

Constitution

The Sri Lankan Association at The Ohio State University

Article I

Section 1: Name

The name of this organization shall be The Sri Lankan Association (SLA) at The Ohio State University.

Section 2: Purpose

- 1) Unite Sri Lankan students, faculty, professionals, and alumni at The Ohio State University and the Sri Lankan community in the vicinity of The Ohio State University.
- 2) Provide information and necessary support for the new incoming Sri Lankan students to The Ohio State University.
- 3) Provide a forum for Sri Lankan students and professionals from different disciplines to connect, improve personal and professional development, and share academic and research experiences.
- 4) Promote Sri Lankan multiethnic culture and traditions.
- 5) Collaborate with other associations and be of service to the community at The Ohio State University.

Section 3: Non-Discrimination Statement

The Sri Lankan Association at The Ohio State University does not discriminate against any individual based on age, ancestry, color, creed, race, ethnicity, religion, sex, sexual orientation, gender identity or expression, disabilities, marital status, pregnancy, genetic information, military status, HIV/AIDS status, protected veteran status or any other bases in accordance with the Student Organization guidelines.

Article II - Statement of Compliance

Section 1: The Sri Lankan Association at The Ohio State University abides by and supports established The Ohio State University policies, State and Federal Laws and follows local ordinances and regulations.

Section 2: The Sri Lankan Association at The Ohio State University agrees to complete President's Training annually, Treasurer's Training, and Advisor Training (if required).

Article III- Parliamentary Authority

The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they apply, and in which they are not inconsistent with the by-laws of this organization.

Article IV - Membership: Qualifications and Categories of Membership

Membership shall be open to any Sri Lankan in The Ohio State University who holds a position as a faculty member, staff, student, alumni, professional, or any Sri Lankans in the vicinity of The Ohio State University. Members are expected to attend organization meetings and events regularly.

According to The Ohio State University policy, voting membership is limited to currently enrolled

Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associates or honorary members.

For educational and leadership development reasons, student organizations are to be student-initiated, students lead, and student-run.

Article V– Method of Removing an Officer or a Member.

Removal of an Officer or a Member

2.1) If any officer of the current board or a general member is unable to meet their roles and outlined expectations or if the performance of the officer is not being met to the qualifications; the officer or the member may be removed from the organization with cause by a two-thirds vote of the whole Executive Board.

2.2) If an officer or a general member commits any action that is deemed detrimental to advancing the purpose of this organization or violates the Ohio State University Student Code of Conduct; the person will be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

2.3) Any elected officer of the organization may be revoked for sufficient cause. Sufficient cause for removal includes but is not limited to violation of the constitution or by-laws or any conduct deemed prejudicial to the organization's best interests. Prior to a vote on the matter of removal of an elected official, the organization's Executive Committee shall hold a formal hearing. The officer shall have the opportunity to appear at the formal hearing personally or be represented by counsel. The officer may present any defense to the charges before any action is taken. The organization's Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two-thirds affirmative vote of the Executive board.

Article VI – Organization Leadership

Titles, terms of office, and duties of the officers are included here. The Executive Board shall operate for the common good of SLA. Officers shall not be constrained by “official titles” in determining their role(s). The following description of each position serves as a guideline for various responsibilities each officer is accountable for.

Term of Office: The term of office will be one full year (August 1 to July 31)

Date(s) of Electing Officers: The election of officers will be conducted in Spring, in the month of April, for the upcoming school year.

Section 1: Election of Officers

Elections for the officers are to be held annually during the fall quarter, and are elected or appointed from the organization’s voting membership ranks. The term for each office will begin in August of the academic school year and end in July of the academic school year. The nominees must be currently enrolled Ohio State University students. A nominee must meet reasonable standards and conduct themselves in a way that reflects well on this organization. Officers may be elected through an electronic ballot.

Section 2: Officer Duties

President - The President shall preside at all meetings, lead all discussions, and provide leadership for the association. The President shall ensure that the organization operates in conformity with the standards set forth by The Ohio State University and Student Activities Center. The President shall appoint the chairpersons for each of the designated functional areas. The President shall oversee the execution of all organizational activities and serve as a link between the organization, fellow students, and the community (external liaison). The President's duties also include creating agendas for general meetings and providing them to the Executive Board prior to meetings.

Vice President - The Vice President shall assist the President and function as President in the absence of the President. In addition, the Vice President shall be available to undertake special projects at the request of the President. The Vice President shall be responsible for keeping the membership informed.

Treasurer- The Treasurer shall be responsible for keeping accurate records of the funds and transactions of the organization. The Treasurer shall oversee all financial activities, maintain the organization's bank account, and report financial status to the Executive board. The Treasurer is also responsible for creating budget plans and presenting them to the Executive Committee and advisors. The Treasurer shall arrange fundraising opportunities for the organization and keep a detailed account of all receipts, expenditures, and account balances. The Treasurer shall sign organization checks (If and when necessary, an advisor may review/cosign checks with the Treasurer)

Secretary- The Secretary shall maintain accurate minutes and records of all organization meetings. The Secretary shall keep and organize records, send out mass communications to members regarding events and minutes, and maintain and update an SLA membership contact list. Responsibilities of the Secretary also include corresponding when necessary, with University administration and other recognized organizations.

Social Chair- The Social Chair shall oversee the public relational aspect of SLA. The Social Chair shall work to promote all SLA-related events and be responsible for organizing social events for the organization. The Social Chair shall recruit potential SLA members and contributors.

Webmaster- The Webmaster, as appointed by the President, shall be responsible for creating and maintaining all web activities related to SLA. The Webmaster shall provide a reliable source of information about all SLA events and updates.

Executive Committee: The President, Treasurer, and Advisors shall comprise the organization's Executive Committee. The Executive Committee shall meet in addition to regular organization meetings when necessary, and other officers may attend the Executive Committee meetings when required. The Executive Committee shall appoint other needed committees to carry out organizational goals and meet purposes. The Executive Committee shall create agendas when necessary.

Section 3: Resignation of an Officer

An officer may resign from the office at any given moment by presenting a written notice to the President or Vice President. The written notice of resignation must be received and acknowledged by the governing body of officers at least 30 days in advance.

Section 4: Replacement of an Officer

If an officer position is vacated due to resignation or needs replacement under any circumstances prior to January 31, it shall be filled by a nomination from the general members and the officers. If the position is still vacated after January 31, the Executive Committee of the organization may appoint a replacement to complete the term of the office for that year.

Article VII – Advisor/ Advisory Board

Section 1: Qualifications

Advisors of the organization must be full-time members of The Ohio State University faculty, administrative or professional staff. Suppose under any circumstances, a person serving as an advisor who is not a member of the above classification is elected. In that case, a co-advisor must be elected who is a member of these University classifications.

Section 2: Responsibilities and Expectations

Expectations of the advisor(s) in the organization provide guidance and educational support. Advisor(s) shall be responsible for maintaining communication and meeting with officers when required. Advisor(s) shall provide awareness and approval of financial expenditures. It is the advisor(s) responsibility to ensure that the organization operates according to the standards set forth by the Ohio State University Student Activities Center.

Section 3: Impeachment/ Removal of an Advisor

Advisor(s) may be removed from office if the actions are deemed inappropriate, such as disrespectful comments towards others that would be harmful to the conduction of a meeting or detrimental to advancing this organization's purpose. The advisor is permitted to speak before the other officers or advisors about the charges made concerning his/her performance. The advisor is not permitted to participate in the deliberation of the other officers regarding the charges.

Section 4: Replacement of an Advisor

The Executive Committee will solicit the participation of appropriate advisors and present those advisors who volunteer to the membership for approval. Selection is approved by a simple majority of the general membership.

Article VIII– Meeting Requirements

Regular meetings are generally held monthly, at a time and place designated in a notice of the meeting. A special meeting may be called by the President or any officers when needed. If an officer is unable to attend the meeting, they may inform the President of the organization in advance.

Article IX- Method of Amendments By-Laws

Proposed changes to the by-laws must be submitted in writing to the President. The individual submitting the change shall make a motion to consider it during the monthly meeting and, upon a second to the motion, shall briefly explain the reason for the proposed change. A simple majority of the members present must approve the proposed change.

Article X – Method of Dissolution

Based on two-thirds of the votes by the members, the club shall be dissolved by the primary leader and will be announced by him or her.