATION-POLICY

Eritrean Student Association does not discriminate on the basis of race, color, political affiliation, religion, age, gender, disability, military status, national origin, sexual orientation, marital status, citizenship status, genetic information, HIV/AIDS status and/or any other bases under the rule of law in its activities, programs, admissions, and elections.

ARTICLE IV. MEMBERSHIP

1. Registered Voting Member

- a. The Eritrean Student Association at The Ohio State University voting membership shall be limited to enrolled Ohio State students. Prospective registered members must complete the membership application, and their signature will ensure their compliance with this constitution. Fulfillment of these requirements will ensure the Registered Member with their voting rights and shall serve as an obligatory element for eligibility to serve as an ESA officer.

2. Non-Voting Registered Member

- b. Non-Registered membership in ESA shall be limited to all students, including those not enrolled at The Ohio State University and its regional branch campuses, along with students from other colleges and universities in the area, and any college-aged young adult who is interested.
- c. Prospective registered members must complete the membership application, and their signature will ensure their compliance with this constitution. Fulfillment of these requirements will ensure the Non-Voting Registered Member with their rights within ESA.
- d. Other non-Ohio State student members, such as faculty, alumni, professionals, students from other universities, college-aged young adults, etc., may become members, but only as non-voting members or honorary members.

ARTICLE V. OFFICERS

1. Roles & Responsibilities

- a. All officers cannot miss more than two general body meetings per semester, barring emergency circumstances. Additional absences must be discussed with the president prior to the e-board meetings. A violation of this rule will result in the impeachment process being enacted.
- b. All officers cannot miss more than three e-board meetings per semester, barring emergency circumstances. Additional absences must be discussed prior to e-board meetings or the impeachment process will be enacted.
- c. All officers must let the president know at least three hours prior to the scheduled meeting of their absence.
- d. All officers cannot be more than 10 minutes late to general body meetings and e-board meetings. Officers will have up to three late excuses each semester, if an officer uses all three late excuses in a semester it will result in the impeachment process being enacted, and emergency circumstances are excused.
- e. All officers must be present at all ESA events unless excused by the president.
- f. All officers should be aware of the constitution, its rules, requirements, and guidelines before agreeing to be on the board.
- g. All officers have a duty to share information with all officers upon the confirmation of events and programs to be shared at the next e-board meeting.

- h. It is expected that all officers have a responsibility to seek out contacts, speakers, and events and complete whichever responsibilities they have for events and meetings.
- i. If an officer cannot complete their duties for over 30 days the rest of the officers may vote to begin the impeachment process for the elected person to be removed from office.
- j. All officers must be respectful to all members of ESA. Professionalism must be displayed by all e-board members, disrespectful and offensive language which includes but is not limited to: any utterance which is blasphemous, obscene, indecent, insulting, hurtful, disgusting, morally repugnant, or which breaches commonly accepted standards of decent and proper speech will not be tolerated and will result in the impeachment process and the elected individual to be removed from office.
- k. Current executive board members are not permitted to vote in executive board elections.
- l. Due to the sensitive nature of Eritrean politics, the discussion of all politics is prohibited by e-board members in e-board meetings, general body meetings, and on the behalf of the organization unless sanctioned by the President and Vice President. This is to protect the integrity of ESA e-board members and the organization from unwarranted conflicts and problems that could divide and destroy the organization.
- m. All officers must sign the ESA constitution stating their due diligence to the constitution.

2. *Positions*

a. *President*

- i. The President is responsible for communicating with other student organizations and maintaining a relationship with The Ohio State University Student Government as well as the ESA Advisor.
- ii. The President shall oversee the executive board and organization to ensure that the requirements, goals, duties, and responsibilities of the constitution are met.
- iii. The president is the official spokesperson of ESA in meetings, events, interviews, interactions, and institutional functions within the Ohio State University community and outside unless stated otherwise.
- iv. The President is responsible for conducting all ESA executive board meetings.
- v. The President is responsible for making sure there is communication with

other student organizations and maintaining a relationship with the OSU student government.

- vi. The President is responsible for updating and keeping a relationship with the ESA advisor.
- vii. The President is responsible for working with the Treasurer to help maintain funds for ESA events.
- viii. The President is responsible for maintaining peace within the organization and easing tensions if/when they arise. The President shall lead ESA away from actions and events that may bring harm and chaos to the existence of the organization and prevent conflicts and find solutions if any are to occur.
- ix. The President shall work with new becoming members of the executive board to understand their respective roles and the ESA constitution.
- x. The President shall lead and determine the course of action on issues that the ESA constitution does not cover to the best of their due diligence.
- xi. The President is responsible for reserving rooms that are needed by ESA for events and meetings.
- xii. The President shall be in charge of forming an election committee only if they are not running in the election, which shall be addressed under Article IX.

b. Vice President

- i. The Vice President shall fulfill the President's responsibilities as well as their own in the event of their absence.
- ii. The Vice President shall coordinate with the President to oversee the Executive Board to make sure the requirements and duties of the constitution are being met.
- iii. The Vice President will help the Executive Board members in fulfilling their duties wherever it is necessary.
- iv. The Vice President shall coordinate and oversee the weekly general body meetings, thereby creating a semesterly calendar, and staying in constant contact with other e-board members and their tasks.

c. Secretary

- i. The Secretary is responsible for taking official minutes of all ESA Executive Board meetings and sharing the information with the E-Board members for the review of the E-Board meeting.
- ii. The Secretary shall take attendance at the start of every e-board meeting and include it in the meeting minutes.
- iii. The Secretary is responsible for preparing and setting the meeting agenda with the President.
- iv. The Secretary is responsible for sending email announcements to the ESA emailing list.
- v. The Secretary is responsible for maintaining and updating the ESA email list.
- vi. The Secretary is responsible for documenting ESA members and their relevant information.

d. Treasurer

- i. The Treasurer is responsible for maintaining all documentation and receipts from ESA accounts as well as maintaining a ledger of transactions.
- ii. The Treasurer shall maintain a record of the ESA account and document all transfers of funds.
- iii. The Treasurer must be a signer on all checks and financial transactions from the ESA account(s).
- iv. The Treasurer shall plan the funding of events and guarantee sufficient funds are maintained to finance ESA events properly.
- v. The Treasurer is responsible for informing the Executive Board of ESA account information and confirming with the E-Board before releasing funds.
- vi. The Treasurer is responsible for providing the E-Board with a balanced account sheet.
- vii. The Treasurer shall work with the E-Board members to minimize event expenditure, and find alternative funding possibilities or cutting strategies.
- viii. The Treasurer is in charge of filling out all University-based grants
- ix. The Treasurer shall produce an ESA budget projection before each semester to estimate expenses and an end-of-the-semester comparative analysis of projected versus actual fund utilization.

- x. The Treasurer is responsible for working with the President to resolve emergency funding issues if they arise and will provide the Executive Board with a detailed update of their resolution.
- xi. The Treasurer is responsible for identifying potential revenue ideas by creating relationships with local businesses, campus departments, and local organizations.
- xii. The Treasurer must ensure the revenue streams are sustainable and will help ESA achieve its fiscal goals.
- xiii. The Treasurer must work with the executive board to create fundraising events that will generate revenue for ESA.

e. Marketing

- i. The Marketing officer is responsible for publicizing all ESA activities and events.
- ii. The Marketing officer is responsible for posting organization and event information via ESA social media sites.
- iii. The Marketing officer is responsible for posting flyers around campus and the community.
- iv. The Marketing officer is responsible for coordinating all ESA executive board photoshoots.
- v. The Marketing officer is responsible for all promotions surrounding ESA and its events.
- vi. The Marketing officer is responsible for taking photos and videos of ESA events or finding a photographer/videographer to do so.

f. Outreach

- i. The Outreach officer is responsible for coordinating with the Marketing officer for involvement and promotion affairs.
 - ii. The Outreach officer shall oversee involvement at the University such as the Multicultural Center and student-outreach events.
 - iii. The Outreach officer shall create awareness of ESA throughout the Eritrean community.
 - iv. The Outreach officer is responsible for Welcome Week

participation and recruitment activities in coordination with the University's Admission department and office of Student Life.

- v. The Outreach officer is responsible for coordinating with the President to reach out to other student organizations to cosponsor and collaborate on events and activities.
- vi. The Outreach officer is responsible for coordinating multicultural activities and maintaining a channel of communication with the relevant organizations of diversity and culture.
- vii. The Outreach officer is responsible for coordinating, contacting, motivating, and following up with off-campus community involvement activities.
- viii. The Outreach officer is responsible for recruitment through:
 - a. Promoting registration of new members,
 - b. Distributing organizational paraphernalia
 - c. Utilizing promotional tables in the University Center

ARTICLE VI. OVERSEEING OFFICER

1. *The Overseeing officer is primarily a source of consultation for the acting executive board of ESA.*
 - i. The Overseeing officer is not an official member of the ESA executive board
 - ii. The Overseeing officer shall assist the President to ensure that conflicts, potential or realized, internal or external to the organization, do not jeopardize the existence or functioning of ESA.
 - iii. The Overseeing officer shall assist the President in steering ESA away from potentially harmful actions to the effective conduct of the organization and serving as a source of conflict prevention and resolution, both internally and externally, where and when such actions may be required by the organization.
 - iv. The Overseeing officer has no voting rights unless specifically sanctioned by the executive board on the topic of impeachment (See Article VI.).
 - v. The Overseeing officer shall assist ESA executive board members by advising them on their respective duties and organizational obligations.
 - vi. The Overseeing officer is only required to attend one e-board meeting a semester.
 - vii. When called upon by the e-board, the Overseeing officer is required to show up to that e-board meeting.
2. *Overseeing officer Qualifications and Requirements*

The ESA Overseeing officer qualifications are:

 - a. Former ESA executive board member and alumni

- b. In the event that a former alumni e-board member cannot be found. A former e-board member that is still in school can be chosen.
- c. In the event that a former alumni e-board member and a former e-board member cannot be found, the ESA advisor will take the role of Overseeing officer.
- d. The Overseeing officer shall serve a term of one year.

ARTICLE VII. IMPEACHMENT/RESIGNATION PROCESS

- 1. *The process for impeachment and resignation for executive board members and the steps that must be taken.*
 - a. In the event that an officer has not been fulfilling the duties required of them for over fifteen days, the President and Vice President will issue a warning to the officer, if this exceeds thirty days the overseer will be contacted. In the event that an officer has received their warning after fifteen days and resumed fulfilling their duties but resumed not fulfilling their duties again, then that officer will not be subjected to another warning and the overseer will be contacted
 - b. The Overseer will require evidence that the officer has been neglecting or abusing their position.
 - c. Once evidence is obtained and reviewed by the overseer, he or she alone will bring forth a vote to the executive board.
 - d. The executive board will then vote and with a majority of the votes, the officer in question will be impeached.
 - e. In the event a tie occurs, the executive board will have two choices on how to proceed:
 - 1. The executive board shall put the officer in question under probation and there shall be another vote in two weeks' time.
 - 2. The executive board will include the overseer only if he or she desires to. If the overseer agrees a vote shall be held in one week's time.
 - f. Once an officer has been impeached, the responsibility of filling the now-vacant seat belongs to the President and Vice President. It is their job to find a replacement but the E-Board must vote or come to an agreement on the replacement.
 - g. In the event that an officer is not able to fulfill their duties and decides they can no longer hold their respective position. They have the option to resign. However, they must provide an adequate replacement that once again the E-Board must either vote on or come to an agreement with. They must also ensure the transition of their replacement into their old position.

- h. General body members are expected to conduct themselves in a way that reflects well on this student organization and what is written in the constitution that they have signed upon registration. If the general member is unable to meet and conduct him or herself in a positive way then they shall be removed with a 2/3 vote of the whole executive board.

ARTICLE VIII. MEETINGS AND EVENTS

1) Meeting Structure:

- a) E-Board meetings during the academic school year are to be held weekly, in case of the exams or the beginning/end of the semester, they may be rescheduled.
- b) E-Board meeting cancellations are to be determined by the President and Vice President.

2) Event Structure:

- a) At least every two weeks ESA should have a type of event, whether it is a general body meeting (GBM) or a larger type of event.
- b) There must be at least 2 fundraising/charity events every semester and from those events, all proceeds and donations must be used or donated to help a specific Eritrean cause in the community here or abroad.

ARTICLE IX. ELECTIONS

An election committee must consist of the President only if he or she is not running for an e-board position and one appointed general body member who is not running for an e-board position. The election committee shall be formed by the fourth week of January. By the second week of February, the election committee shall present a detailed election process to the e-board.

a) Election Committee Responsibilities:

- i) Ensure interested candidates understand election deadlines and rules.
- ii) In the event that the President is running for an e-board position, he or she cannot be on the election committee and shall be replaced by an outgoing e-board member who is not running for an e-board position.
- iii) Prevent and solve disputes between candidates and members.
- iv) Preventing electoral fraud by candidates and/or outside interferences.
- v) Ensuring the timely following election registration and voting timelines.
- vi) Providing the e-board with election process updates and results.
- vii) Elections shall be by paper ballot with in-person voting or by using Qualtrics. Elections shall last 2 days. Candidates shall present a one-two-minute speech or PowerPoint on why they are fit for that position.

- viii) Elections shall take place in the month of March.
 - ix) In the event of a tie, a re-vote for the specific position shall happen in one week's time, other untied position results will not require a re-vote.
- b) *Candidate Eligibility*
- i) All candidates must be Ohio State students at the Columbus campus.
 - ii) All candidates must have attended 50% of ESA general body meetings each school year.
 - iii) All candidates must be Registered Voting Members.
 - iv) All candidates must be Ohio State students at the Columbus Campus for at least one more year.
 - v) Candidates for President and Vice President positions must be at least sophomores.
 - vi) Candidates for President and Vice President must have served on the e-board for at least one year.
- c) *Transitional Responsibilities*
- i) The term of office shall be one year beginning at the end of the transitional month of April and ending during the final week of the transitional month of April of the following year.
 - ii) The Executive Board is responsible for the transition of all documentation to the newly elected board.
 - iii) The Executive Board is responsible for advising the new executive board of the responsibilities for each position.
 - iv) The Executive Board is responsible for guiding the newly elected board during their transitional period.

ARTICLE X. FINANCES

1. The Eritrean Student Association at the Ohio State University is not a profit-oriented group. ESA does not and will not accept any donations from political groups. All money ESA accepts is to provide for our members and to fund ESA functions, events, and donations. If ESA should accept any money on behalf of any charity it will be stated as such before any money is accepted in order to protect the organization.
2. *Acceptance of Contribution*
 - a. There shall be a record kept of all donations made to ESA.
 - b. ESA shall maintain an expense account
 - c. The account will be an interest-free bank account, its only objective is to maintain the expenses of ESA.

3. *Allocation and Withdrawal of Funds*
 - a. The withdrawal of funds can only be done so with the signature of the Treasurer, Vice President, and President.
 - b. All funding of ESA activities will be voted by the e-board, these votes will only occur at closed-door e-board meetings.
 - c. For purchases under \$50 dollars, no vote is required and will only need the approval of both the Treasurer and President.
4. *Spending Decree*
 - a. Under no circumstances shall ESA involve itself or approve of funding activities and purchases that involve more money than what is available. This exists for the sole reason that ESA does not incur any debt and maintains the financial integrity of the organization.
 - b. In the event that ESA is in the process of planning an event or a purchase that ends up being a violation of the spending decree, the event will be canceled immediately or postponed to protect the organization and its financial integrity.
5. *Recordkeeping and Auditing*
 - a. ESA shall create and maintain a record of all financial activity at the end of each semester to show the ESA advisor at the end of the year.
 - b. The Treasurer is responsible for keeping and maintaining all financial records for ESA.

ARTICLE XI: AMENDMENTS

1. *Proposals:*
 - a. General members are allowed to present amendments to the e-board. The proposed amendment must be presented to all members of the e-board.
2. *Contemplation:*
 - a. At the next e-board meeting executive members will discuss the proposed amendment, including any modifications to the proposed amendment.
3. *Ratification:*
 - a. After discussing the proposed amendment, the e-board will hold a vote. A $\frac{2}{3}$ vote will need to support the proposed amendment for official ratification.

ARTICLE XII: REPLACEMENT OF OPEN POSITIONS

In the event that there are open positions on the Executive Board, certain steps shall be taken to protect and preserve the integrity of the organization.

1. In the event of an executive board position vacancy, excluding the Advisor position, an informal election shall take place.

2. The informal election process will consist of an email to the ESA emailing list and an announcement, for the purpose to inform the general body members of the position vacancy and that the executive board is currently taking applications for that vacant position.
 - a. There will then be an informal meeting with the candidates and the candidates will give a one-two-minute speech on why they want the position and why they think they fit for the position.
 - b. The Executive Board will then select the candidate by a two-thirds vote.
3. In the event that the President position is vacant, a current e-board member will fill the position by confirmation from all other e-board members and the advisor. The newly selected President's old position will then be open to an informal election.

ARTICLE XIII: EXTERNAL AFFILIATIONS

1. It is to be very clear that ESA is a strictly non-partisan organization with no political affiliations.
2. In the event that ESA must be represented by a flag or in the form of a flag, only the flag of the State of Eritrea shall be used.
3. ESA is by no means affiliated with any other organization or association but may collaborate with any other organizations on and off the Ohio State University campus for events.
 - a. Every semester there shall be one meeting specifically designated to discuss relationships with other student organizations to determine realms of collaboration

ARTICLE XIV: SEXUAL MISCONDUCT POLICY

1. As a student organization at The Ohio State University, Eritrean Student Association 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.

ARTICLE XV: GENERAL BODY MEMBER REMOVAL PROCESS

1. General body members are expected to conduct themselves in a way that reflects well on

this student organization and what is written in the constitution that they signed upon registration. If the general member is unable to meet and conduct him or herself in a positive way then they shall be removed with a 2/3 vote of the whole executive board.

2. For minor violations, warnings will be issued before official removal of membership privileges. For extreme violations and/or incidents, removal from the organization is possible.
3. Extreme cases and minor violations will be up to the interpretation of the current executive board through a voting process.