**Constitution of the Malaysian Students Association at the Ohio State University**

Article I: **Name, Purpose and Non-Discrimination Policy**

*Section 1 - Name of the Organization*

A. Name

B. Affiliation

The organization shall be called the Malaysian Students Association of the Ohio State University, hereafter designated MASA OSU. MASA OSU shall be a non-profit student organization which is not affiliated to any political party.

MASA OSU is affiliated with Education Malaysia at Washington DC, formerly known as, Malaysian Student Department, which is involved in assisting and guiding all Malaysian students who are studying in the United States of America.

*Section 2 - Purpose*

A. The purpose of this organization shall be as follow :

1. To represent the Malaysian student community in The Ohio State University.
2. To aid incoming and current Malaysian students in adjusting and discovering The Ohio State University.
3. To provide information and help necessary for Malaysian students to ensure their welfare and well-being.
4. To contribute to increasing the awareness of a diverse student body through our Malaysian identity to all facets of the Buckeye community on campus.
5. To foster relationships among Malaysian students and other students of different nationalities at The Ohio State University.
6. To promote and share our unique Malaysian culture and diversity to the international community at the university.
7. To increase awareness of current events and happenings in Malaysia.

*Section 3 - Non-Discriminatory Policy*

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 1 - Qualification and Categories of Membership*

A. Qualification for membership of MASA OSU is divided into the following categories:

i. General Member: Any student enrolled at The Ohio State University who has an officially joined the organization, without holding any specific leadership or executive roles within the organization.

ii. Executive Committee Member: A member that is elected by the General Member in an annual Executive Committee Election, who shall be a part of the MASA OSU Executive Committee.

iii. Honorary Member who shall be appointed in the General Meeting for his/her contribution toward MASA OSU.

B. Only the General Members in good standing under this Constitution shall be eligible to run for or hold office or vote in an Executive Committee Election held in Spring Semester of every year.

C. Every member shall otherwise be eligible to participate in the activities handled by MASA OSU and shall be entitled to such rights and privileges as spelled or qualified by this Constitution.

D. Every member has the right to participate in any decision process in General Meetings, however, final decisions can only be made by the Executive Committee after careful consideration of all opinions, thoughts, comments, and/or suggestions put forward during General Meetings.

*Section 2 - Membership Miscellaneous*

A. All members as defined in Article II Section 1, part A (i) shall be a member of good standing and may be required to pay a membership fee for an amount no greater than $10.00 per semester. The fee will vary depending on the need for it, which is determined by the current Executive Committee.

B. The Executive Committee shall be responsible for compiling a Register or a Membership Profile of its members to be used as reference for the purposes of documentation and the keeping-track of its membership.

C. A Register or Membership Profile of members shall be kept current and shall be evidence of membership in good standing for the Constitution and for exercising the members’ right at the General Meetings.

Article III:  **Organization Leadership**

*Section 1 - Organization Hierarchy*

MASA OSU’s organization hierarchy is divided into three categories as follow:

A. Organization Advisor(s) who shall be selected from a member of faculty or administrative and professional staff of The Ohio State University, preferably a Malaysian or a person with an understanding of Malaysian culture.

B. Executive Committee (EXCO) Members which consist of:

i. President

ii. Vice President

iii. Secretary

iv. Treasurer

v. Four or more Executive Committee members as deemed necessary by the President and other executive members.

C. Advisory Council Members consisting former EXCO Members who are current students of The Ohio State University which consists of:

i. Chairperson

ii. Deputy Chairperson

iii. Ex Officio

iv. Secretary

v. Council Members

D. General Members

*Section 2 - Terms of Office and type of selections*

A. All Executive Committee Members will hold office for a maximum term of one (1) year and are expected to perform in the task given to them.

B. Executive Committee Members will be selected from a simple majority voting process during the Executive Committee Election held in Spring semester.

C. Only eligible General Member (Article II, Section 1, B) are allowed to vote for the Executive Committee Members.

D. The Advisory Council will only consist of members from the immediate, outgoing Executive Committee who will still be a student who is enrolled in the University for at least one (1) semester after their term of office.

E. Advisory Council Members will be elected internally, and only within the outgoing Executive Committee Members. This excludes outgoing Executive Committee Members who are in the incoming Executive Committee.

*Section 3 - Major Duties of the Advisory Council*

A. Assist the current Executive Committee by providing resources and advice.

B. If required, oversee the process and progress of an event or activity organized by MASA OSU.

C. The Chairperson will be the main liaison between the current Executive Committee and the Advisory Council and the Vice Chairperson will be the secondary liaison.

D. The Ex-Officio will be responsible for advising the current President directly.

E. The Advisory Council will meet for at least one (1) time per semester.

Article IV:  **Executive Committee**

A. Executive Committee shall also assume the following responsibilities:

1. The Executive Committee shall be responsible to make sure the organization follows the rules and regulations put forward by The Ohio State University in handling any event or activity.
2. The Executive Committee is trusted to organize and handle any event or activity for the organization to make sure MASA OSU able to achieve their specified purposes and objectives as stated in Article I Section 2.
3. The Executive Committee shall be responsible in the decision making process of any issues in MASA OSU.
4. The Executives Committee shall be responsible in representing the organization at any meetings between officials, faculty or staff from The Ohio State University, board members of other clubs, associations, and/or affiliates.
5. To handle press statements and other formal letters or instruments of communication, indicating MASA OSU’s stand and in the best interest of the organization.
6. To form ad hoc Committees to carry out specific functions, if required during any event or activity held by or participated by MASA OSU.

B. Further Division of Duties for each Executive Committee Member is as follow:

1. **President** 
   1. Attend compulsory annual President training provided by the University to maintain student organization's Active status
   2. Maintains organization’s registration with the University and ensures organization remains in active status throughout the year.
   3. Determine the general direction of MASA with the supervision and advises of executive board members
   4. Represents the organization to the University and serves as spokesperson for the organization
   5. Secondary person to handle and has direct access to MASA’s financial accounts
   6. Calls and facilitates executive committee meetings
   7. Presides over any meetings of the organization if necessary.
   8. Set up subcommittee for events if necessary.
   9. Maintains contact with organization adviser, alumni, and community partners
   10. Appoints Ex-Officio and Appointed Officers if necessary
2. **Vice President**
3. Complements the president and assumes the duties of the President in his or her absence
4. Steps in to lead and support the organization when necessary
5. Takes initiative to engage members and to nurture next batch of leaders
6. Suggests ideas and influences the organization in a positive and encouraging manner
7. Reach out to other student organizations/campus department for potential collaboration(s)
8. Oversee duties performed by all executive committees
9. Maintain and update list of current MASA members
10. Secure emails of incoming students in the Fall and Spring semesters
11. Coordinate annual executive board elections
12. **Secretary**
13. Document and keep all records of activities and routine correspondence organized by MASA effectively.
14. Prepare and distribute minute meetings as well as maintain the administration reports.
15. One of the primary persons to work with Ohio Union or any on-campus program coordinator for events space reservation and ensure that the requested setup is arranged accordingly.
16. Go through policies and procedures in the extension of the event confirmation.
17. Email or complete online forms to request for events’ refreshments, equipment/AV system needed for MASA event.
18. Write an invitation email and communicate with VIP, MASA adviser, MASA members or other guests prior to any scheduled event that involved these people.
19. **Treasurer**
20. Attend compulsory Annual Treasurer Training provided by the University to maintain student organization's Active status
21. Primary person to handle and has direct access to MASA’s financial accounts
22. Coordinate fundraising initiatives, sponsorship acquisitions, and solicitations throughout the academic year
23. Prepare budget proposal for MASA’s events, keep relevant financial records, and account reconciliation
24. Maintain a positive balance account and healthy financial status
25. **Media and Marketing Director**
26. Oversee media-related activities that increase the public’s interest in the organization while maintaining the organization’s prestige.
27. Ensures every MASA event is documented via photography and/or videography and gather other files from other photographers if needed.
28. Assists with promoting MASA’s events on campus and on social media by creating event posters, videos, and other advertising materials.
29. Maintain the organization’s official website (<http://masa.osu.edu>) and social media accounts.
30. Provide technical support for MASA’s events and save pictures and documents into an archive.
31. Responsible for MASA community engagement activities.
32. Identify, initiate, and deepen relationship with various people of MASA.
33. Understand the community and their needs.
34. Schedule, implement, and periodically suggest new community-based programs, partnerships, and other engagement initiatives.
35. Coordinate program collaboration with other organization, mainly student organization.
36. **Public Relations**
37. Facilitates trainings to include competency coaching, career development, talent growth, and leadership development.
38. Creates opportunities for members to showcase their talents and get involved on campus activities.
39. Recruit an executive committee for the annual cultural night and act as a EXCO representative in the committee.
40. Updates MASA email subscribers with events by releasing MASA newsletter monthly
41. Reach out to other OSU organizations about possible collaborations
42. Represent MASA as a delegate of the International Student Council (ISC).
43. Engage and collaborate with international student organizations.
44. Strategize a marketing plan towards the international and local community.
45. **Operations Director**
46. Responsible for overseeing the inventory management process by keeping records of all MASA’s inventory.
47. Communicate and assists MASA Night’s team (or any other MASA’s sub-committee) regarding any logistics-related activities.
48. Manage transportation system for every MASA’s events.
49. Host social sporting events to promote healthy lifestyles and engage with the MASA community members with sports related activities.
50. Maintain contact with current and incoming students and serve as a resource for them to contact with questions about various topics including but not limited to accommodation, university resources, and academic programs
51. Plan Welcome Reception and involvement fair booths for Fall and Spring semesters

Article V: **Method of Selecting and/or Removing Officers and Members**

*Section 1 - Selecting of Officer/Executive Committee Member*

A. All General Members are eligible to be the candidate for Executive Committee Member election if they satisfied the following requirements:

i. Enrolled at The Ohio State University for at least until Spring semester of the following year of the term applied.

ii. Have a good understanding of the roles and responsibilities for position applied.

iii. Bodily able to perform the roles and responsibilities for the position applied.

iv. Have a good academic record (GPA at least 2.0) and have no unresolved issues with The Ohio State University.

B. Election Guidelines

i. Elections will be done through a voting process during the Executive Committee Election that will be held within the last two months of the Spring semester.

ii. An Election Committee will be established for the Executive

Committee Election.

iii. The Election Committee shall follow the Election Guidelines as stated in Appendix I.

iv. The Election Committee can make modifications to the election rules and election guidelines based on the current condition of the organization.

C. The elected Executive Committee will replace the former Executive Committee through an Inauguration Ceremony within thirty (30) days after the Executive Committee Election day.

*Section 2 - Removing of Officer and Replacement Policy.*

A. If any of the Executive Committee Member fails to perform, they will be subjected to removal with a submission of a petition from either general members or by the other members of Executive Committee.

B. In any circumstances at which the Executive Committee Member fails to satisfy his/her requirements for candidacy as stated in Article II Section 1 (A)(ii), he/she is immediately relieved of his/her position.

C. In any circumstances where any of the Executive Committee Member plans to relief himself/herself from his/her position, he/she needs to provide at least thirty (30) days advance notice, and a letter of resignation from the position to any other member of the Executive Committee.

D. If the President of the Executive Committee steps down, he/she will be replaced by the Vice President if approved by the majority of the Executive Committee.

E. In the case where a position is empty due to removal or self-release of position of any Executive Committee Member, other members of the Executive Committee shall elect a temporary replacement until a re- election takes place.

F. In certain cases where a major reorganization is absolutely necessary and approved by at least 2/3 of the General Members, a re-election is to be held.

*Section 3 - Removal of Membership*

A. All members are expected to represent this organization, and thus is expected to portray a good image of the organization

B. If a member of MASA OSU is acting in such way that could jeopardize the image of either MASA OSU, its Advisor and/or Executive Committee, the Executive Committee will have the right to put the member on probation, or a counseling session with the Advisor and/or the Executive Committee.

C. If the member continues his/her action as stated in B of this section, the Advisor and/or Executive Committee has the right to remove the member from the organization.

D. If the member decides to leave the organization, he/she can apply for removal of membership to any of the Executive Committee member.

E. All members of this organization are expected to show a good image of

Malaysian but also to have a good academic standing (GPA at least 2.0).

Article VI: **Advisor Qualification Criteria**

The Advisor Qualification Criteria can only take effect on the following basis:

A. The Advisor of MASA OSU, must be a member of the University Faculty or professional staff at The Ohio State University.

B. He/she must attend the Annual General Meeting and the Executive Committee Election to facilitate and to supervise the meeting of the organization.

C. The Advisor is responsible for representing the organization during his/her term of being an Advisor.

D. The Advisor is expected to advise the members of the organization when needed.

Article VII: **Amendments to the Constitution**

A. Amendment of the Constitution shall be submitted to the Executive

Committee at least 15 days before the Annual General Meeting.

B. The amendment shall be proposed by any member of good standing and seconded by any two such members.

C. An amendment shall be carried out by 2/3 majority of the members in the Annual General Meeting

Article VI: **Dissolution**

The dissolution of the organization can only take effect on the following basis:

1. The proposal for such dissolution shall be specified, duly proposed and

seconded and signed by at least 2/3 of the membership of good standing.

1. The Executive Committee shall be notified and shall take necessary action to address the proposed dissolution within a period of thirty (30) days.
2. A referendum shall be carried out within forty (40) days from the date of notification of the Executive Committee to determine the consensus of the members. In the event of the 2/3 majority in favor of such a proposal, dissolution is deemed to be carried out.
3. All members shall equally share the liabilities of the organization.
4. All properties and remaining funds shall be surrendered to The Ohio State University for safe-keeping or be donated to any charitable organization as agreed by the General Members.

*Appendix I*  **Election Guidelines**

The guidelines below are in the guidelines used during the 2014 Executive

Committee Elections:

**Nomination**

Proposed Date: Starting March 25th, 2014 (Tuesday).

Submission of Scanned Nomination Forms to the Election Committee is required by March 29th, 2014 at 11.59 pm.

Official MASA Email Address: masa[.ohiostate@gmail.com](mailto:ohiostate@gmail.com)

Title of the email: “Nomination Form 2014 Election.”

**Nomination Rules & Regulation:**

1. Proposed nomination period of 5 days.

2. Nominator and seconder are only allowed to endorse an individual for ONE

position.

*Example: If Abu nominates and Muthu seconds Ah Beng to run for President, Abu and Muthu will not be able to nominate or second another individual for the position of President.*

3. A person is allowed to nominate an individual for a maximum of TWO

positions on paper.

*Example: Abu and Muthu can still nominate and second Ah Beng for the position of Secretary. (So if Ah Beng loses the Presidency, he can still run for the Secretary position).*

4. Self-­‐nomination in paper and during Election Day is allowed but a seconder

is required.

*Example: Ah Beng can nominate himself for any position and he can ask Muthu to second his nomination.*

5. Nomination during Election Day will be allowed as long as there is a nominator and a seconder present.

*Example: Ah Beng lost the Presidency and Secretary, Abu and Muthu are still allowed to nominate Ah Beng on the spot for any other position provided they did not endorse another individual for that particular position.*

6. It is assumed that the nominator and seconder will vote for their candidate on Election Day. The individual will need to be present to cast their vote. A nomination or a second on paper is not considered a vote.

**Campaigning**

1. Campaigning through social media and talking to members are highly encouraged.

2. Integrity is expected of all candidates.

3. Presidential candidate will be allocated 10 minutes presentation and 10 minutes question and answering session during Election Day.

4. Candidates for other offices will be allocated 5 minutes presentation and 5 minutes question and answering session during Election Day.

5. Slides need to be sent to the Election Committee one day before Election

Day.

**Election**

Proposed Date: April 5th, 2014 (Saturday)

Proposed Location: Student Alumni Council Room, Ohio Union

1. Vote count will be based on ballots (with candidate of respective positions name written on it) counted by TWO designated individuals approved at the beginning of the Annual General Meeting.

2. A simple majority is required to win a position.

3. An appeal of recount needs to be filed immediately after the announcement of results, only one recount is allowed.

4. In any case of a tie, the sitting President will serve as the tiebreaker.

**Voter’s Right**

1. Only a Malaysian enrolled in The Ohio State University (Columbus Campus)

are allowed to vote.

2. Only ONE vote per position will be allocated to one person.

3. The nominator and seconder will vote for their candidate, however, an individual need to be present to cast their vote, a nomination or a seconder in

the nomination form is not considered as a vote.

**Mail-in Vote Guideline**

1. We recognize the fact that if a person could not attend the election, he or she should not be denied his or her right of voting.

2. Submission of scanned mail-•in vote will be accepted until 12.00am of

Election Day.

3. Only one mail-•in vote is allowed for one individual, if there are more then one, both will be considered void.

4. If a mail­‐in vote is submitted, an individual will not be allowed to vote on

the spot unless he or she declare the void of the mail-•in vote.