

**Constitution of the Pilipino Student Association
at The Ohio State University**

Article I: Name, Mission Statement and Non-Discrimination Policy

Section 1: Name

Pilipino Student Association at the Ohio State University will use OSU PSA interchangeably.

Section 2: Purpose

The purpose of the Pilipino Student Association (PSA) is to create an environment where Filipino/Filipino American students and non-Filipino students can increase their awareness of the Filipino culture. PSA enhances cultural understanding within The Ohio State University community by providing programming that is both fun and educational.

Section 3: Non-Discrimination Policy

PSA and its members will 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.

Article II: Membership

Section 1: Regular Members

Regular members will be full or part-time students at the Ohio State University and be registered with the Pilipino Student Association.

Section 2: Associate Members

Associate members will be non-students who wish to join the organization.

Section 3: Inactive Member Removal

Any member, both regular and associate, who remains inactive for 1 (one) semester (excluding summer term) will be removed from the member list.

Section 4: Forced Member Removal

[This process is designed to work in tandem with the infraction system outlined later in Article VIII: Section 6 as is fit.]

Any member, general or executive board, can start a petition for the removal of any member who behaves in a manner inconsistent with the values of PSA. PSA maintains a no-tolerance policy for any behavior out of alignment with the non-discrimination policy including but not limited to sexual violence, assault, and endangerment. The proposed petition must be brought to the executive board in which the president will then call for a vote on said proposed petition. The passage of a petition requires a $\frac{3}{4}$ vote of the total executive members in favor of the amendment.

In the event of the petition's passage, the former member will be unwelcome at any PSA event following issuance of a removal notice.

University employees or students involved in this process must comply with Ohio State University's mandatory reporting requirements. This may include reporting certain incidents or behaviors to university authorities or relevant offices as required by university policies.

Article III: Leadership

Section 1: Length of Term

Each elected position shall have a term of one year from the officer transitions in April.

Section 2: Elections

Leadership positions will be held only by students at the Ohio State University. Positions will be open to those students who have been enrolled for at least two semesters and have attended at least three PSA events during the current academic year. Applicants must also meet the minimum GPA as determined by the Office of Student Affairs, and are required to not be on academic probation or disciplinary probation or suspension.

To be qualified for an officer position, a prospective officer candidate is currently serving or has served at least one term as an executive member or officer intern for any position. In order to run for president, the candidate has to have served one term on the executive board prior to their campaign. It is recommended that candidates running for treasurer had served one term on the executive board prior to their campaign.

An essay-and interview-based application process and ballot election for officer positions shall be held within the last two weeks of March during spring semester. The interview will be conducted by the current executive board members. At least two executive members will be present during the interview during which they will discuss and score the interviewee afterward. The ballot election will include speeches and all general body members will have an opportunity to vote. The interview score holds a 25% weight and the ballot results hold a 75% weight on the outcome of the election process.

Section 3: Special Election

A special election can occur outside the standard election period. This would take place due a position not being filled during the standard election period. General members may sign up to be interviewed by executive board members and they must fulfill the same requirements as stated in Article III, Section 2: Election. The interviewee will then be voted on by all of the executive board members, and will need a 2/3 majority vote for the interviewee to be enacted as the new executive board member in the open position.

Section 4: Officers

A. President:

- Serves as overall leader of the organization
- Oversees meetings, general and official
- Establishes meeting agendas
- Nominates second-in-command

B. Treasurer

- Responsible for the finances of the organization
- Provide statements of treasury activity to officers during executive meetings
- Secures, organizes, and submits records of treasure of activity to official bodies of the university
- Plans fundraisers for the year and helps bring positive cash flow

C. Vice-President of Communication

- Manages operational accounts of the organization
- Maintains and updates member contact list
- Updates membership with weekly updates via e-mail

D. Vice-President of Internal Relations

- Facilitates collaborative programming between the PSA and other internal organizations
- Forms and maintains partnerships on-campus
- Gives an update on important events or news on-campus
- Serves as primary link between the organization and OSU community

E. Vice-President of External Relations

- Facilitates collaborative programming between the organization and other external organizations
- Acts as Midwest American Filipino Association (MAFA) representative
- Serves as primary link between the organization and MAFA community

F. Director of Media Relations & Graphic Design

- Manages social media accounts of the organizations
- Responsible for creations and dissemination of promotional materials
- Promotes events to organization body
- Responsible for creating visuals to accompany event pages and emails
- Responsible for creating PSA logo
- Maintains the visual and aesthetic appearance of the organization through shirts, hoodies, and other clothing or apparel.

G. Director of Programming

- Plans general member meeting events
- Books meeting spaces for events
- Organizes and facilitates general member meetings

H. Culture Night Coordinator: Cultural Director

- Creates timeline/agenda for cultural event
- Manages internal performers, including dance leaders

- I. Culture Night Coordinator: Logistical Director
 - Books venues for event and afterset
 - Coordinates food arrangements
 - Controls ticketing and tabling

- J. Kapatid Director
 - Directs Kapatid (AKKA) Program
 - Fosters community-building
 - Promotes organizational values of inclusivity

- K. Philanthropy Coordinator
 - Determines philanthropy for the year/semester
 - Liaisons with partner organizations
 - Coordinates service events
 - Plans fundraisers and sponsorships in coordination with treasurer

- L. Dance Leader(s)
 - Appointed by previous dance leaders
 - Organized by Cultural Director
 - Hold dance practices
 - Create choreographies
 - Create audio files

[The roles as enumerated are baseline responsibilities for each officer position. All comprehensive detailing of roles will be available during officer transitions.]

Section 5: Succession of Leadership

The president will have the power to nominate their second in command among the officers who will fulfill presidential duties when the president is unable to fulfill their responsibilities as outlined in the constitution. Notice of the nomination will be made by the third week of June. Approval by $\frac{2}{3}$ of all executive members is necessary.

Section 6: Officer Interns

At the start of every school year, each officer has the opportunity to take on 1-3 interns. Interns will assist and provide support to officers in their respective position's responsibilities. Officer and intern pairings will be made in a manner decided by the officers. An officer intern's term is a semester long in length. New officer interns are appointed at the beginning of each academic semester.

An officer intern must attend all GBMs and selected PSA events and executive member meetings to ensure that they are an active member of the organization and that they are interested in taking on a leadership role as a possible candidate for an officer position.

Prospective interns will submit an application and officers must have a $\frac{2}{3}$ majority vote on each respective intern. Prospective interns who have been officer interns in the past must go through the officer intern application process again.

The interns' involvement will be dependent upon the respective officer with whom they are working. Intern attendance at executive member meetings is at the discretion of the respective officer in which they are working under.

Article IV: Advisor

Section 1: Qualifications

The advisor must be a full time member of the university faculty or administrative and professional staff. If a person is serving as an advisor and is not in one of the above positions, a co-advisor must be chosen who does meet these qualifications.

Section 2: Expectations/Responsibilities

The Advisor shall advise the leadership in all capacities necessary for the successful management of the organization. In addition, the advisor shall be easily accessible by the members of the organization.

Article V: Meetings

Section 1: General Member Meetings

General member meetings shall be held at minimum, once every two weeks with the exception of the two final weeks of an academic semester.

Section 2: Executive Member Meetings

Executive Member Meetings shall be held at minimum, once every two weeks and be attended by the majority of the executive board.

Article VI: Impeachment

Section 1: Initiation of Impeachment

Any member may initiate impeachment of any officer by presenting a petition to the executive board signed by 1/3 of the regular members. If the president is under impeachment, the nominated and approved second-in-command (as stated in Article III, Section 4: Succession of Leadership) will serve as chief executive. An impeachment voting date will be set by the remaining leadership. Removal from any office will be carried out only after a 2/3 vote of all executive members.

Article VII: Vacancy of Office

Section 1: Vacancy of Presidency

If the President vacates, the nominated and approved second-in-command will act as President. If the second-in-command is unavailable or also vacant, another executive position will be elevated to serve as President or otherwise hold an election from the general membership with 2/3 vote necessary to chair the general member as president. In all other cases, the executive board will appoint an interim and the president will call for an election within 14 days.

Section 2: Vacancy of Other Executive Board Positions

The executive board member vacating the position will have 14 days to nominate a person or persons to serve in their place. The nominee(s) will then be voted on by all of the executive board members, and will need a 2/3 majority vote for the nominee(s) to be enacted as the new executive board member in the vacated position.

Section 3: Vacancy of Executive Board Positions for One Semester

In the case that an executive board member cannot serve their duties for one (1) semester. The executive board member vacating the position will have 14 days to nominate a person or persons to serve in their place. The nominee(s) will then be voted on by all of the executive board members, and will need a 2/3 majority vote for the nominee(s) to be enacted as the new executive board member in the vacated position.

Article VIII: Values

Section 1: Inclusivity

This practice means:

- Discrimination based on race, gender, sex, disability, ethnicity, religion, or anything else deemed inappropriate and discriminatory will not be tolerated
- Promotion of equality, equity, and diversity
- Appreciation and respect for others
- Fostering a welcoming and safe environment for all
- Educating and informing about culture, ethnicity, and diversity

Section 2: Respect

This practice means:

- Treating one another with kindness and courtesy
- Mutual acceptance of one another, regardless of personal belief
- Listening to others and being considerate of others' feelings
- No insulting or belittling anyone

Section 3: Open-Mindedness

This practice means:

- Being open to learning ideas, arguments, and information outside of personal interest
- Promoting an environment of learning and growth
- Engaging in productive, meaningful dialogue
- Practice mindfulness and avoid hasty judgments

Section 4: Service

This practice means:

- Engaging with the community through volunteering, fundraisers, philanthropic events
- Recognition of community needs and partaking in works to help
- Learning about social and cultural issues within and outside of our community
- Seek out information and promote helpful resources to bring awareness

Section 5: Actions Unreflective of PSA's Values

In the event where one, or several members, have concerns regarding the conduct of another member, and/or a member acts against the values listed in Article VIII, regardless of whether this concern is from an isolated incident or a recurring behavior, a general body member should notify an executive board member of their concerns. An executive board member with concerns of their own or from a general body member will then notify the rest of the executive board. At this point, the president will alert the advisor about the situation. Within 7 days of a notification of actions

not in alignment with the organization values, the executive board will discuss the incident or behavior and vote on whether or not to pursue further disciplinary action. $\frac{3}{4}$ of executive board members must vote in agreement to move forward with developing the next set of actions. In the case that the vote fails, the notification will be dismissed. These actions include but are not limited to enforcement of the infraction system, forced member removal, notification of the Student Conduct Department of the Ohio State University's Office of Student Life, and legal action. After discussing the appropriate procedure, $\frac{3}{4}$ of executive board members must vote in agreement before any further action is pursued.

Section 6: Infraction System

[This system is designed to work in tandem with the forced member removal process outlined in [Article II: Section 4](#) as is fit.]

Once the executive board decides to exercise the infraction system, the executive board will discuss the appropriate tier of further action. Discussions must continue until the final decision on disciplinary action receives $\frac{3}{4}$ of the executive member vote.

Infraction Tier 1:

Disciplinary Action: Written notice with description of reason. No restrictions on organization participation.

Examples of Reasons are, (but not limited to):

- One Notification of One Incident

Infraction Tier 2:

Disciplinary Action: Written notice with description of reason. Explicit restrictions on organization participation.

Examples of Reasons are, (but not limited to):

- Continued Behavior or Incidents after Previous Notification(s)
- Multiple Notifications Regarding Multiple Incidents of Various Infringement Types
- One Notification of Repeated Behavior

Infraction Tier 3:

Disciplinary Action: Written notice with description of reason. Member removal.

Examples of Reasons are, (but not limited to):

- Infringing University Policies at OSU PSA events
- Infringing State or Federal Law at OSU PSA events
- Continued Behavior or Incidents after Previous Notification(s)
- Multiple Notifications Regarding Multiple Incidents of Various Infringement Types

Article IX: Amendment

Section 1: Amendment Process

Any member wishing to amend this document must present a proposed amendment to the executive board. The president will then call for a vote on said proposed amendment. The passage of an amendment requires a $\frac{3}{4}$ vote of the total executive members in favor of the amendment.

This document may also be amended by the sitting or president-elect as well as the second in command or second in command-elect with approval by both the president(-elect) and second in command(-elect).

One month after presenting the proposed amendment, if a $\frac{3}{4}$ vote of the officers in favor of the proposed amendment or a vote from president(-elect) and second in command(-elect) cannot be obtained, then the proposed amendment will be suspended.

By signing below, executive members agree to the terms of this document and ensure to abide and enforce them during their term.

X



President | Adrienne Heyrosa | 9/6/2024

X



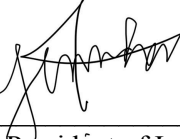
Treasurer | Josh Lampa | 9/6/2024

X



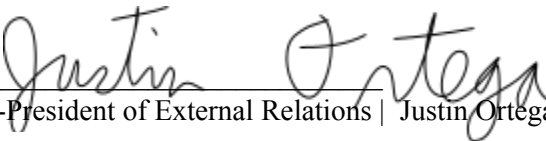
Vice-President of Communication | Tricia Halili-Felse | 9/6/2024

X



Vice-President of Internal Relations | Jv Velasquez | 9/6/2024

X



Vice-President of External Relations | Justin Ortega | 9/6/2024

X



Director of Media Relations & Graphic Design | Jaiden Blancaflor | 9/6/2024

X



Director of Programming | Alana Sayat | 9/6/2024

X



Culture Night Coordinator: Cultural Director | Therese Demesa | 9/6/2024

X



Culture Night Coordinator: Logistical Director | Amelea Sese | 9/6/2024

X



Philanthropy Coordinator | Jamie Musni | 9/6/2024

X 

Kapatid Director | Ram Joaquin De Vera | 9/6/2024

X 

Advisor | Dr. Jason Coronel | 9/9/2024