

## Constitution for the Egyptian Student Association at the Ohio State University

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

**Section 1:** This organization shall be formally designated the Egyptian Student Association at the Ohio State University (ESA). It shall be a non-profit, non-religious, social and cultural organization.

**Section 2 - Purpose:** The Egyptian Student Association is devoted to creating and maintaining an environment beneficial to the interests of primarily its members and the general Egyptian community by promoting a cognizant platform of Egyptian history, culture, political, and religious diversity at The Ohio State University. Our mission is to promote and educate the populace through events, service, and community engagement. ESA serves to provide a safe space for Egyptian and non-Egyptian students alike under the guise of Education and Unity. Additionally, ESA's mission is to promote mutual cultural understanding among Egyptians and non-Egyptians in the Ohio State community by delivering informative and entertaining programs in a welcoming environment that benefits all students and encourages cultural contact with other student groups.

**Section 3 - Non-Discrimination Policy:** The Egyptian Student Association (ESA) shall not discriminate against any member/non-member 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, Egyptian Student Association at the Ohio State University 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](mailto:titleIX@osu.edu).)

### ***Article II - Membership: Qualifications and categories of membership.***

Anyone interested in Egyptian culture, including community members, faculty and alumni, are welcome to become members of the ESA. However, voting membership is limited to currently enrolled students of The Ohio State University. In order to become an official voting member of the organization, must attend at least two general body meetings.

### ***Article III – Methods for Removing Members and Executive Officers***

a. *A motion to impeach with good reason must be proposed by at least one executive board member and agreed upon by a two-thirds majority vote by the executive board.*

I. *Good reason is defined as an executive board member not fulfilling their constitutional duties and/or not currently registered OSU students.*

*And/or*

II. *Cause conflict, internal or external to the organization that may jeopardize the existence or functioning of ESA.*

b. *If impeached, that executive board member will be given the opportunity to defend themselves, however, if the board still feels that they are not fulfilling their duties or feels that the executive board member is causing conflict, a final vote with two-thirds majority will complete the removal process, and they must gracefully step down with no future argument.*

c. *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 the organization's advisor, may vote to temporarily suspend a member or executive officer.*

d. *If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of ESA-OSU or in violation with the university code of conduct, they will be given 3 strikes to ensure that board members are held accountable for their actions. The member will be contacted anytime that they break a*

*strike so that they are aware of their standing within the board.*

#### **Article IV - Organization Leadership**

##### **A. President/Co-Presidents**

- i. The President(s) of ESA shall oversee the performance of the executive board and ensure the requirements and duties are fulfilled toward excellence.
- ii. The President(s) shall be responsible for conducting all board meetings of the ESA executive board.
- iii. The President(s) shall ensure that conflicts, potential or realized, internal or external to the organization, do not jeopardize the existence or functioning of ESA. The President(s) shall steer ESA away from potentially harmful actions to the effective conduct of the organization and serve as a source of conflict prevention and resolution, both internally and externally, where and when such actions may be required by the organization.
- iv. The President(s) shall work with the Treasurer Chairperson to guarantee sufficient funds are maintained so as to properly fund and facilitate the execution of ESA's events.
- v. The President(s) shall have the authority to be a co-signer on all checks and financial transactions.
- vi. With a two-thirds majority vote of the executive board, the President(s) shall determine the proper course of action with regard to issues upon which the constitution of ESA does not elaborate.

##### **B. Vice President**

- i. The Vice President shall work closely with the president(s) to ensure the ESA's meetings and events are run smoothly.
- ii. The Vice President shall be responsible for sending out reminders to other board members about upcoming meetings and duties they are responsible for.
- iii. The Vice President shall run the general body and/or board meeting in the absence of the president(s).

##### **C. Secretary**

- i. The Secretary shall take official minutes of all ESA executive board meetings, ensuring their quality and accuracy.
- ii. The Secretary shall be responsible for preparing a meeting agenda prior to each executive board meeting, in collaboration with the co-presidents.
- iii. The Secretary shall be the event planner, and be responsible for all room bookings and reservations, completion of necessary forms and paperwork, and maintaining communication with the offices and individuals necessary for achieving this task.
- iv. The Secretary shall maintain a file to include any and all documentation of official business conducted by ESA.
- v. The Secretary shall offer weekly updates on all transactions, reservations, and relevant information to ensure a production.

##### **D. Treasurer**

- i. The Treasurer shall maintain all documentation and receipts of incoming and outgoing funds from ESA accounts, maintain a ledger of transactions, auditing and balancing said ledger in reference to account statements issued by the financial institution with which funds are deposited, and reconcile all reimbursements that may occur in the conducting of ESA business.
- ii. The Treasurer shall have the authority to co-sign on all checks and financial transactions.
- iii. The Treasurer shall collect the membership dues from the members and apply for grants from The Ohio State University.
- iv. The Treasurer shall be responsible for the creation of a budget at the beginning of the elected year, as well as a mid-year and end of the year financial report. The initial budget report shall be voted upon by the executive board.
- v. The treasurer shall work to maintain and guarantee sufficient funds so to properly facilitate ESA events.
- vi. The Treasurer shall work with members of the executive board in order to minimize event expenditures and propose alternative funding possibilities or cost cutting strategies.
- vii. The Treasurer shall be responsible for providing the executive board with an account balance update

at every ESA meeting and a detailed account update at the beginning of every month for all ESA accounts.

E. Internal and External Outreach

- i. The Outreach Chairperson shall be responsible for recruitment through:
  - a. Promoting website registration of new members,
  - b. Distributing organizational paraphernalia,
  - c. Utilizing promotional tables in the University Center
  - d. The Outreach Chairperson shall be responsible for coordinating with other student clubs and organizations to cosponsor and collaborate on events and activities.
  - e. The Outreach Chairperson will be responsible for creating an internal and external contact list for future reference.
  - f. The Outreach Chairperson shall strive to create a welcoming and conducive setting for all who are interested in learning and participating in the Egyptian culture

F. Marketing

- i. The Marketing chairperson shall be responsible for publicizing all ESA activities and events by:
  - a. Posting event information and updating the ESA GroupMe and Instagram.
  - b. Designing and posting flyers in the University Center and on the Science building showcase, campus buildings, classrooms, and departments.
  - c. Coordinating with the Lantern to ensure campus news coverage of ESA events
  - d. The marketing sales person shall be responsible for all ESA designs.
  - e. The Marketing chairperson shall be responsible for coordinating ticket sales for ESA events when needed.
  - f. The Marketing chairperson shall be responsible for publicizing ESA meetings.
  - g. The Marketing chairperson shall be responsible for photographing/recording ESA major events and making this media available.

G. The Co-Event Coordinators

- i. The Event Coordinators shall be responsible for coming up with event ideas for ESA by:
  - a. Assisting the President and Vice President in the planning and execution of meetings and events.
  - b. Organizing and executing events, including setting clear objectives aligned with the organization's mission and determining an engaging theme.
  - c. Booking a room in advance for events
  - d. Discussing with the Treasurer what is needed for events so that a budget can be made

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

**Section 1: Procedure**

- i. Voters must be currently registered OSU students and an ESA member as of the day preceding elections (at 11:59 pm) in that year.
  - a. It shall be the responsibility of the current Executive Board to hold a Meet the Candidates Forum, open to the General Body of OSU.
  - b. The new Executive Board shall be elected at the end of the Spring Semester, so that transitioning can take place.
  - c. The new members must be in good standing with the organization and win a 90% majority vote by the current organization's board members.
  - d. In the case of a tie breaker, the executive board shall deliberate on who to fill the position by inviting candidates to a meeting and concluding with a vote.

**Section 2: Voter Eligibility**

- i. Voters must be currently registered OSU students and an ESA member as of the day preceding elections (at 11:59 pm) in that year.

### **Section 3: Candidate Eligibility**

- i. The candidates must be a currently registered ESA member before application for board is due.
- ii. Candidates running for the President position must exhibit:
  - a. Leadership skills, and active participation in the current club activities
  - b. Participation in the current school year (from Summer to Winter) of least i. Three meetings, and Two ESA events
- iii. The rest of the candidates must have participated in at least
  - a. Two meetings, and/or One ESA event

### **Section 4: Transitional Responsibilities**

- i. The current Executive Board shall be responsible for handing over all relevant (written and electronic) documents to their respective newly elected members.
- ii. It should be the responsibility of the current Executive Board, after nominations have been accepted, to advise the nominees about the responsibilities of their position in person.

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

- i. All executive board members terms are for one (1) calendar year (Summer Semester – Spring Semester).
- ii. The term of the executive committee shall be three semesters beginning in the Summer Semester.
  - a. Any executive committee office vacated for any cause shall be refilled by a nominee approved by a majority vote of the Executive Committee. The nominee must meet all conditions for holding office. The term of his/her office shall expire with the rest of the Executive Committee.

### ***Article VII – Advisor(s) or Advisory Board***

#### **Advisor**

- ii. It is strongly recommended that ESA-OSU have an advisor who is active, supportive, and an advocate of Arab minority concerns. It is understood that the role of an advisor is to mentor and assist from a hands-off approach. It is understood that the primary functioning, planning, and execution of the organization are the sole responsibility and domain of the students.
- iii. Advisor's Duties
  - a. Act as a consultant to the organization in understanding the institutional hierarchies present within the University.
  - b. Ensure that the organization undergoes an official University administered audit of its finances on an annual basis.
  - c. As necessary, review the monetary allocations of the organization to guarantee financial transparency and wise utilization of funds.
  - d. In collaboration with the Executive Board, guarantee that a transition process to train the Executive Board-elect occurs in a timely manner.
  - e. On a monthly basis, meet with the President and/or Vice President to be briefed on the activities of the organization, and address any issues, concerns, or projects that may directly involve the organization's advisor.
  - f. In the event of a period of insufficient membership, or organizational inactivity, it is the responsibility of the advisor to oversee the proper storage and safekeeping of all organizational assets, resources, and possessions until such time as sufficient membership and activity exist to transfer this responsibility back to the executive board and student members of the organization.
  - g. Express sincere enthusiasm and interest in the group and its activities.
  - h. Assist the organization with internal and external conflict resolution.
  - i. Serve as a third-party perspective in evaluating and critiquing the activities of the organization.
  - j. Encourage the group to keep records and documentation on file and in a permanent archive.

### ***Article VIII – Meetings and events of the Organization***

- a. ESA shall hold at least two general body meetings/events per semester open to all members and general student body who want to learn more about Egypt and Egyptian culture

#### ***Article IX – Method of Amending Constitution***

##### **Section 1: Proposal**

- a. Amendments must be proposed by a member of the executive board.

##### **Section 2: Support**

- a. The proposed amendment must have the support of at least one additional member of the executive board.

##### **Section 3: Discussion**

- a. The executive board shall discuss the proposed amendment, during which modifications to said amendment will be possible and 2/3 board vote will be needed for the motion to pass.
- b. An amended section in the constitution shall not be re-amended in the same presidential term.

#### ***Article X – Method of Dissolution of Organization***

The organization may be dissolved following a consensus-based decision from the Executive Board. Should assets exist following dissolution, all profits must be donated to a non-profit organization of choice. Should debt exist following dissolution, all Board members will be equally responsible and liable for settling such a debt should no other solution be adopted by the organization's Executive Board members.