

## **Constitution and By-Laws Guidelines for Student Organizations**

### **Constitution**

#### ***Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.***

##### **Section 1: South Asians in Cognitive Science**

**Section 2 - Purpose:** SAICS's mission is to empower South Asians in cognitive science, fostering a community among current professionals and students. We aim to increase representation in the field and enhance South Asian presence in cognitive healthcare.

**Section 3 - Non-Discrimination Policy:** "SAICS is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

SAICS does not discriminate based on 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, SAICS 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.**

The criteria for voting membership shall be restricted to individuals who are currently enrolled as full-time students at Ohio State University. Other parties, including faculty, alumni, professionals, and others, are invited to join as non-voting associate or honorary members. Student organizations need to be initiated, led, and managed solely by students for educational and leadership development purposes. Membership is divided into three categories: General Body, Sub Committees, and the Executive Board.

#### **Article III – Methods for Removing Members and Executive Officers**

In the event of a violation of the Ohio State University Student Code of Conduct by any Member or Executive Board member, a formal proceeding shall ensue involving a convened quorum comprised of the Executive Board and the Advisor. The accused individual shall be allowed to attend a hearing and present a defense before this convened quorum. The decision regarding the removal of the individual from their position or membership within the club shall be determined by a two-thirds majority vote of the quorum. Following such a decision, the individual in question shall be permanently disqualified from reinstatement into their former role or affiliation with the club under any circumstances.

III.a. If a member engages in any 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 and in consultation with the organization's advisor.

III.b. Any elected officer within the chapter may face removal from their position under certain circumstances. These circumstances include, but are not limited to, breaches of the organization's constitution or by-laws, failure to fulfill their duties, or engaging in behaviors detrimental to the organization's mission. Such behaviors may also encompass violations of the Student Code of Conduct, university policies, or applicable laws at the federal, state, or local levels. The Executive Committee holds the authority to initiate removal proceedings, requiring a two-thirds affirmative vote from the executive board, in consultation with the organization's advisor.

III.c. In cases where the basis for removing a member is protected by FERPA or cannot be disclosed due to an ongoing investigation, the executive board, in consultation with the organization's advisor, may vote to enact a temporary suspension of the member or executive officer.

***Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.***

**President/Co-President:** The Club President is responsible for the overall functioning of the club, ensuring that all activities align with the club's mission and goals. They supervise and coordinate the efforts of other executives and members to ensure smooth operation. They will be appointed by the current executive board and advisor through an application process. Their term will be until their graduation year. The President is responsible for assigning responsibilities to other executive members, ensuring that each member understands their roles and responsibilities and that tasks are completed promptly. As the highest-ranking official, the President has the authority to make final decisions on all club-related matters. This includes approving budgets, event plans, and any other significant decisions that affect the club's direction and activities. They should consider input from other executives and members but ultimately make decisions that are in the best interest of the club.

**Secretary:** The Club Secretary, their primary responsibilities include keeping accurate records of attendance for all club meetings and events, maintaining membership databases, and ensuring that all members are accounted for. They are also tasked with preparing meeting slides and agendas, ensuring that all necessary information is included and distributed to members before meetings. Additionally, the Secretary plays a key role in planning meeting activities and collaborating with other executives to organize engaging and productive sessions that align with the club's objectives. They will be appointed by the current executive board and advisor through an application process. Their term will be until their graduation year.

**Treasurer:** The Club Treasurer is entrusted with the responsibility of managing the club's finances, including keeping records of all financial transactions and expenditures. They maintain a detailed budget, fundraising activities, and any other sources of revenue, while also ensuring that expenses are accurately recorded and within budgetary limits. Additionally, the Treasurer will coordinate with the university to handle the funding of the club, by applying for funding, managing grants or allocations, and adhering to any financial policies or procedures set forth by the university. They will be appointed by the current executive board and advisor through an application process. Their term will be until their graduation year.

**Marketing and Recruitment:** The Marketing and Recruitment Officer is responsible for developing and maintaining the club's presence on social media platforms to enhance visibility and engagement. They create content to promote club events, activities, and achievements, ensuring consistent branding and messaging across all channels. Additionally, the Officer takes the lead in recruiting new

members for the club by implementing strategic outreach campaigns, organizing recruitment events, and leveraging networking opportunities to attract individuals who share an interest in the club's mission and activities. They also work to sustain membership throughout the year by organizing retention initiatives and providing ongoing support and opportunities for member involvement. They will be appointed by the current executive board and advisor through an application process. Their term will be until their graduation year.

**Subcommittees:** Committees that work under the executive board. They will be appointed by the executive board based on applications and interviews.

***Article V - Executive Committee (if needed): Size and composition of the Committee.***

The Executive Board, akin to a board of trustees or directors, serves as the representative body for the general membership. It oversees the organization's operations between general meetings and provides reports on its activities at these gatherings. Typically composed of organizational leaders, standing committee chairs, and occasionally ex officio members from associated student groups, the Executive Board plays a crucial role in governing the organization. Specifically, the Executive Board will comprise five elected members, with the role of presidency shared by two individuals.

***Article VI - Standing Committees (if needed): Names, purposes, and composition. (Sumedha)***

These committees serve the purpose of organizing and delegating certain tasks to make the process smoother. Chairpersons of these sub-committees or standing committees are responsible for planning and carrying out their purposes.

**- Event Planning and Execution:**

Conceptualize, plan, and execute engaging events that resonate with the diverse interests of our members and promote active participation. Promote the club's digital platforms, to ensure maximum reach and attendance among OSU students and the broader community.

**- Networking and Guest Speaker Acquisition:**

Spearheaded efforts to identify, recruit, and secure distinguished South Asian guest speakers renowned for their expertise in cognitive science. Cultivate and nurture relationships with guest speakers, facilitating meaningful interactions and knowledge-sharing opportunities.

**- Community Outreach:**

Actively seek volunteer opportunities aligned with the club's mission and values, fostering a culture of service and civic engagement among members. Initiate contact with diverse organizations, forging collaborative partnerships aimed at promoting cognitive science education, awareness, and outreach initiatives.

**- Fundraising and Financial Management:**

Lead the organization and execution of fundraising events dedicated to supporting various non-profit organizations aligned with cognitive science research and advocacy. Implement financial tracking systems to monitor donations, expenditures, and budget allocations with transparency and accountability.

***Article VII – Adviser(s) or Advisory Board: Qualification Criteria.***

The Club Advisor must be a full-time employee at OSU within the Cognitive Science department. They will partake in any major decision-making processes, such as appointing the executive board and addressing any violations of the club's code of conduct by any members or executive board members. Beyond administrative matters, the Advisor will provide expertise in the field of cognitive science, providing guidance to club members and facilitating connections within the department.

***Article VIII – Meetings of the Organization: Required meetings and their frequency.***

A member must attend 2 meetings or 2 events per semester to gain membership to the club. One must continue to do so every semester to retain their membership.

***Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.***

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be reread 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 or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended quickly and frequently.

Exclusive voting privileges are reserved solely for executive board members. The constitutional review process is scheduled to take place annually, signifying a systematic and thoughtful examination of its provisions. During this comprehensive evaluation, proposed amendments can be submitted, and each proposal will undergo meticulous scrutiny and voting by the esteemed executive board. As a testament to the dynamic nature of our organization, amendments are anticipated to be implemented during each presidential term, ensuring a proactive and adaptive approach to governance. This iterative process underscores our commitment to maintaining a robust and relevant constitutional framework, aligning with the evolving needs and aspirations of our organization.

***Article X – Method of Dissolution of Organization***

SAICS may possess assets including, but not limited to, funds, equipment, intellectual property, and any tangible or intangible resources acquired during the organization's operation. The disposition of assets shall be conducted by applicable laws, university regulations, and the club's governing documents. Assets owned by SAICS shall be liquidated, transferred, or donated as deemed appropriate by the executive board, with priority given to fulfilling any outstanding financial obligations and supporting initiatives consistent with the club's mission and objectives. The executive board, specifically the treasurer shall maintain detailed records of all asset transactions and provide full disclosure to relevant parties throughout the dissolution process.

**By-Laws**

SAICS will be composed of the executive board, general body, and advisor. There will be a general body meeting open to all and one social event, which may or may not be member-only, per month. Membership status is determined by paying dues and attending a minimum of 2 meetings and 2 events to qualify for membership status. The members, executive board, and advisor must follow the code of conduct listed in the constitution and be respectful towards one another. Behavior outside the code of conduct shall not be tolerated and individuals who project such behavior will be faced review by the Executive Board and Advisory, potentially leading to termination from the club.

Standing Committees will assist the Executive Board in completing their duties, and each Standing Committee will be led by an Executive Board Member. The election process for Standing Committee members will be announced by the Executive Board once the time arrives.

To apply to be a part of the Executive Board, the individual will have to have a 75% or higher attendance and be a club member. Members can only apply for one Executive Board position. If any Executive Board member wishes to take a step back from their position, they will be required to notify the Executive Board and Advisor at least one month in advance. The Executive Board election process will be decided by the current Executive Board once the time comes.

Amending the by-laws will occur once at the end of the Spring Semester. The Executive Board and voting members will vote on the amendment, which may be proposed by any member of the club. It will require a two-thirds or three-quarter majority, with a quorum being present, to pass.

### ***Article 1 – 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 II- Membership***

Procedures for becoming a member, which may vary by membership category, amount of dues, if any, and how often they should be paid, termination of membership, and so on should be described in detail.

Members are required to sign up and attend meetings regularly without the imposition of membership dues. Adherence to our code of conduct and constitution is crucial, and any violation will be subject to review by the executive board, potentially resulting in termination from the organization. This disciplinary measure aims to uphold our values and maintain a positive and collaborative environment.

### ***Article III- Election / Appointment of Government Leadership***

Election rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

In the event of the graduation or voluntary resignation of an executive board member, our constitution mandates a democratic and transparent election process to ensure the continuity of effective governance. Eligible voters in these elections include current executive board members, the organization's advisor, and the general membership body. To maintain the integrity and ethical standards of our organization, any violation of established rules and the code of conduct by a member of the executive board may lead to impeachment. The authority to initiate impeachment proceedings rests with the executive board and the organization's advisor. In the case of a resignation, individuals are required to provide a minimum of one month's advance notice. This advance notification period ensures a smooth transition, allowing sufficient time for the identification of suitable successors and the seamless transfer of responsibilities. By incorporating these provisions into our constitution, we affirm our dedication to democratic governance, ethical conduct, and organizational stability, fostering an environment that prioritizes transparency, accountability, and the well-being of our community.

### ***Article IV - Adviser/Advisory Board Responsibilities***

- Availability: The adviser/advisory board members are expected to be accessible to provide counsel, guidance, and support to SAICS leadership and members as needed.
- Oversight of Club Activities: The adviser/advisory board shall oversee and provide input on the planning, execution, and evaluation of SAICS activities, initiatives, and programs.

- Final Say in Club Delegations: The adviser/advisory board reserves the right to provide final approval on significant club delegations, decisions, or actions, ensuring alignment with the organization's values and objectives.
- Attendance at Meetings: Adviser/advisory board members are expected to attend at least one SAICS meeting per semester to stay informed about club activities, provide input, and offer guidance to club leadership.
- Role of the Adviser/Advisory Board:
  - Mentorship: The adviser/advisory board members shall serve as mentors and role models, offering wisdom, experience, and expertise to SAICS leaders and members.
  - Advocacy: Adviser/advisory board members shall advocate for SAICS within the university community, promoting awareness of the organization's goals, achievements, and contributions.
  - Networking: The adviser/advisory board members shall leverage their professional networks and resources to create opportunities for collaboration, growth, and development for SAICS and its members.
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#### ***Article V - Meeting Requirements***

There will be one general meeting and one social event per month. The social events may be open to all or only for members, depending on the event. The quorum will be made up of members

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