**Iranian Student Association (ISA) Constitution**

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

**Section 1: Name:**

The official name of this organization is the "Iranian Student Association," and it will use this name or its acronym, "ISA," in all publicity materials. Previously, this organization was known as the “Persian Student Association” or its acronym, “PSA.” The name has been changed to be inclusive of all ethnicities in Iran, including Persians, Azeri, Arabs, Kurds, and others.

**Section 2: Purpose:**

The Iranian Student Association (ISA) at The Ohio State University is a non-profit organization and independent of any political or religious believes. All activities of CISTA are directed towards the following purposes:

* Increase the public awareness regarding Iran and the historical and social issues affecting the Iranian community.
* Promote the Iranian/Iranian-American community, identity, and culture.
* Foster friendship among different cultural groups and provide a source of union and support for Iranian community at OSU.
* Encourage greater Iranian representation and involvement in the American community.
* Help the new Iranian Graduate students. (picking them up from the airport, having welcome party for them, helping them to settle down ASAP, and so on)

**Section 3: Non-Discrimination Policy:**

This organization 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, Iranian Student Association expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct.

***Article II - Membership, qualiﬁcations and categories of membership.***

**Section 1: Membership:**

Membership is open to anyone, including to individuals with no knowledge of Iranian Culture. Membership remains valid until the end of the academic year and may be extended for the following year given that the membership requirements are satisfied.

**Section 2: Qualiﬁcations and categories of membership:**

* Voting Member: Currently enrolled students, faculty, staff, visiting scholars at OSU
* Alumni Members; graduated students from OSU

***Article III – Methods for Placing and Removing Members and Executive Officers.***

IIIa. The officers are placed by the direct votes of the Iranian students (graduate and undergraduate) of the Ohio State University. Obviously, the nominees with higher votes will be elected. The election occurred every year around September and organized by the last organization leadership. Later, the elected officers will take over the organization and be introduced to the Office of Student Life.

III.b. If a member engages in behavior that is detrimental to advancing the purpose of ISA, violates ISA’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 ISA’s advisor.

III.c. 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 ISA, 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 ISA’s advisor.

III.d. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with ISA’s advisor, may vote to temporarily suspend a member or executive officer.

***Article IV - Organization Leadership.***

* **Titles**
1. President (Primary Leader)
2. Vice President (Secondary Leader)
3. Treasurer (Finance Director)
4. Advisor
5. Cultural Events Coordinator
6. Documentary and Secretary
* **Terms of office and Duties of the leaders**

President (Primary Leader) and Vice President (Secondary Leader)

Fulfill the position of Chief Executive Officer (CEO) of the ISA and will chair all meetings and call special meetings as needed. In case of a tie-on ISA matters, the president will make the final decision. Preside over and create an agenda for all official meetings. Act as the primary signatory with office of student life at OSU, ensuring the organization is re-registered every year and that all the activities are in accordance with university policy and the constitution, and that rooms have been reserved for all meetings, etc. Act as the official representative to other organizations, businesses and the media. Carry out the mandates, policies, and directives of the Board of Directors.

 Treasurer (Finance Director)

Act as accountant of ISA, recording, documenting, and storing all finances. Specializing in purchasing all needed materials and financing all costs regarding the event. Apply (or manage to apply) for relevant grants to fund ISA events and programs. Help organize and manage fundraisers.

Cultural Events Coordinator

Act an executive manager of cultural events organizes facilities and details of

Such events and meditate communication among members regarding those. Work with members to identify their needs and ensure satisfaction.

Documentary and Secretary Coordinator

Act as a secretary ensures smooth operations by maintaining meeting records, managing correspondence, organizing important documents, and coordinating events. They facilitate communication among members, officers, advisors, and external parties, making their role essential for the organization’s success.

***Article V- Election / Selection of Organization Leadership.***

All officers and candidates for office must be voting members. President, Treasurer and Communication Director of ISA must be OSU graduate students voting member to fulfill Office of Student Life requirements.

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

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

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

The advisor of the Iranian Student Association must be somehow familiar with the Iranian Culture. The advisor(s) must be full-time members of the University faculty or Administrative & Professional staff. The Advisor’s duties include securing meeting space, allowing their ofﬁce to be used for club postal business if necessary, and ensuring legitimacy of ISA elections.

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

* **Regular Meetings**
1. ISA regular meetings will be held at least once in a month.
* **Special Meetings**
1. Special meetings may be called by a simple majority of officers. Notice of special meetings must be announced to all members at least three days in advance of the meeting.
2. In case of an emergency any officer may call a special meeting.
* **General Yearly Meeting**
1. The Iranian Student Association will hold a general informational meeting at the beginning of each academic year.
* **Quorum**
1. At least more than one half of voting member should be present to form a quorum in order to vote.
2. If the first call of a meeting which requires the presence of quorum doesn't take effect, the following meeting which must be called at least one week later will be effective with any number of present voting members.

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

One of our required events is the welcome back part that will be held at the beginning of the fall semester. So, it would be every year.

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

Proposed amendments should be presented in a written manner. The period between and introduction and voting will be 1 meeting. At the meeting for voting (2nd meeting after proposal), four-ﬁfths of the voting membership must be present, and a majority of two-thirds of the entire voting membership must vote for the proposed amendment to become ofﬁcial. If the amendment fails, the following meeting may also include an amended proposal for voting. If the proposal fails again, then the initial procedure must be retaken for amendment to be considered again.

***Article XII – Method of Dissolution of Organization.***

The Iranian Student Association can be dissolved in two ways:

The ﬁrst requires unanimous votes to disband the organization with every voting member present and,

The second will be if the event arises when no ofﬁcers are elected for the following school year.

When a situation without ofﬁcers arises, the voting membership will be required to give two-thirds support of disbandment. If the ISA is disbanded, then the debts that may cumulate will become the responsibility of each member and the credits that may cumulate can be used by the sitting President for one ﬁnal event or to be returned to the source.