**Constitution of Lotus Sangha**

***Article 1- Name, Purpose, Goals and Non-Discrimination Policy of the Organization***

**Section 1 - Name:**

Lotus Sangha (LS) at The Ohio State University

**Section 2 - Purpose:**

Lotus Sangha is a student organization dedicated to practicing, learning, and spreading the teachings of Tibetan Buddhism. As an organization, we intend to provide both a safe space for existing Buddhists to practice, and a space for students interested in Buddhism to learn. We will build our community through meditation practices, yoga practices, chants, service events, educational events, and more. May all beings benefit.

**Section 3 - Non-Discrimination 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.

As a student organization at The Ohio State University, Lotus Sangha 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 II- Membership: Qualifications and Categories of Membership***

Membership for Lotus Sangha at The Ohio State University is open to all members of the campus community including currently enrolled Ohio State students and other non-student members, such as faculty, alumni, professionals, etc. Voting membership is strictly limited to currently enrolled Ohio State students, including undergraduate, graduate, and doctoral students. Other non-student members, such as faculty, alumni, professionals, etc. are considered non-voting associate or honorary members for our organization. Lotus Sangha at The Ohio State University is a student initiated, student led, and student run organization. Non-members of Lotus Sangha at The Ohio State University are welcome to attend our campus events as guests.

In order to maintain membership, a student must attend meetings and events regularly throughout the academic year. Students must sign-in at each event to ensure their attendance has been recorded by the method chosen by the current executive board.

***Article III- Organization and Leadership: Titles, Terms of Office, Type of Selection, and Duties***

All Executive Board members are eligible to vote in the elections in the Spring Semester of the given academic year. Elections for executive board will be held every February, with election results being announced by the first week of March. Current Executive Board members will spend March and April preparing their position-elects. Terms will officially begin in June and end in May of the following year, making the length of office one year for each position.

To be eligible for the Executive Board, the person must be a member of Lotus Sangha at The Ohio State University and in good standing with the university to be enrolled for the following academic year. To be eligible for the Presidential position, the person must have previously held an Executive position. All Executive Board positions will be selected via election except for the following positions: President, Advisor, and Co-Advisor. Every Executive Board position is eligible for re-election of the same individual. Executive Board members shall be selected based on their abilities, past experience, and dedication to the organization & its mission statement. There shall not be any bias based on level of acquaintance from the current Executive Board. The election will be done anonymously, with only the President, Vice President, and (if applicable) Director of Membership able to see the voting identities.

**Section 1 - Required Executive Board Positions:** Required organization leaders are membership positions that must be filled at all times to maintain an active status for a recognized student organization at The Ohio State University.

1. President (Primary Leader): The President of Lotus Sangha will be responsible for overseeing the executive board, maintaining organization standards, and ensuring that our semester goals are realized. The President will lead executive meetings and maintain consistent communication between the advisor, general body members, and executive team. Additionally, the President will be responsible for connecting Lotus Sangha to other organizations in the community, whether that be student organizations at Ohio State University, or in the broader Columbus area. The President of Lotus Sangha will ensure our organization is educating on the teachings of the Buddha in a respectful, inclusive, and safe way.
2. Vice President (Secondary Leader): The Vice President of Lotus Sangha will be responsible for fulfilling any Presidential duties when the President is unavailable. This includes but is not limited to leading executive meetings, leading general body events, and maintaining connections with other organizations. The Vice President will also primarily be responsible for ensuring general body members are included in the decision-making process of the executive team. The Vice President will support in upholding the standards of respectful, kind, and inclusive education.
3. Treasurer: The Treasurer will be responsible for the financial management of Lotus Sangha. The Treasurer will be responsible for applying for and managing internal funding opportunities, such as applying for Operating Funds and Programming Funds via CSLS. The Treasurer will also be responsible for keeping records of any purchases and donations made to and from Lotus Sangha. The Treasurer is also responsible for hosting fundraising events to support the ongoing work of Lotus Sangha.
4. Advisor: The primary role of the advisor is to serve as a connection between the university and the student organization. The advisor’s role within the organization is negotiable with the Executive Committee. The advisor for the organization will need to complete the required university training to serve in this position.

**Section 2 - Optional Executive Board Positions:** The optional Executive Board positions for this organization are not positions requested from the university. The positions are suggested to help the organization run more efficiently while meeting community needs.

1. Secretary: The Secretary of Lotus Sangha will be responsible for non-financial record-keeping within our organization. The Secretary will keep record of meeting minutes for executive meetings and general body events as needed. The Secretary will also assist in taking attendance at general body events and keeping record of membership. The Secretary will assist in other logistics duties as designated by the President and Vice President as needed.
2. Director of Communications & Marketing: The Director of Communications & Marketing at Lotus Sangha will be responsible for managing the advertisement of events to the public via social media. The Director of Communications & Marketing at Lotus Sangha will be responsible for reminding the general body of upcoming events, creating content for and managing Lotus Sangha social media, and leading other marketing initiatives as needed.
3. Director of Outreach: The Director of Outreach at Lotus Sangha is responsible for connecting Lotus Sangha to other organizations and opportunities around campus. The Director of Outreach will work closely with other executive board members to coordinate community-wide opportunities for Lotus Sangha.
4. Director of Service: The Director of Service at Lotus Sangha is responsible for coordinating service opportunities for our organizations. The Director of Service will host multiple service events throughout the semester and is also responsible for coordinating any other relevant volunteer opportunities.
5. Director of History & Education: The Director of History & Education at Lotus Sangha is responsible for maintaining the educational standard of our organization. The Historian will be responsible for researching the history, culture, and religious practices of Tibetan Buddhists. The Historian will be responsible for collaborating with the Events Coordinator to host educational events throughout the semester. They will also collaborate with the Director of Communications & Marketing to make educational content to share via Lotus Sangha’s social media.
6. Events Coordinator: The Events Coordinator at Lotus Sangha is responsible for planning, coordinating, and executing general body events. The Events Coordinator will work closely with other executive board members to plan and host GBM events. Events may include chants, meditations, yoga practices, educational events, or outreach events. The Events Coordinator will coordinate with the Treasurer, Director of Service, Director of Membership, and Director of Outreach to execute Lotus Sangha events.
7. Director of Membership: The Director of Membership at Lotus Sangha is responsible for the management and development of general body membership initiatives. Such initiatives may include the membership acquirement process, member retention, and any other relevant recruitment efforts. The Director of Membership is responsible for working with the Secretary to keep record of membership interest and attendance. The Director of Membership may also recommend and develop new member programs and services.

***Article IV- Executive Committee: Size and Composition of the Committee***

This organization’s committee represents the Executive Board and general body members. The Executive Board must include the President, Vice President, Treasurer, and may include any appointed optional Executive Board position. The Executive Board conducts organization business between general meetings and reports its actions at the general meetings.

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

All General Assembly members and Executive Committee members are expected to act and behave in ways that reflect the organization’s values and ethics. If any member is found to be disruptive or behaves in a way not in line with the organization’s constitution, the Code of Student Conduct, University policy, or federal, state, or local law, the organization reserves the right to remove the member from the organization.

**Section 1 - Member Removal:** 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 Executive Board in consultation with the organization’s advisor.

**Section 2 - Executive Board Removal:** Any Executive Board member 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 eligible voting body needs to recommend impeachment and confirm through a majority vote.

**Section 3 - Resignations and Presidential Impeachmemts:** In the event of a resignation or impeachment the organization will follow the protocols set forward in the Constitution. Executive Committee members may be asked to resign or face impeachment if they are found to neglect their duties or violate the Ohio State Student Code of Conduct.

1. Resignation:
	1. An Executive Board Member must provide two weeks’ notice of resignation unless otherwise deemed appropriate by the President or Advisor.
	2. An election to replace the vacant Executive Board position shall be held within a month of the previous officer’s resignation notice.
2. Impeachment of the President or Vice President:
	1. A charge or complaint shall be brought against the President or Vice President by any Executive Board member. This will be discussed and voted on during an Executive Board Meeting. The plaintiff must provide thorough evidence of negligence, misbhevaior, or reason for impeachment. The vote will be conducted anonymously, and by the Vice President for the Presidential vote. The vote must be over eighty percent to impeach the President or Vice President, and the vote must include the other to be held.

***Article VI- Advisors: Qualification Criteria***

Advisors of student organizations serve as a connection between the university and the student organization. The Advisor and Co-Advisor for the organization are leadership positions appointed through a volunteer basis and eligibility criteria. The Advisor for the organization must be a faculty or Administrative & Professional staff, to serve as the primary advisor. If a person is serving as an advisor who is not a full-time member of the University faculty or Administrative & Professional staff, a co-advisor must be chosen who is a member of these University classifications. Or, in the event the primary advisor would like assistance in the advising role, a co-advisor can serve with the primary advisor. A Co-Advisor for the organization may be CCS staff, graduate students, alumni, community members, or other non-university employees. The advisor(s)’s role(s) within the organization is/are negotiable with the Executive Committee. This negotiable agreement will be set at the beginning of autumn semester and serve as a procedural contract for the academic year.

**Section 1 - Advisor Requirements:** The organization advisor is required by the university to do several things for the organization to become an active organization.

1. Attend university training session.
2. Submit a signed Indemnification Letter.
3. Approve the organization’s yearly goals in the Student Management System.
4. Approve organization registration.

**Section 2 - Advisor Roles:** The advisor’s role within the organization is negotiable with the Executive Board. Some of the advisor’s responsibilities might include the following tasks:

1. Review the organization’s budget.
2. Meet with the Executive Board.
3. Aid in the interpretation of university policies and processes.
4. Aid in interpreting Risk Management Recommendations.
5. Review (and if necessary edit) organization communications.
6. Share university information with members.

***Article VII- Meeting of the Organization: Required Meetings and their Criteria***

General body meetings, special events, and Executive Board meetings will be held at the discretion of the Executive Board.

**Section 1 - Occurence of Meetings and Attendance Requirements:** General Body Meetings shall be held at least five times during both the Autumn and Spring Semester, totaling at least ten General Body Meetings per academic year. Special events may be held at the will of the current Executive Board.

1. General Body Members must attend a majority of the meetings held during the academic year, the precise percentage is at the discretion of the current Executive Board.
2. Executive Board Members must attend seventy-five percent of events held during the academic year, exceptions may be granted where the President and Vice President see fit. Executive Board Members must give prior notice to missing a meeting.
3. General Body Meetings will not have a set date. Different events will be held on a different basis, chosen by the Executive Board in effort to accommodate schedules.
4. Executive Board Meetings are exclusive meetings held by the Executive Board for leadership discussion and planning. Executive Board Members are expected to attend all Executive Board Meetings, if able. Executive Board Meeting attendance will be taken every meeting. There is no set date for Executive Board Meetings. They will be scheduled based on the availability of the Executive Board.
5. The Secretary will be responsible for taking attendance during Executive Board Meetings, and handling attendance for General Body Meetings and updating the roster. If the Secretary is unable to attend a meeting, the Treasurer will fulfill this duty and pass the information onto the Secretary.
6. General Body Meetings and Executive Board Meeting attendance will be kept for one academic year.

**Section 2 - Meeting Minutes and Records:** The Secretary shall be responsible for taking notes and meeting minutes during meetings. If the Secretary is unable to attend a meeting, the Treasurer will assume this responsibility.

1. Notes and meeting minutes will be taken during Executive Board Meetings and will be documented in the appropriate space in the Shared Google Drive.
2. Notes and meeting minutes will be taken during General Body Meetings and Special Events by the decision of the President or Vice President. These will be documented in the appropriate space in the Shared Google Drive.

***Article VIII – Method of Amending Constitution: Proposals, Notice, and Voting Requirements.***

Any Executive Board may propose an amendment to the Constitution by submitting their amendment to the organization in writing. An amendment proposal shall be communicated via email to the General Assembly, at lotussangha.osu@gmail.com, 48 hours prior to an Executive Board meeting. During the meeting, the Executive Board members can vote on the proposed amendment presented. An amendment may be proposed at any time, but no more than two weeks should pass between an amendment being introduced and an amendment being voted on. At least two-thirds of the Executive Board should be present in order for a vote on an amendment to occur. If two-thirds of members are not present at the meeting an amendment is proposed, the amendment process must be repeated to be introduced for a vote at a future meeting. A newly ratified constitution goes into effect immediately upon ratification. The constitution should not be amended easily or frequently.

***Article VIIII – Method of Dissolution of Organization***

In the event that the organization no longer meets university requirements for maintaining active status, the organization will dissolve and become inactive. Any debts or assets will be handled at the discretion of the Treasurer and President. This includes closing any existing bank account associated with the organization.The Office of Student Life Student Activities will be informed should the organization choose to dissolve.