

Constitution:

Article I.

Name:

The name of this organization shall be the Burmese Student Association at The Ohio State University (BSA)

Purpose:

Burmese Student Association is an ethnic/cultural club that invites all students to celebrate Burmese traditions, food, and cultural event. Burmese Student Association strives to build community within the campus. Burmese Student Association is also committed to providing service to the Burmese community by promoting higher education and raising awareness of issues prevalent in Burma/Myanmar.

Non-Discriminatory 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, the Burmese 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:

The organization's voting membership should be limited to currently enrolled Ohio State students. Other nonstudent members, such as faculty, alumni, professionals, etc., may become members but only as non-voting associates or honorary members. To be on the executive board, students must be considered "full-time" at The Ohio State University.

To be considered an “active member,” the student must attend at least 65 percent of student activities. This includes meetings, events, community service, etc.

Article III.

Method for Removal of Members and Executive Officers:

If a member engages in 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 officers in consultation with the organization’s advisor.

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 this organization, 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 the organization’s advisor.

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), {00312468-1} the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive Officer.

Article IV.

Organization Leadership:

Leadership Role: Those that are on the executive board must work for the benefit and interest of the Burmese Student Association. Although there are official titles and roles within the organization, it is only a general guideline, and the leaders should be flexible in participating and assisting one another. The President has the power to overrule or request a re-vote. Leadership roles are required to meet at least once a month to discuss upcoming plans, events, and membership feedback.

President:

1. Preside and facilitate executive and organization meetings
 - a. Must be prepared prior to meetings
 - b. Inform other leaders of other meeting information
 - c. Be open to all opinions and input
 - d. Coordinate the executive board transition with the advisor
2. Represent the organization to the institution
 - a. Meet with an advisor when needed
 - b. Implement cultural ideas into meetings and events
 - i. Try to promote Burmese culture whenever possible
 - c. Meet up with the event coordinator (if there are any assigned) and coordinate campus-wide programs
 - d. Be aware of all the financial matters
3. Must assist board members
 - a. Must be willing to take more responsibility for the group
 - b. Must prioritize the club in response to another club

Secretary:

1. Preside and facilitate executive and organization meetings in the absence of the President
 - a. Must be prepared prior to meetings
 - b. Inform other leaders of other meeting information
 - c. Be open to all opinions and input
 - d. Prepare an agenda with the President for the meeting
2. Represent the organization to the institution in the absence of the President
 - a. Update the status of the events and memberships within the club
 - b. Implement cultural ideas into meetings and events
 - i. Try to promote Burmese culture whenever possible
 - c. Meet up with the event coordinator (if there are any assigned) and coordinate campus-wide programs in the absence of the president
 - d. Assist the president in all financial matters
3. Record Membership and Meetings

- a. Record attendees of the meetings and minutes
- b. Maintain phone number and email directory of all members
- c. Provide email and password to current leadership members
- d. Update the calendar on meeting dates and events and meet up with the social media coordinator (if there is one current)
- e. Direct constitutional revision
- f. Reserve rooms space for weekly meeting
- g. Organize the information clearly so that it is easy to understand and access

Treasurer:

1. Prepare the organizational budget with the President and Vice President.
 - a. Draft an updated funding packet for business sponsorship
 - b. Keep track of receipts, reimbursement forms, supply requests, etc.
 - i. Audit books twice a semester with the executive board.
 - ii. Maintain a financial history of the organization.
 - iii. Inform the executive board of all financial matters.
 - iv. Make semester reports of all receipts and disbursements
 - c. Have knowledge of the Ohio Union policy on reimbursements and funding
 - i. Draft an updated funding packet for business sponsorship
 - d. Actively seek fundraising opportunities for events
 - e. Implement cultural ideas into meetings and events
2. Represent the organization to the institution in the absence of the President
 - a. Update the status of the events and memberships within the club
 - b. Implement cultural ideas into meetings and events
 - i. Try to promote Burmese culture whenever possible
 - c. Meet up with the event coordinator (if there are any assigned) and coordinate campus-wide programs in the absence of the president

Advisor:

1. Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor

who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

2. Meet with the executive board at least once a semester; one for election and one for leadership transitions and registration through in-person or zoom/online meeting format

3. Serve as resource

Outreach:

1. Assisting in the planning, coordination, and execution of events hosted by the organization.

a. Help with poster design for social media.

b. In the case of physical flyers, be the one to distribute the flyers and help with the design process.

c. Be there during events to record attendance.

d. Actively recruiting new members to join the organization.

2. Contributing ideas and strategies to achieve the organization's goals, objectives, and deadlines.

a. Collaborating with other members to align outreach efforts with broader organizational strategies.

b. Developing strategies to increase membership diversity and inclusivity.

c. Contacting other clubs for collaboration opportunities.

d. Try to promote Burmese culture whenever possible.

Social Media Chair/ Graphic Chair:

1. Managing and maintaining the club's presence on social platforms.

a. Promote the event the week/day before/day of

b. Take pictures at event and record the location of the event

c. Manage social media accounts (Instagram, GroupMe, etc.)

d. Promote social media accounts at events

e. Help design the posts with the Graphic Chair

2. Graphic Chair will design posters and flyers for the organization

a. At the discretion of the group, follow certain ideas/ theme for proposed

idea.

b. Follow design deadlines set by the social media chair, to be able to post on time.

c. Utilize school friendly graphics and design to promote BSA.

d. Try to promote Burmese culture whenever possible

Initiates:

1. A temporary role for the student, which will serve as a time to better involve the student as an E-Board member.

a. The student will not be held to the same standards as an E-Board member.

i. They are not required/ have the required attendance record of an E-Board member.

ii. They will not be assigned an existing role, such as treasurer, secretary, etc. However, they will be an assistant to the existing role, such as assistant secretary/ treasurer.

2. Have the same power as any of the E-Board members regarding voting power and ability to present ideas to the E-Board

3. Must Assist Board Members

a. Must be willing to help where applicable

i. Must help set up at least one event

4. Implement cultural ideas into meetings and events

a. Try to promote Burmese culture whenever possible

Article V.

Election:

Ballot elections will be held for the above officer positions; if needed new positions can be proposed and fulfilled. The President(s), Vice President(s), and Treasurer must be full-time OSU students in good standing, per university requirements. President(s) and Treasurer(s) must have served on The Ohio State University's Burmese Student Association executive board for at least one year to be considered. All other officer positions are open to anyone. The election of positions will require a majority vote by the officer excluding the position

nominee. In order to run for a position, the BSA member must be an active member of the club. Elections will be held between the start of the Spring semester to the start of spring break. Ballots will be counted, and the candidates will be announced at the following meeting. Training will last from the announcement of candidacy until the academic year ends.

Article VI.

Method of Amending Constitution: Proposals, notice, and voting requirements

Any revision to the constitution can be proposed at any meeting. However, a formal discussion of the proposal must take place with all leaders present in the following meeting. Voting must be two-thirds in favor for the revision to pass. All discussions of amendments won't be implemented until the following academic year. The constitution can be amended once a year during the registration period.

Article VII:

Method of Dissolution of Organization

Should any dissolution arise in a meeting, the President(s) will make the final decision.