*Bylaws for The Ohio State University Club of Half-Asian Peoples Association*

HAPA

**Half-Asian Peoples Association Club Bylaws**

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# BY-LAWS

**of the**

**Ohio State University Club of HAPA**

# ARTICLE I --NAME

The name of this organization shall be the Ohio State University branch HAPA, a local unit of HAPA, the Half-Asian People’s Association.

# ARTICLE II--PURPOSE

The purpose of HAPA shall be to: (1) be a place on community for people of half and partial Asian descent, (2) celebrate our blend of cultures with others who share in our values.

# ARTICLE III—MEMBERS

## Section 1. Eligibility

Membership is open to all current students and staff of The Ohio State University.

A. Student members shall be students enrolled in undergraduate or graduate programs at Ohio State University or Alumni.

B. Faculty members who are interested are eligible.

C. Alumni and Honorary members may also be elected by e-board.

D. Membership in HAPA is open to anyone interested. Discrimination against any individual based upon protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

## Section 2. Selection Process

A. New members are able to join at any time, regardless of background, with no exceptions. We are welcoming to anyone who would like to join and do not have a selection process.

## Section 3. Member Removal Criteria

A. Members may be removed from the organization on account of unacceptable behavior, especially in regard to discrimination. Removing a member from the general body will be observed by the Executive Board, in which the case of action conducted by the member is reviewed, and a vote is carried out. A two-thirds vote with approval of removal by the board will result in termination of membership status to an individual.

## Section 4. Active and Inactive Status

A. Members are considered active if they attended 2 meetings a semester.

## ARTICLE IV -- OFFICERS

## Section 1. Eligibility requirements for Officers

A. Officers must be active members of HAPA, be registered as students, and be in good academic standing both at the time of the election and while serving as an officer.

B. Officers must perform the duties of the office at a satisfactory level.

C. Officers must attend the majority of meetings and events.

## Section 2. Officers and Collective Responsibility

A. The principal officers (Executive Board) of this club shall be the President, Vice President, and Treasurer.

B. The officers shall perform the duties prescribed by these bylaws, the bylaws of the National Society, and by the parliamentary authority adopted by the Club, and shall fulfill such other duties and requirements as may be determined by the National Society.

## Section 3. Officers and Duties

A. President—shall lead the club, preside over regular and executive meetings, coordinate group activities, represent the organization at university functions, and communicate with the officers and advisor(s) on all matters.

B. Vice President—shall assist the president, preside over meetings in the absence of the president, and represent the organization at university functions in the absence of the president.

C. Treasurer—shall, consistent with the rules of the College/University, maintain a checking (or other) account exclusively for the organization, collect dues, pay bills, oversee other monetary transactions including fundraising, and prepare, maintain, and present a budget and financial report at least once per year.

All officers are responsible for transferring materials relevant to their office to the newly elected officers and for providing guidance to the new officers.

## Section 4. Election Process

A. The President position will be passed by the current president to who they chose as the Next president. Other officer position will be chosen by the current and future president before the end of the Academic term.

B. The term of office shall begin at the end of the academic year.

C. Should the office of President become vacant, it shall be filled by the Vice President. A vacancy in any other office shall be filled by way of appointment from the general membership by the Executive Board with the approval of the Club Advisor.

K. Any officer may be removed from office for failure to adequately perform their duties. Removal from office requires a majority vote of the Executive Board and the approval of the Club Advisor.

# ARTICLE V--MEETINGS

## Section 1. Regular Meetings

The Executive Board and the Club Advisor shall determine the number of regular meetings to be held during the year and shall distribute a schedule of these meetings.

## Section 2. Special Meetings

Special meetings can be called by the President or the Executive Board.

## Section 3. Quorum

No less than half of the active members shall be present to constitute a quorum for the transaction of business.

# ARTICLE VI—EXECUTIVE BOARD

**Section 1.** The Executive Board shall consist of the principal officers of the Club and the Club Advisor.

**Section 2.** The Executive Board shall have general supervision of the Club between its business meetings, fix the hour and place of meetings, make recommendations to the Club.

**Section 3.** Meetings of the Executive Board shall be called by the President or by any members of the board.

# ARTICLE VII—CLUB ADVISOR

**Section 1.** The Club shall have a Club Advisor who is a member of HAPA and a member of the faculty of the Ohio State University.

**Section 2.** The Club Advisor shall assist the Club in fulfilling its purpose and the requirements of the Ohio State University

# ARTICLE VIII—COMMITTEES

**Section 1.** no committees

# ARTICLE IX—FINANCES

## Section 1. Dues

A. Dues shall be determined per academic year by the Executive Board and will be collected from all active members.

B. A member who fails to pay dues shall be deemed inactive.

C. Inactive members will be ineligible to participate in organizational activities which are exclusively for HAPA members.

## Section 2. Banking

A. HAPA Club monies obtained from a College/University will be handled as specified by the school. All other monies belonging to the HAPA Club shall be deposited and disbursed through a bank account established for this organization.

B. All funds must be deposited within one week after collection.

C. The Treasurer and the Advisor shall have check writing privileges. The Club Advisor shall be listed on the account but will assume no financial responsibility for the maintenance of the accounts or payment of bills.

D. Within one month of the installation of new officers the signature of the new Treasurer shall be added to the signature card at the bank and the name of the outgoing Treasurer deleted.

## Section 3. Treasurer responsibilities

A. The Treasurer shall keep a record of receipts and expenditures and a file for bank statements and other financial matters.

B. The Treasurer shall provide the Club and the Club Advisor a financial statement at least once each semester.

C. The Treasurer shall collect dues in a timely manner and provide members with a receipt.

# ARTICLE X—PARLIAMENTARY AUTHORITY

**Section 1.** The rules contained in *Robert’s Rules of Order Newly Revised* shall guide the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Constitution and Bylaws of the club, and any special rules of order the Club may adopt.

# ARTICLE XI—DISSOLUTION

**Section 1.** A decision to dissolve the Club shall require a two-thirds vote of the active Club membership.

**Section 2.** In the event that the organization is dissolved, all moneys and possessions of the organization shall be donated to the Ohio State University.

# ARTICLE XII—AMENDMENT OF BYLAWS

These bylaws may be amended at any meeting of the Club by a two-thirds vote, provided the proposed amendment has been submitted in writing at a previous regular meeting or has been submitted in writing or email to all active members of the Club at least two weeks prior to the meeting at which it is to be considered. Changes to the Bylaws must be consistent with the Constitution and Bylaws of the club.