

Albanians at The Ohio State University
Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Name: Albanians at The Ohio State University

ARTICLE II. ORGANIZATION PURPOSE

Purpose: To bring together Ohio State students of Albanian and Kosovar background and those interested in learning about Albania and Kosovo. We want to create a welcoming community through cultural events, outings, language learning/practice, and casual meetings. Through collaboration among members, the community, and the executive board, we hope to spread information about Albania and Albanian culture to other students, faculty, and the greater Columbus area.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Albanians at The Ohio State University agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.

Section B. Hazing

Albanians at The Ohio State University agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

Albanians at The Ohio State University retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on

Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

All Ohio State students who attend one meeting per semester are eligible for membership and must continue to attend one meeting a semester to maintain membership. If circumstances prevent a member from attending once a semester, they will still be considered a member. Members who have been removed from the organization from violations of **ARTICLE III** of this Constitution are no longer eligible for membership and are barred from attending meetings.

Section B. Member Selection

Members are selected upon attending one meeting and requesting to join whichever medium of communication the Executive Board has chosen for that year, which conforms to OSU guidelines. Examples: E-mail list, group me, group chats etc).

Section C. Membership Timeline

The membership process begins at the same meeting attended and is approved once the individual is approved to join the main communication method.

Section D. Member Removal

A member can be removed for any violations of **ARTICLE III** of this Constitution through a majority vote of the officers in consultation with the advisor. Furthermore, should a member fail to attend a meeting for a period of time amounting to one month prior to the end of the semester, they will be put on pending removal from the organization and notified of their status at least one month in advance. A member on pending removal status can meet with the Executive Board to appeal their status.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

- Keep in contact with the President
- Work with the Executive Board to oversee large expenditures, over one hundred dollars, and meeting content

- Work with the Executive Board to ensure the club purpose and goals are being met

Section B. Advisor Term

An advisor maintains their term for one year.

Section C. Advisor Selection

Advisors are selected by the President's discretion. The President will ensure the advisor is a good fit to advance the purpose of the organization. Advisors must be a full-time member of the University faculty or Administrative & Professional staff. If these conditions are not met, a co-advisor must be chosen who meets these requirements.

Section D. Advisor Replacement

Advisors may be replaced should they violate **ARTICLE III** of this Constitution or at the discretion of the President. The President may appoint a new advisor under the same methods listed in **ARTICLE V. SECTION C**

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The Executive Committee will be made up of the president, vice president, treasurer, and secretary. The responsibilities and of each role are laid out as such:

President

- Presides over meetings
- Oversees club administrative operations
- Acts as a liaison with the club advisor(s)
- Submit annual organization registration
- Attend annual online trainings as part of registration

Vice President

- Takes over president's roles in absence of the president
- Assists with the president, treasurer, and secretary's roles
- Communicates to the organization about meeting reminders, general summaries, and future meetings
- Holds responsibility over social media associated with the organization

Treasurer

- Manages the organization's finances
- Keeps a financial record including any receipts and expenses

- Applies for funding/hosts fundraisers on an as needed basis
- Applies for operation and programming funds
- Attends annual online trainings as part of registration

Secretary

- Keeps a record of weekly attendance
- Creates a list of materials required for any future events
- Polls the organization for opinions on future meetings and changes

Section B. Officer Eligibility

VI. B. a. The offices listed above will be held by undergraduate students online

VI. B. b. The term of officers is one year and therefore all officers elected must have at least one year of undergraduate studies left in order to hold office.

VI. B. c. Members must have attended a minimum of five meetings the year in which they apply to be an officer.

VI. B. d. Members seeking election as an officer must have been in the organization for two years.

Section C. Officer Selection Process

VI. C. a. Officers will be elected at the second to last general Spring meeting for the following year via a ballot given to the voting members a week before the second to last general Spring meeting and remain open for a number of days subject to the President's discretion. Each role will be voted upon separately and decided by a simple majority via the ballot process stated prior.

VI. C. b. Officers elected for the following year will assume their positions immediately after the last general Spring meeting.

VI. C. c. If an officer is absent for a quarter, a temporary replacement will be appointed by the President. If the President is absent, the Vice President and Treasurer will appoint a replacement.

VI. C. d. If an officer resigns or leaves the university, he or she will be replaced by an appointment by the President with the approval of the officers.

VI. C. e. If the President resigns, the Vice-President will assume the office of the President, the Treasurer will be given the option to assume the role of Vice-President, but if they choose to remain in the Treasurer role then the Secretary will be given the option, but if

they too should choose to remain the role then a new Vice-President will be appointed as stated in **ARTICLE VI Section C. Subsection C. d.**

Section D. Officer Removal

Should an officer violate **ARTICLE III** of this constitution, they will be placed on pending removal status. The officer will be notified of their status and their alleged violation. The officer in alleged violation may then choose to appeal to either the Executive Board and advisor, or a general body made of members of the organization during a special meeting held outside of the normal general meetings. The Executive Board and advisor must then discuss, in private, for at least one week's time before coming to a vote pertaining to the removal of the member, of which a two-thirds majority is necessary. If the general body is used instead, the general body will discuss, without inclusion of the alleged, for a period of 10 minutes + an amount of time the President believes is necessary to come to a fair conclusion. The body will then vote immediately after discussion.

ARTICLE VII. ORGANIZATIONAL DISSOLUTION

Section A. Dissolution Requirements

The organization can be dissolved after dissolution is approved unanimously by the officers and by a three-quarter vote of the general members provided that notice of the vote is given to the general members two meetings before the vote takes place.

Section B. Dissolution Procedures, including Assets and Debts

If debts exist, the remaining assets will be used to rectify them. If assets are not enough to fully rectify, dissolution will be delayed until enough assets can be raised to rectify. If assets remain, they will be donated to a local program supporting Albanians or Albanian owned business, dependent on the Executive Board and Advisor's agreement.

Once dissolved, Student Activities staff must be contacted to remove the organization's information from the website.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Any member or office may submit a proposed amendment to be read at a general meeting. The proposed amendment will be read again at the following meeting where a vote will be taken. A three-quarter majority is required to ratify an amendment.