

Constitution

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

Section 1: Gujarati Student Association

Section 2 Purpose: The purpose of the upcoming Gujarati Student Association (GSA) is to create a comforting and supportive community for Gujarati students studying at The Ohio State University, fostering a sense of connection, pride, and cultural identity among its members. Our objectives include preserving and promoting Gujarati culture, traditions, language, and heritage, while also facilitating networking opportunities, academic support, and personal development for our members. Our target membership includes Gujarati students enrolled at the Ohio State as well as any South Asians who are currently attending The Ohio State, and who are eager to explore and celebrate their cultural heritage while pursuing their academic endeavors. Additionally, we welcome individuals interested in learning about Gujarati culture and contributing to our community's growth and vitality, regardless of their cultural background. To achieve our goals, GSA will offer a diverse range of programs and activities to the interests and needs of our members. These may include cultural festivals, language workshops, culinary events, academic seminars, professional development sessions, community service projects, and social gatherings. All programs sponsored by GSA will align with our stated purpose and objectives, aiming to enrich the educational experience of Gujarati students, promote cultural exchange, and foster unity and understanding among diverse communities.

Section 3 Non-Discrimination Policy: This organization ensures inclusivity by not discriminating 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 characteristics protected by law, in its activities, programs, admissions, and employment.

As a student organization at The Ohio State University, Gujarati Student 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.

Article II- Membership: Qualifications and categories of membership.

Section A: Membership Eligibility

1. The voting membership of the Gujarati Student Association (GSA) shall be limited to currently enrolled Ohio State University students.

2. Nonstudent members, including faculty, alumni, and professionals, may join the organization as non-voting associate or honorary members.

Section B: Student Leadership and Governance

3. GSA shall adhere to the principle of student initiative, leadership, and management, as outlined in the Guidelines for Student Organizations provided by The Ohio State University.
4. The active/current members as well as the Executive Committee of GSA shall have the authority to determine the membership status of the community and other non-student members of the organization.

Section c: Membership Benefits

5. GSA student members shall gain benefits like access to cultural events, networking opportunities, leadership development programs, and participation in organizational activities.
6. Non-student members and guests may receive benefits as determined by the Executive Committee, which may include access to select events and informational resources but shall not include voting rights or leadership positions within the organization.

II. 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 – *Methods for Removing Members and Executive Officers*

IIIa. Member Removal Procedures

1. If a member engages in behavior detrimental to advancing the purpose of the Gujarati Student Association (GSA), violates the organization's constitution or by-laws, or breaches the Code of Student Conduct, university policy, or federal, state, or local law, the member may be subject to removal.
2. Removal of a member shall be decided through a majority vote of the officers in consultation with the organization's advisor.

IIIb. Officer Removal Procedure

3. Any elected officer of GSA may be removed from their position for cause, including but not limited to violation of the constitution or by-laws, failure to perform duties, or engaging in behavior detrimental to advancing the organization's purpose.

4. Cause for removal shall be determined by the Executive Committee, which may act upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

IIIc. Temporary Suspension

5. In cases where the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot be shared with members due to an ongoing investigation, the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.
6. The temporary suspension shall remain in effect until the matter is resolved or until further action is deemed necessary by the Executive Committee.

Article IV - *Organization Leadership*

Section a.- *Titles and Term of Office*

1. The Primary Leader shall hold the title of President and shall serve the term till a reelection is called for.
2. The Secondary Leader shall hold the title of Vice President and shall serve the term till a reelection is called for.
3. The Treasurer shall serve the term till a reelection is called for.
4. The Advisor shall serve as a non-voting member of the Executive Committee and shall hold the position indefinitely, pending reappointment or resignation.

Section b.- *Type of Selection*

1. The Primary Leader (President), Secondary Leader (Vice President), and Treasurer shall be elected from the ranks of the organization's voting membership.
2. The Advisor shall be appointed by the Executive Committee in consultation with the organization's general membership.

Section c.- *Duties of Leaders*

President:

- Preside over all meetings of the organization and the Executive Committee.
- Serve as the official representative of the organization in external matters.
- Provide leadership and direction to the Executive Committee and general membership.
- Coordinate and oversee the planning and execution of all organization activities and events.

Article IV: Leadership Structure and Duties

Section a: Titles and Terms of Office

7. **President:** The Primary Leader, elected to serve the term till a reelection is called for.
8. **Vice President:** The Secondary Leader, elected to serve the term till a reelection is called for.
Treasurer: Elected to serve the term till a reelection is called for.
9. **Advisor:** Appointed indefinitely, pending reappointment or resignation.

Section b: Type of Selection

10. The President, Vice President, and Treasurer are elected from the organization's voting membership.
11. The Advisor is appointed by the Executive Committee in consultation with the general membership.

Section c: Duties of Leaders

President:

- Preside over all meetings of the organization and the Executive Committee.
- Serve as the official representative of the organization in external matters.
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- Coordinate and oversee the planning and execution of all organization activities and events.

Vice President:

- Assume the duties of the President in their absence or incapacity.
- Assist the President in carrying out their responsibilities and initiatives.
- Oversee specific projects or committees as assigned by the President or Executive Committee.

Treasurer:

- Manage the financial affairs of the organization, including budgeting, fundraising, and record-keeping.
- Prepare financial reports for the Executive Committee and general membership as required.
- Ensure compliance with financial policies and procedures set forth by the organization and the university.

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- Manage the financial affairs of the organization, including budgeting, fundraising, and record-keeping.
- Prepare financial reports for the Executive Committee and general membership as required.
- Ensure compliance with financial policies and procedures set forth by the organization and the university.

Advisor:

- Provide guidance, support, and mentorship to the Executive Committee and general membership.
- Serve as a liaison between the organization and university administration, faculty, and staff.
- Offer expertise and assistance in matters related to organizational development, governance, and compliance.
- Attending meetings of the Executive Committee and general membership in an advisory capacity.

Article V- Election / Selection of Organization Leadership

Section a: Elections and Selection Procedures

1. **Eligibility for Office:** All candidates for elected positions must be currently enrolled Ohio State University students and active members of the Gujarati Student Association (GSA).
2. **Nominating Process:** Prior to elections, a nomination period shall be announced, during which eligible members may nominate themselves or others for available positions. Nominations may also be accepted from the floor during the designated meeting.
3. **Design of Ballots and Balloting Procedures:** The Executive Committee shall design and distribute official ballots, ensuring fairness and transparency in the election process. Voting may take place electronically or in person, as determined by the Executive Committee. Each voting member can cast one vote per position.

Section b: Appointment and Ratification Procedures

1. **Timing of Elections and Appointments:** Elections for leadership positions shall be held annually at a time specified by the Executive Committee. Appointments to vacant positions may be made as necessary throughout the academic year, following established procedures.
2. **Appointment Process:** In the event of a vacancy in an elected position, the Executive Committee shall appoint an interim replacement to fulfill the duties of the position until the next scheduled election. Interim appointments must be approved by a majority vote of the Executive Committee.
3. **Ratification Procedure:** All appointments made by the Executive Committee shall be subject to ratification by the general membership at the next scheduled meeting following the appointment. Ratification shall require a simple majority vote of the members present.

Section c: Term of Office

1. The term of office for elected leaders shall commence immediately following the conclusion of the election process and shall last for one academic year, unless otherwise specified in the organization's by-laws or constitution.

Article VI - Executive Committee: Size and composition of the Committee

Section a.- Composition

1. **Representation of General Membership:** The Executive Committee of the Gujarati Student Association (GSA) represents the interests and concerns of the general membership and conducts the business of the organization between general meetings.
2. **Membership:** The Executive Committee shall be comprised of the following members:
 - The President (Primary Leader)
 - The Vice President (Secondary Leader)
 - The Treasurer
 - Chairpersons of standing committees, if applicable
 - Ex officio positions from related student organizations, if deemed necessary and appropriate

Section b.-Responsibilities

1. **Conducting Business:** The Executive Committee will meet regularly to deliberate and decide on issues related to the administration and operation of GSA. These issues might involve budgetary management, policy formulation, strategic planning, and event coordination.
2. **Representing General Membership:** The Executive Committee ensures that the interests and viewpoints of the general membership are considered when making decisions. It does this by acting as their voice.
3. **Reporting to General Meetings:** At regularly scheduled general meetings, the Executive Committee will update the membership on its decisions, actions, and any other pertinent information. This involves delivering financial reports, updates on the status of existing

projects, and information on any problems or matters that call for approval or action from the membership.

Section c.- Meetings

Frequency: The Executive Committee shall meet regularly, as determined by the President or as required by the organization's by-laws or constitution.

Quorum: A quorum, as defined by the organization's by-laws or constitution, must be present for official business to be conducted during Executive Committee meetings.

Section d.- Decision Making

Consensus- Each member of the Executive Committee, including the President, Vice President, Treasurer, and any additional members, shall have one vote in decision-making processes. In the event of a tie, the President shall cast the deciding vote.

Voting- Whenever possible, decisions shall be reached through consensus among Executive Committee members. If consensus cannot be reached, a majority vote shall determine the outcome.

Section e.-Authority

1. **Executive Powers:** The Executive Committee is empowered to make decisions on behalf of the organization between general meetings, provided such decisions align with the organization's by-laws, constitution, and stated objectives.
2. **Limitations:** The Executive Committee's authority is subject to the oversight and approval of the general membership. Major decisions, such as changes to the organization's constitution, budgetary allocations beyond specified limits, or the dissolution of the organization, must be approved by the general membership through a vote at a general meeting.

Article VII- *Standing Committees (if needed): Names, purposes, and composition*

Cultural Affairs Committee

- **Purpose:** To organize and oversee cultural events, festivals, and activities that promote and celebrate Gujarati culture, traditions, and heritage.
- **Composition:** Members with a passion for Gujarati culture and event planning expertise. The committee may include volunteers from the general membership and appointed officers.

2. Community Outreach/Social Media Committee

- **Purpose:** To establish and maintain connections with the local community, organize community service projects, and represent GSA in community events and initiatives.

- **Composition:** Members with strong communication skills, empathy, and a commitment to community engagement. The committee may include volunteers from the general membership and appointed officers.

3. Membership and Recruitment Committee

- **Purpose:** To recruit new members, facilitate membership engagement, and ensure the needs and interests of GSA members are met.
- **Composition:** Members with excellent interpersonal skills, creativity, and enthusiasm for membership growth. The committee may include volunteers from the general membership and appointed officers.

4. Public Relations and Marketing Committee

- **Purpose:** To manage GSA's public image, promote events and activities, and enhance communication with members and the wider community.
- **Composition:** Members with skills in marketing, graphic design, social media management, and public relations. The committee may include volunteers from the general membership and appointed officers.

5. Academic and Professional Development Committee

- **Purpose:** To provide resources, workshops, and networking opportunities to support the academic and professional growth of GSA members.
- **Composition:** Members with a background in academia, career development, or professional networking. The committee may include volunteers from the general membership and appointed officers.

6. Finance and Budget Committee

- **Purpose:** To manage GSA's finances, develop budgets for events and activities, and ensure fiscal responsibility and transparency.
- **Composition:** Members with financial management skills, attention to detail, and a commitment to organizational sustainability. The committee may include volunteers from the general membership and appointed officers.

Article VIII – Advisor(s) or Advisory Board: Qualification Criteria

Section a: Qualification Criteria

1. **Advisor Qualifications:** Advisors of the Gujarati Student Association (GSA) must be full-time members of the University faculty or Administrative & Professional staff.

2. **Co-Advisor Requirement:** If a person serving as an advisor does not meet the above qualification criteria, a co-advisor who is a member of the University faculty or Administrative & Professional staff must be chosen to fulfill the advisory role alongside them.

Section b: Responsibilities and Expectations

1. **Guidance and Support:** Advisors are expected to provide guidance, support, and mentorship to the Executive Committee and general membership of GSA.
2. **Representation:** Advisors serve as a liaison between the organization and university administration, faculty, and staff, representing the interests and concerns of GSA to the broader university community.
3. **Expertise and Assistance:** Advisors offer expertise and assistance in matters related to organizational development, governance, compliance, and any other areas where their knowledge and experience may be beneficial to GSA.
4. **Attendance:** Advisors are encouraged to attend meetings of the Executive Committee and general membership in an advisory capacity, providing input and advice on organizational matters as needed.
5. **Compliance:** Advisors should ensure that GSA operates in compliance with university policies, procedures, and regulations, and that the organization's activities align with its stated purpose and objectives.

Article IX – Meetings and events of the Organization: Required meetings and their frequency

IX. Membership in any academic year, except for the summer, may entail attendance at two general meetings and all or 50% of the activities hosted.

Article X – Attendees of Events of the Organization: Required events and their frequency.

Section a: Required Events and Frequency

1. **General Meetings:** General meetings of the Gujarati Student Association (GSA) shall be held monthly during the academic year, providing members with updates, opportunities for engagement, and discussions on matters relevant to the organization.
2. **Cultural Events:** GSA shall organize cultural events and celebrations at least once per semester, providing opportunities for members to immerse themselves in Gujarati culture, traditions, and heritage.
3. **Community Service Projects:** GSA shall participate in or organize community service projects at least once per semester, contributing to the betterment of the local community and fostering a spirit of service among its members.

X. When a member or event attendee behaves in a way that is disruptive or otherwise inconsistent with the organization's charter, the organization maintains the authority to take appropriate action.

Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements

Section a: Proposals for Amendments

1. **Proposal Submission:** Any member of the Gujarati Student Association (GSA) may propose an amendment to the constitution by submitting a written proposal to the Executive Committee. The proposal must clearly state the proposed amendment and rationale for the change.
2. **Review and Consideration:** The Executive Committee shall review the proposed amendment and determine its merit and feasibility. If deemed appropriate, the Executive Committee shall present the proposal to the general membership for consideration.

Section b: Notice Requirements

1. **Notice to Membership:** Prior to voting on the proposed amendment, the Executive Committee shall provide notice to the general membership of GSA. Notice may be given through official communication channels such as email, social media, or during general meetings, and shall include the full text of the proposed amendment and the date, time, and location of the scheduled vote.

Section c: Voting Procedure

1. **Voting Eligibility:** All active members of GSA are eligible to vote on proposed amendments to the constitution.
2. **Voting Method:** Voting on proposed amendments may take place during a scheduled general meeting of GSA or through electronic means, as determined by the Executive Committee. Members unable to attend may submit their votes electronically before the scheduled vote.
3. **Voting Requirements:** Approval of a proposed amendment to the constitution shall require a two-thirds majority vote of the members present or voting electronically. If the required majority is not achieved, the proposed amendment shall not be adopted.
4. **Record Keeping:** The Executive Committee shall maintain a record of all proposed amendments, including the text of the proposal, the notice provided to the membership, and the outcome of the vote.

Section d: Implementation of Amendments

1. **Effective Date:** Approved amendments to the constitution shall take effect immediately upon the vote's conclusion, unless otherwise specified in the amendment proposal.
2. **Amended Constitution:** The Executive Committee shall update the official constitution of GSA to reflect the approved amendments and make the revised document available to all members for reference.

XI. 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 or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently

Article XII – *Method of Dissolution of Organization*

Section a: *Requirements for Dissolution*

1. **Initiation of Dissolution:** The dissolution of the Gujarati Student Association (GSA) may be initiated by a two-thirds majority vote of the active members present at a general meeting called for that purpose.
2. **Approval of Dissolution:** Upon the initiation of dissolution, a formal vote shall be conducted to approve the dissolution of GSA. Approval shall require a two-thirds majority vote of the active members present.

Section b: *Disposal of Assets and Debts*

1. **Assets:** In the event that GSA possesses any assets, including funds, equipment, or other resources, these shall be liquidated or transferred in accordance with the decisions made by the general membership during the dissolution process.
2. **Debts:** Any outstanding debts or financial obligations of GSA shall be settled prior to or as part of the dissolution process. Members shall not be held personally liable for the debts of the organization beyond their membership dues.

Article XII: Dissolution of the Organization

Section a: *Requirements for Dissolution*

1. **Initiation of Dissolution:** The dissolution of the Gujarati Student Association (GSA) may be initiated by a two-thirds majority vote of the active members present at a general meeting called for that purpose.

2. **Approval of Dissolution:** Upon the initiation of dissolution, a formal vote shall be conducted to approve the dissolution of GSA. Approval shall require a two-thirds majority vote of the active members present.

Section b: *Disposal of Assets and Debts*

1. **Assets:** In the event that GSA possesses any assets, including funds, equipment, or other resources, these shall be liquidated or transferred in accordance with the decisions made by the general membership during the dissolution process.
2. **Debts:** Any outstanding debts or financial obligations of GSA shall be settled prior to or as part of the dissolution process. Members shall not be held personally liable for the debts of the organization beyond their membership dues.

Section c: *Notification of Student Activities Staff*

1. **Official Notification:** Following the approval of dissolution, the Executive Committee shall notify the Student Activities staff at The Ohio State University of the decision to dissolve GSA. This notification shall include the date of dissolution and a request to remove all organization information from the official university website.

Section d: *Record Keeping*

1. **Documentation:** The Executive Committee shall maintain records documenting the dissolution process, including meeting minutes, vote tallies, decisions regarding asset disposal, and correspondence with Student Activities staff.

Section e: *Compliance with University Regulations*

1. **Compliance:** GSA shall ensure compliance with all relevant university regulations, policies, and procedures throughout the dissolution process, including but not limited to the disposal of assets, settlement of debts, and notification of Student Activities staff.

Section f: *Final Disposition*

1. **Final Disposition:** Upon completion of all dissolution procedures and requirements, GSA shall be considered officially dissolved, and all organizational activities shall cease.

