**The Constitution of The John Glenn College of Public Affairs Multicultural Student Organization (PAMSO)**

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

**Section I.I*: Name***

The name of this organization is the Public Affairs Multicultural Student Organization (PAMSO) at The Ohio State University John Glenn College of Public Affairs.

*Section I.II: Purpose*

The purpose of the Public Affairs Multicultural Student Organization is to foster a safe and welcoming community within the John Glenn College of Public Affairs for students with multicultural and/or diversity-related interests to support, discuss, embrace, and advance diversity and inclusion in the field of Public Affairs and other disciplines related to Public Affairs.

*Section I.III: 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.

# Article II. Objectives

*Section II.I: Objectives*

The objectives of the Public Affairs Multicultural Student Organization are aligned with the John Glenn College of Public Affairs’ goals for diversity and inclusion, The Ohio State University Office of Diversity and Inclusion’s goals for diversity and inclusion, and the Public Affairs Multicultural Student Organization member’s goals for diversity and inclusion. The objectives are as follows:

1. To develop and foster diverse and cross-cultural relationships to create a sense of cohesiveness among people of various backgrounds, identities, ideas and interests.
2. Support and develop programs that provide for the advancement of multicultural and diverse students in Public Affairs. This goal may be implemented by the following types of activities:
	* A mentorship program between students within the organization;
	* Workshops that bolster students’ abilities to recognize, discuss, learn, advance, and embrace various cultures and diversity, along with providing multicultural and diverse students the resources needed to succeed as a minority in an academic and professional setting;
	* Hosting diverse guest speakers to provide interactions and exposure to potential employers and/or current professionals in the field of Public Affairs;
	* Holding panel discussions and/or dialogues to learn about diversity and inclusion in Public Affairs;
	* Social gatherings and events to provide an informal, or formal, platform to develop and nurture diverse and cross-cultural relationships; and
	* Other events that fulfill PAMSO’s mission as determined by the acting board’s discretion.
3. Develop and support programs to provide opportunities for members to serve their communities.
4. Develop and support programs and/or materials that help spread awareness and knowledge about diversity and inclusion, and multicultural, issues or topics in Public Affairs.
5. Inform members, potential members, and community members of the purposes of PAMSO, its goal(s), programs, and benefits.
6. Enhance the cultural experience of university students, faculty, and staff through culturally centered programming and cross-cultural interactions.

# Article III. Membership: Qualifications and categories of membership

*Section III.I:* *Membership* *Eligibility*

Any undergraduate, graduate or doctoral student interested in Public Affairs who is currently enrolled at The Ohio State University shall be eligible for membership. Membership shall consist of active, associate, and honorary members.

*Section III.II: Membership Requirements*

Each member must be a student enrolled at The Ohio State University who supports the purpose and objectives of PAMSO and the John Glenn College of Public Affairs. Most members must be enrolled in a curriculum leading to a degree in Public Affairs and/or Public Policy, but students studying other disciplines are welcome.

*Section III.III: Voting Members*

A voting member is: Any student enrolled in the John Glenn College of Public Affairs carrying a minimum of three credit hours per semester in the John Glenn College of Public Affairs or who has attended at least half of PAMSO’s events for the academic year as indicated on the appropriate attendance documentation

*Section III.IV: Removal of Members*

If a member conducts himself/herself in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

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

*Section IV.I:* *Composition of the Executive Board*

The Public Affairs Multicultural Student Organization Executive Board consists of The President, Vice President, Treasurer, Secretary, Communications Director, and Special Events Coordinator and Recruitment and Outreach Coordinator. The Executive Board conducts the business of PAMSO between organization meetings.

*Section IV.II: President*

The President is responsible for the general oversight of PAMSO. The President shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

1. Be an executive board member in good standing with the student organization;
2. Be currently enrolled as a student in the John Glenn College of Public Affairs pursuing a degree in Public Affairs, Public Administration, or any other Bachelor’s, Master’s, or doctorate degree offered by the college.
3. The President shall update the Elections Calendar during the fall semester of their term;
4. Attend organization-wide and Executive Board meetings and events;
5. Preside over meetings, serve as the official spokesperson, make the arrangements for meetings, and serve as ex-officio member of all committees;
6. Attend President Training session before deadline to maintain “established” organization status of the University;
7. Meet with the Student Services Director, and other Glenn College faculty/staff deemed appropriate, in June of their term to review a proposed budget and get feedback on plans for the upcoming year. In the absence of the President, the Vice President or Treasurer may attend this meeting;
8. Ensure Advisor Training and Treasurer Training is completed, as needed;
9. Facilitate the solicitation, appointment and/or election, for the selection of student representatives for University or College committees where such representation is appropriate;
10. Call and preside over executive and organization-wide meetings;
11. Designate duties not provided for in the Constitution;
12. Develop an active relationship with the Civic Leadership Council (CLC) and the Public Affairs Student Association (PASA) leadership boards, along with the Chair of the Glenn College’s Diversity and Inclusion Committee;
13. Be responsible for checking and responding to the student organization’s email account on a weekly basis; and
14. The President shall fulfill other duties required by the needs of the association.

*Section IV.III:* *Vice President*

The Vice President shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

1. Be an executive board member in good standing with the student organization;
2. Be currently enrolled as a student in the John Glenn College of Public Affairs pursuing a degree in Public Affairs, Public Administration, or any other Bachelor’s, Master’s, or doctorate degree offered by the college.
3. Attend organization-wide and Executive Board meetings and events;
4. Assist the President with the general oversight of PAMSO;
5. Assume all duties of the President in the event of the President's absence;
6. Carry out other responsibilities as assigned by the President;
7. Be responsible for coordinating fall and spring election process; and
8. The Vice President shall fulfill other duties required by the needs of the association.

*Section IV.IV:* *Treasurer*

The Treasurer shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

1. Be a member in good standing with the student organization;
2. Attend organization-wide and Executive Board meetings and events;
3. Attend Treasurer Training session before deadline to maintain “established” organization status of the University;
4. Handle all finances of PAMSO and keep an accurate record of its financial status at all times;
5. Be responsible for applying for both Operating Funds and Programming Funds Requests from the Counsel on Student Affairs (CSA);
6. Authorize disbursements along with other officers;
7. Explain reimbursement procedures to officers and facilitate reimbursement in the case of emergency or extenuating circumstances;
8. Deliver and distribute a report of financial activity quarterly at Executive Board meetings and annually in April to the Director of Admissions and Student Services;
9. In the absence of the President and the Vice President, the Treasurer presides over PAMSO meetings;
10. The Treasurer shall pursue and recruit involvement from members in activities to raise monies for the treasury;
11. The Treasurer shall fulfill other duties required by the needs of the association.

*Section IV.V: Secretary*

The Secretary shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

1. Be a member in good standing with the student organization;
2. Attend organization-wide and Executive Board meetings and events;
3. Record and maintain the minutes of all PAMSO meetings, and distribute them for all members of PAMSO to review and approve;
4. Archive summaries of organization activities, events, meetings, and programs;
5. Maintain and update member contact information, including e-mail and phone contact lists;
6. Take attendance at all executive board and general meetings and events as well as maintain contact information for speakers and guests in attendance;
7. Assist in organizing spring and fall elections;
8. The Secretary shall assist the President in setting meeting times and collecting meeting talking points from officers to be included in the agendas (a hard copy of which shall be provided to officers at the beginning of each meeting); and
9. The Secretary shall fulfill other duties required by the needs of the association.

*Section IV.VI: Communications Director*

The Communications Director shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

1. Be a member in good standing with the student organization;
2. Attend organization-wide and Executive Board meetings and events;
3. Be responsible for the promotion of all upcoming Student Organization programs and events through social media and other communication channels;
4. Communicates PAMSO events and news to Glenn College Faculty, Staff and students;
5. Maintain the Student Organization Web Pages (Facebook, Ohio Union, glenn.osu.edu) to reflect current information;
6. Send out PAMSO newsletter and or market PAMSO events in official Glenn College communication and
7. Take pictures of events, post event recaps for communication channels and demonstrate continued interest in the organization
8. Market to and recruit students.

*Section IV.VII: Events Manager*

The Special Events Coordinator shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

1. Be a member in good standing with the student organization;
2. Attend organization-wide and Executive Board meetings and events;
3. Be responsible for the planning and execution of all upcoming Student Organization programs and events (venue booking, guest invitations, etc.);
4. Responsible for contacting guest speakers and/or panelists on behalf of the Executive Board;
5. Coordinate any special programs or collaborations the Student Organization has with other Student Organizations within and beyond the John Glenn College of Public Affairs

*Section IV.VIII: Outreach & Recruitment Director*

The Outreach & Recruitment Director shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

1. Be a member in good standing with the student organization;
2. Attend organization-wide and Executive Board meetings and events;
3. Be responsible for recruitment and retention of general body members in the organization
4. Ensure Student Organization presence at the fall and spring semester involvement fairs
5. Reach out to promote events among other Colleges in order to recruit students from a variety of academic disciplines

# Article V. Elections

*Section V.I:* *Nominations and* *Elections Procedures*

1. All voting members are eligible to serve as an officer of PAMSO.
2. The faculty advisor oversees the election process.
3. Positions elected in the spring are President, Vice President, Treasurer, Secretary, Communications Director, Special Events Coordinator and Recruitment & Outreach Coordinator .
4. The Secretary shall inform all members of PAMSO of the election cycle at least five weeks prior to Election Day.
5. Elections are held during March of the spring semester. Formal announcement of elections and election procedures shall be made three weeks prior to Election Day by the Vice President.
6. Those interested in serving on any role of the Executive Board must submit an application as designed by the current executive board and advisor
7. The faculty advisor and current executive board notifies all students who have applied and been nominated for candidacy after a review of their application on a rolling basis. A nominee may decline any nominations.
8. A nominated member must confirm their candidacy at least one week prior to Election Day, by submitting an acceptance to the Vice President and faculty advisor.
9. Individuals may apply, be nominated and run for up to two positions that are closely affiliated as specified by the Executive Board.
10. The faculty advisor counts the votes. The winner is the person who receives the most votes. If an individua obtains the highest amount of votes for both positions, the person can choose the position desired and the vote will fall to the individual with the next highest amount of votes for the position not chosen.
11. In the event of a tie, the faculty advisor will decide.

# Article VI. Succession

*Section VI.I:* *Succession*

In the event that the President can no longer serve their term of office, the Vice President assumes the position of the President. An open election is held for all other vacated positions. All eligible members of PAMSO may run for the vacated office. Notice of the special election must be given two weeks prior to the special election.

*Section VI.II: Transitioning Cabinets*

Post-spring PAMSO elections and prior to the completion of the academic years’ graduation, the out-going PAMSO officers and cabinet will remain in the position of primary leadership, and the incoming PAMSO officers and cabinet will shadow the out-going PAMSO officers and cabinet. Upon the completion of the academic years’ graduation, the incoming PAMSO officers and cabinet shall assume official responsibility.

*Section VI.III: Removal of Officers*

If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

# Article VII. External Committee Appointments

*Section VII.I:* *Committee Appointments*

The President shall appoint representatives to additional committees and organizations as required by the needs of the University, the College, or the association.

*Section VII.II: Representation*

These representatives shall serve as liaisons between PAMSO and the respective body. Representatives shall be required to attend and report at PAMSO meetings. Removal of these representatives will follow *Section VI.3*.

# Article VIII. Quorum

*Section VIII.I:* *Quorum*

Quorum is established by the attendance of three of the four executive officers and no less than two-thirds of the other representatives on PAMSO.

# Article IX. Impeachment

*Section IX.I: Initiation of Impeachment*

Impeachment proceedings will be initiated through a petition for impeachment submitted to PAMSO by any officer or member. The petition must contain a minimum of twenty-five endorsing signatures from students enrolled in the John Glenn College of Public Affairs.

*Section IX.II: Justification of Impeachment*

Action taken on a petition of impeachment will consist of a presentation of charges at a special session, defense of the alleged conduct and vote of PAMSO as to whether or not there will be a recall election.

*Section IX.III:* *Vote*

Removal from office will be accomplished through a minimum of three-fourths vote of all members of PAMSO voting in the recall election.

# Article X. Parliamentary Authority

*Section X.I:* *Governance*

The rules contained in Robert’s Rules of Order Revised shall govern this association in all cases to which they are applicable unless they are inconsistent with the Constitution and Bylaws and special rules of this association.

*Section X.II:* *Interpretation of the Constitution*

The Executive Board shall be responsible for interpreting all relevant aspects of the Constitution, Bylaws, and special rules. Decisions of the Executive Board may be appealed to the voting membership of PAMSO. The voting membership’s ruling is final.

# Article XI. Dissolution

*Section XI.I: Vote for Dissolution*

This association may be dissolved after dissolution is approved by the officers and by a two-thirds vote of its members, provided that notice of at least sixty days is given prior to vote.

*Section XI.II: Following Dissolution*

Upon, dissolution, the officers will utilize the assets of the association, including those arising form dissolution and distribution. The balance, if any, will insofar as possible be distributed equally among contributing factors.

# Article XII. Amendments

*Section XII.I:* *Amending the Constitution*

Any motion to amend the Constitution must be passed by a three-fourths vote of all members of PAMSO attending a special constitutional session. Notice of changes proposed and the session must be given at least two weeks prior to the special session.