

# Constitution of The Peruvian Association

## ARTICLE I

### NAME, PURPOSE, AND NON-DISCRIMINATION POLICY OF THE ORGANIZATION

- Section 1        The Peruvian Association
- Section 2        The Peruvian Association at the Ohio State University aims to promote Peruvian culture to anyone interested. As well as provide a space that meets the needs of Peruvian undergraduate, graduate, professional students, and faculty that are looking for a place to connect with their culture. Our mission will include but will not be limited to, hosting cross-cultural events that cover social, political, and educational themes.
- Section 3        This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, nationality/origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.
- Section 4        As a student organization at The Ohio State University, The Peruvian 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](mailto:titleIX@osu.edu).

## ARTICLE II

### MEMBERSHIP: Qualifications and Categories of Membership

- Section 1        Membership shall be open to any person who supports and is willing to work to attain the objectives of Article I.
- Section 2        The organization's voting membership should be limited to currently enrolled Ohio State students. Other non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associates or honorary members.
- Section 3        Meetings and events shall be open to all students, faculty, staff, and the community.

Section 4 As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of the community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

### **ARTICLE III ACTIVE MEMBERSHIP REQUIREMENTS**

Section 1 Active membership status is obtained by attending three general body meetings or (attendance of community service or program events hosted/collaborated) per semester held by the Peruvian Association.

Section 2 Only active members have the right to vote during elections and during the year when issues arise that require a general body vote. The secretary will keep records of active members.

### **ARTICLE IV METHODS FOR REMOVING MEMBERS AND EXECUTIVE OFFICERS**

Section 1 If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

Section 2 Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to, violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor

### **ARTICLE V ORGANIZATION LEADERSHIP**

- Section 1        The Executive officers of the Peruvian Association shall consist of a President, a Vice President of Membership, Vice President of Communications, Vice President of Finance, Vice President of Recruitment and Retention, Vice President of Special Events, Executive Assistant, and UCLO Representative. The representative to the Executive Board shall be an Executive Assistant to the Executive Board appointed by the President and the advisor with the approval of the Executive Board.
- Section 2        All members listed in section II of Article III of this constitution shall be voting members.
- Section 3        The Executive Board shall determine the goals and direction of the organization through ongoing evaluations. The executive board shall generate possible constitutional amendments, initiate appropriate actions, and listen to problems, complaints, and suggestions.
- Section 4        The term of office for all Executive Board members shall be one year. Incumbent Executive Board members must be elected to continue their offices after their term has expired.
- Section 5        All executive board members must have a term GPA of 2.0 at the end of each term beginning at the time of their election as checked by the primary advisor. Any member who does not meet the minimum GPA requirement shall be asked to step down for the following term to focus on academics. The President shall appoint an interim executive position subject to the advisor and the rest of the executive board's approval. If the executive board member meets the term GPA the following term, they can resume their duties with the approval of the rest of the executive board.
- Section 6        No members of the Executive Board may hold more than one office, nor serve as Directors or Program Coordinators.

## **ARTICLE VI ELECTIONS AND APPOINTMENTS**

- Section 1        Elections shall take place in Spring Semester, and shall be called by the President, beginning with nominations during the *fourth* week of the semester.

- Section 2 Election of officers shall be a two-meeting process. At the first meeting, nominations for the office of President, Vice President of Membership, Vice President of Communications, Executive Assistant, Vice President of Finance, VP of Recruitment and Retention, VP of Special Events, and UCLO Representative will be taken during the first meeting. Any active members of PA shall be eligible for nomination. At the second meeting, nominations of these officers shall be reopened and elections will follow.
- Section 3 Elections shall be made in order of President, Vice President of Membership, Vice President of Communications, Executive Assistant, Vice President of Finance, VP of Recruitment and Retention, VP of Special Events, and UCLO Representative
- Section 4 Only those candidates who have met with the current position held prior to their election to discuss position responsibilities and expectations are eligible to run.
- Section 5 Elections shall be by online ballot, with a simple majority necessary to elect an officer. With an excused absence, an absentee ballot will be accepted. No absentee ballot will be accepted after the start of the election.
- Section 6 The term of office shall be one year beginning with a transitional period in the Spring Semester following the election and ending with a transitional period in the following Spring Semester.
- Section 7 An Executive Assistant shall be appointed by the President-elect with the consent and approval of the new Executive Board and PA advisor.
- Section 8 In the event an Executive Board member is not fulfilling their responsibilities, the President or Executive Board (if it is the President) shall initiate action for removal or acquittal. This process consists of a closed meeting of the Executive Board with all members present in which the issue or officer will be discussed. Following discussion, a secret ballot will be taken in which a two-thirds vote is necessary for removal.
- Section 9 It is the responsibility of the Executive Board to take appropriate and necessary action concerning a vacancy on the Executive Board. A two-thirds vote of the Executive Board is required to approve any action taken.
- Section 10 Election Week 1: 6th Week of Spring Semester  
Application will open to be received for the following positions President, all Vice President positions (Vice President of Membership, Vice President of Finance, VP Communications, VP Recruitment and Retention, VP Special Events) Executive Assistant, and UCLO Representative. As well as any nominations are able to be given by any active member of the PA.

## Election Week 2: 7th Week of Fall Semester

The following week after the applications are closed two members of the executive board are to interview the potential candidates. The voting from the general body members will happen during the following general body meeting. Only those candidates who have met with the current position holder prior to their election to discuss position responsibilities and expectations are eligible to run. Votes occur after each candidate has spoken, by online ballot, requiring a simple majority for election. Online ballots are to be counted in private by the presiding officer and the advisor. During pros, no candidates for the open position are to be present. Candidates are not to speak of other candidates in their speeches. The process for each candidate is as follows:

1. President
  - A. 5-minute candidate speech
  - B. 1 minute answer to 1 question from current President
  - C. 1 pros for 1 minute
2. Vice Presidents (Membership, Communications, Finance, Recruitment and Retention, Special events, in that order) and also UCLO Representative.
  - A. 3-minute candidate speech
  - B. 1 minute answer to 1 question from current Vice President
  - C. 1 pros for 1 minute

Once the executive board and advisors have counted the ballots, the new positions are announced in the order that the speeches were given.

## **ARTICLE VII EXECUTIVE COMMITTEE**

Section 1        The President shall call and chair all PA general and Executive Board meetings and act as the representative and spokesperson in all external functions. The responsibilities of the President also include setting the agenda for the PA general body meetings and Executive Board meetings and acting as the Multicultural Center Contact. The President shall maintain communication between The Multicultural Center, its Directors, the staff advisor to the PA, and Executive Board members.

Section 2        When the President is not able, the Vice President shall call and chair all PA general and Executive Board meetings. The Vice President's responsibilities also include recording meeting attendance; maintaining a general body and executive board roster and planning membership recruitment events. In the event of the loss, resignation, or removal of the President, the Vice President shall assume the position of the President and a Vice President shall be chosen according to Article IX Section 2 of the Constitution of the PA.

- Section 3      The Vice President of Special Events shall be responsible for the initial programming of PA events with full support from the executive board. They are responsible for reaching out to OSU organizations to collaborate on future events.
- Section 4      The Vice President of Communications & Executive Assistant shall be responsible for overseeing all print, digital, and web communications and branding for the PA. The Vice President of Communications & Executive Assistant shall edit and maintain the official PA publications and be responsible for maintaining archives and coordinating the yearly composite. The Vice President of Communications & Executive Assistant is responsible for promoting the PA's events and campaigns. Responsible to execute the mailing items for general body members.
- Section 5      The Vice President of Finance shall be responsible for all PA financial transactions. Keep a record of all the club's receipts, expenditures, and account balance. Ensures that the club remains in good standing with the bank. A financial budget and report must be presented to the Executive Board at the beginning and end of each semester respectively. A tab of the PA's account and Resource Room funds must be presented in each Executive Board agenda.
- Section 6      The Vice President of Membership shall be responsible for keeping an updated list of the members in good standing. Responsible for tracking and emailing members, updating the list, and keeping track of the contact list. Attend scheduled PA meetings and be responsible for keeping track of attendance at all PA events. Work closely with the VP of Recruitment and Retention
- Section 7      The Vice President of Recruitment and Retention shall oversee maintaining/growing PA membership by planning outside social events, and collaborative and community service events. They will also be working closely with the Vice president of Communications for any digital media needed to support future events.
- Section 8      The Executive Assistant shall take Executive Board minutes and assist the other members of the Executive Board as needed. The Executive Assistant shall also serve as the liaison between the Executive Board and the general membership. The Executive Assistant will be responsible for any and all revisions to the Constitution, as well as serve as a parliamentarian to ensure that Parliamentary procedure is adhered to, that Robert's Rules of Order are used at meetings as stated in the Constitution, and that meetings follow the agenda and start at the

specified time. As the liaison between the Executive Board and the general membership, the Executive Assistant shall hold open forums for communication at least once per term. The Executive Assistant may make changes to the Constitution to address grammatical errors, but may only make content changes with the approval of the Executive Board.

Section 9 The UCLO Representative shall be responsible for attending UCLO meetings and reporting back to the executive board. They shall also be responsible for representing the majority of the executive board on voting issues.

### **ARTICLE VIII STANDING COMMITTEES**

Section 1 The program committees, determined in the By-Laws, shall be composed of Peruvian Association membership only, and a voting member of the e-board shall lead each committee.

Section 2 Each program committee shall select one of its members to maintain records of all committee proceedings.

Section 3 No member of the PA may belong to more than one active program committee.

Section 4 Program committees shall be formed as needed by its corresponding e-board member. A program committee will be led by the initiating e-board member and act as a director.

### **ARTICLE IX ADVISORY BOARD: QUALIFICATIONS CRITERIA**

Section 1 The Peruvians Association advisors must be full-time members of the University faculty or Administrative & Professional staff. The PA must have at least two advisors.

Section 2 The advisor shall meet with the executive board within the first two weeks of the scholar semester to help set clear expectations and goals of the association.

Section 3 The President and the advisors should meet on a regular basis to help discuss the growth and retention of members.

Section 4 There must be provided ample warning time if the advisor needs to transition out of their role.

**ARTICLE X**  
**MEETINGS AND EVENT OF THE ORGANIZATION**

- Section 1 Executive officers shall meet every week and general body meetings shall be held every other week to provide the best quality events.
- Section 2 Active membership will be considered by attending three or more events as stated in Article III.

**ARTICLE IX**  
**RULES OF ORDER AND CONSTITUTION AMENDMENTS**

- Section 1 Robert's Rules of Order shall govern The Peruvian Association executive Board Meetings, except in matters specifically provided for by The Peruvian Association Constitution and By-Laws.
- Section 2 A simple majority of the voting members of the Executive Board shall constitute a quorum for voting purposes at The Peruvian Association Executive Board Meeting. In the event of a tie, the President will be the deciding vote.
- Section 3 The Constitution shall be amended by a majority vote of The Peruvian Association Executive Board and the approval of the primary advisor.
- Section 4 Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority of two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.