

# **Somali Student Association**

## **Student Organization Constitution**

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### **ARTICLE I. NAME OF ORGANIZATION**

Somali Students' Association

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### **ARTICLE II. ORGANIZATION PURPOSE**

The purpose of the Somali Students' Association (SSA) is to meet the academic, social, and cultural needs of Somali students at The Ohio State University. SSA aims to promote unity among Somali students, celebrate and preserve Somali culture, heritage, and history, and foster meaningful engagement between Somali and non-Somali communities. The organization also strives to serve as a positive presence within the broader Somali community through collaboration, education, and leadership development.

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### **ARTICLE III. UNIVERSITY REGULATIONS**

#### *Section A. Harassment and Discrimination, including Sexual Misconduct*

Somali Students' Association 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*

Somali Students' Association 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*

Somali Students' Association 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.

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## **ARTICLE IV. MEMBERSHIP**

### *Section A. Membership Eligibility*

1. Must be a currently enrolled Ohio State University student (including regional campuses) to hold Registered Membership.
2. Must agree to follow the SSA Constitution and all organizational policies.
3. Honorary and Alumni Members must demonstrate support for SSA's mission and comply with SSA guidelines.
4. Only Registered Members may vote or run for Executive Board positions.

### *Section B. Member Selection*

1. Complete the SSA membership application form.
2. Pay the annual membership fee as of \$15.
3. Confirm acceptance of the SSA Constitution through signature or digital acknowledgment.
4. Upon completion of these steps, the individual becomes a Registered Member with voting rights and eligibility to serve in office.

### *Section C. Membership Timeline*

1. Membership registration is open year-round.
2. The annual membership fee must be set by the Executive Board no later than the second week of the academic year.
3. Voting eligibility requires registration by the second Friday of March for that year's election cycle.

### *Section D. Member Removal*

1. Members may be removed for conduct that negatively reflects on SSA or violates organizational policies.

2. Removal requires a 2/3 vote of the Executive Board.
  3. Before removal, the member will be informed of the concerns and may provide clarification or a statement.
  4. Once removed, the individual loses all membership privileges for the remainder of the academic year.
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## **ARTICLE V. ADVISOR**

### *Section A. Advisor Duties and Responsibilities*

The Advisor provides guidance to the Executive Board, supports conflict resolution, ensures continuity between years, and helps uphold SSA policies and university requirements.

### *Section B. Advisor Term*

The Advisor serves a one-year renewable term and must be an Ohio State University faculty or staff member in good standing.

### *Section C. Advisor Selection*

The Executive Board nominates and votes on an Advisor by majority vote, who must then accept the role and agree to support SSA operations.

### *Section D. Advisor Replacement*

If the Advisor resigns or becomes unable to serve, the Executive Board will appoint a new Advisor by majority vote and notify the appropriate university offices.

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## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### *Section A. Officer Positions*

#### *a. President*

- i. The President must serve one full year on the board before being able to run for the position.
- ii. The President shall oversee the executive board to make sure the requirements and duties of the constitution are being met. The President will help the executive board members in fulfilling their duties wherever it is necessary.
- iii. The President is the official spokesperson of SSA in meetings, interviews, institutions, and interactions with other organizations within the OSU

community and outside.

- iv. The President is responsible for conducting all SSA executive board meetings.
- v. The President is responsible for communicating with other student organizations and maintaining a relationship with The Ohio State University Student Government as well as the SSA Advisor.
- vi. If conflicts arise it is the President's responsibility to ease tension so that the conflicts within SSA or outside do not jeopardize the organization. The President shall lead SSA away from actions that may bring harm to the existence of the organization and help prevent conflicts and find solutions.
- vii. The President shall work with Finance to maintain funds for SSA events.
- viii. The President shall work with those becoming members of the executive board to understand their respective roles and the SSA constitution.
- ix. The President shall determine the course of action to take on issues that the SSA constitution does not go into details.
- x. The President shall be in charge of forming an election committee. Which is addressed in section E of this article.
- xi. If there is a tie in a vote, the President will be the tiebreaker.

*b. Vice President*

- i. The Vice President must serve one full year on the board before being able to run for the position.
- ii. The Vice President shall fulfill the President's responsibilities in their absence.
- iii. The Vice President shall oversee the Executive Board to make sure the requirements and duties of the constitution are being met. The Vice President will help the Executive Board members in fulfilling their duties wherever it is necessary.
- iv. Shall coordinate and oversee the weekly general body meetings, thereby creating a quarterly calendar, staying in constant contact with task forces and ad-hoc committees.

*c. Secretary*

- i. The Secretary shall take official minutes of all SSA Executive Board meetings with accuracy and sharing the information with the E-Board for review of the E-Board meeting.
- ii. The Secretary prepares the Executive Board meeting agenda before the meetings.
- iii. The secretary is responsible for taking attendance at the start of every meeting and must document it in the meeting minutes.
- iv. The Secretary is responsible for reserving rooms that are necessary for SSA events as well as maintaining communication with the offices and completing paperwork that are necessary. They are responsible for maintaining good working relationships with the offices.
- v. The Secretary shall be in charge of maintaining the organization of the SSA office and keeping it clean.
- vi. The Secretary is responsible for keeping a membership binder that holds relevant information regarding SSA members.

- vii. The Secretary is responsible for sending the weekly email announcement to the SSA emailing list
- viii. Secretary is responsible for maintaining and updating the SSA e-mail listserv
- ix. The Secretary shall submit a weekly update to the Vice President of all transactions, reservations and any other relevant information.

*d. Treasurer*

- i. The Treasurer shall maintain all documentation and receipts of funds from SSA accounts as well as maintaining a ledger of transaction.
- ii. The Treasurer shall maintain a record of the SSA account, documenting transfer of all funds.
- iii. The treasurer must be a co-signer on all checks and financial transactions.
- iv. The Treasurer shall strategically plan the funding of events and guarantee sufficient funds are maintained to properly finance SSA events.
- v. The Treasurer is responsible for informing the Executive Board of SSA account information and confirming with the E-Board before releasing funds.
- vi. The Treasurer is responsible for providing the E-Board with a balanced account sheet.
- vii. The Treasurer shall work with the E-Board members to minimize event expenditure, find alternative funding possibilities or cutting strategies.
- viii. The Treasurer is in charge of filling out all University based grants
- ix. The Treasurer shall produce a SSA budget projection before each semester to estimate expenses, a mid-semester analysis to evaluate usage of funds, and an end of the semester comparative analysis of projected versus actual fund utilization.
- x. The Treasurer shall work with the President to resolve emergency funding issues if they arise and will provide the Executive Board with a detailed update of their resolution.
- xi. Responsible for collecting all pledged donations raised through fundraising and donating to the agreed upon organization in a timely manner. If more time is needed, inform the leadership so that necessary actions can be taken.
- xii. Identify potential revenue ideas through creating relationships with local businesses, campus departments, and local organizations
- xiii. Ensure the revenue streams are sustainable will help SSA achieve its fiscal goals.
- xiv. Work with the Events Chair to create fundraising events that will generate revenue for SSA.
- xv. The treasurer shall maintain a working relationship with sponsors and donors by:
  - 1. Recording and documenting all sponsorships and donations made to SSA.
  - 2. Maintaining a sponsor-donor database
  - 3. Providing sponsors and donors with an invoice stating the exact

- amount and nature of the sponsorship or donation
  - 4. Corresponding with sponsors and donors by informing them periodically of SSA activity updates
  - 5. Providing sponsors and donors with special invitations to major SSA events.
  - 6. Making sure sponsors and donors are recognized for their contributions.
  - 7. Coordinating awards to sponsors and donors at major events or for major contributions to SSA.
- xvi. The Treasurer needs to develop a fundraising plan for the academic year that will allow the SSA to meet budgetary needs. They will do so by requesting donations from various college departments, and coordinating on campus fundraising events.
- e. *Marketing Chair*
  - i. MCC is responsible for publicizing all SSA activities and events by:
    - 1. Posting event information on all SSA social media sites.
    - 2. Posting flyers around campus.
    - 3. Coordinating with OSU Journal to ensure campus news coverage of SSA events and activities.
    - 4. Informing faculty and staff of SSA events
    - 5. Composing and distributing press releases for SSA major events.
  - ii. MCC is responsible for coordinating ticket sales for SSA events.
- f. Director of Visuals
  - i. DOF is responsible for coordinating SSA board photoshoots and all promo surrounding the organization and its events.
  - ii. DOF is responsible for taking photos and video with the SSA Camera
  - iii. DOF is also responsible in creating flyers for all the events
  - iv. DOF is responsible for maintaining and utilizing the SSA camera to record activities and events for the yearly scrapbook.
  - v. DOF must work with the Secretary to create powerpoints and or slides for SSA events.
  - vi. TheDOF chair is responsible for sending the weekly email announcement to the SSA emailing list
  - vii. DOF Chair is responsible for maintaining the SSA website
- g. *Outreach Chair*
  - i. Outreach chair shall oversee involvement at the University such as the Multicultural Center and student-outreach events.
  - ii. Shall be responsible for coordinating with other student clubs and organizations to cosponsor and collaborate on events and activities.
  - iii. Create awareness of SSA throughout the community.
  - iv. Collect, review, and distribute current information on Somalia to the general public.
  - v. Responsible for coordinating, contacting, motivating, and following up with off campus community involvement activities

- vi. Responsible for recruitment through:
  - 1. Promoting registration of new members,
  - 2. Distributing organizational paraphernalia
  - 3. Utilizing promotional tables in the University Center
- vii. Responsible for Welcome Week participation and recruitment activities in coordination with the University's Admission department and office of Student Life.
- viii. Responsible for coordinating multicultural activities and maintaining a channel of communication with the relevant organizations of diversity and culture.
- ix. Outreach Chair is responsible for maintaining and updating the SSA e-mail lists

*h. Events Chairs: (two persons)*

- i. The Events Chairs shall design an event curriculum that satisfies the educational needs of both the Somali and Non-Somali populations in The Ohio State University. This curriculum shall require the approval of the SSA-OSU executive board, and should reflect an understanding and appreciation of the needs of the SSA-OSU members and the campus community as a whole. Additionally, the event curriculum shall reflect the mission and goals of SSA-OSU.
- ii. The Events Chairperson(s) shall collaborate with the Outreach Chairperson and Academic Chairperson on the educational aspect of SSA-OSU.
- iii. The Events Chairperson shall be responsible for organizing not only education events or workshops, but also special events (i.e. relating to leadership, time management, public events, current events, etc.)
- iv. The Events Chairperson(s) must submit a detailed itinerary to the president for review at least one week before small events like GBMs and at least four weeks in advance for major events.

*i. Academic Chairperson*

- i. Provide academic and scholarship opportunities to SSA members.
- ii. Secure funding for the annual SSA scholarship, collecting throughout the year until the goal is reached.
- iii. Reach out to academic units across campus to ensure the success of SSA members academically and professionally.
- iv. Promote education abroad opportunities to SSA members
- v. Coordinate SSA study tables
- vi. Coordinate volunteer programs for members to attend
- vii. Working to recruit SSA members on all regional Ohio State campuses and at Columbus State Community College.
- viii. Work with the Outreach Chair to come up with a mentorship program.
- ix. Have one academic GBM per semester

*j. Service Chair*

- i. The service chair will be in charge of philanthropic events
- ii. Will have bi-weekly service outings for SSA members
- iii. Create larger service events at least once a month

- iv. Work directly with non-profits on campus and in the greater Columbus community in order to establish a relationship
- v. One of the point people for the fundraising dinner
- k. Director of Operations
  - i. The Director of Operations is responsible for managing all logistical needs of the organization.
  - ii. The Director of Operations shall oversee event setup, breakdown, and operational flow.
  - iii. Shall maintain SSA inventory including supplies, equipment, decorations, and organizational materials.
  - iv. Shall coordinate transportation, storage needs, and material distribution for all SSA events.
  - v. Shall create and manage organizational systems to improve efficiency and event execution.
  - vi. Will assist officers in meeting deadlines by providing logistical support and internal coordination.
  - vii. Shall maintain records of event logistics to support planning for future semesters.
  - viii. Shall work with the President and Vice President to ensure operational readiness for all SSA activities and programs.

### *Section B Intern positions*

- a. Treasurer Delegate
  - i. Supports the Treasurer in maintaining financial records, fundraising, and event budgeting.
- b. Secretary Delegate
  - i. Assists the Secretary with documentation, meeting minutes, and communication tasks
- c. Events and Outreach Delegate
  - i. Collaborates with Events Chairs and Outreach Chair to plan and execute events and recruit members
- d. Marketing and Visuals Delegate
  - i. Works with the Marketing Chair and Director of Visuals on promotional materials and social media management
- e. Operations and Logistics Delegate:
  - i. Helps manage logistical needs for events and assists with inventory and organizational efficiency.
- f. Academic and Service Delegate
  - i. Supports the Academic Chair and Service Chair in organizing study tables, service outings, and mentorship programs.

### *Section C. Roles and Responsibilities*

- a. All officers are permitted to miss no more than three general body meetings per year. Additional absences must be discussed prior to the e-board meetings. Repeated violations of this rule will result in the impeachment process being

- enacted.
- b. All officers must let the president know at least four hours prior to the scheduled meeting of their absence.
  - c. All officers are permitted to miss no more than one e-board meeting per semester, barring emergency circumstances. Additional absences must be discussed prior to e-board meetings or the impeachment process will be enacted.
  - d. All officers must be present at all SSA events unless excused by the president.
  - e. All officers should be aware of the constitution, its rules, requirements and guidelines before agreeing to be on the board.
  - f. All officers have a duty to disseminate information to all officers upon the confirmation of events and programs to be shared at the next e-board meeting.
  - g. All officers have a responsibility to seek out contacts, speakers, and events and complete whichever responsibilities they have for events
  - h. All officers will complete an event summary that will be used for reference for whatever program they will be leading.
  - i. If an officer is unable to complete their duties for an extended period of time, the officers may vote to begin the impeachment process and an elected person to be removed from office.

#### *Section D. Officer Eligibility*

Officers must be currently enrolled OSU students, Registered Members of SSA, in good academic standing, and able to meet all attendance and performance expectations outlined in the Constitution.

#### *Section E. Officer Selection Process*

Officers are chosen through the annual SSA election, which includes candidate registration, campaign guidelines, and a majority vote conducted under the supervision of the Election Committee. The committee consists of the current president, vice president, advisor, and any previous or current board member.

#### *Section F. Officer Removal*

An officer may be removed for failing to meet responsibilities, violating SSA policies, or acting against the organization's best interests. Removal requires review by the Overseeing Board and a formal vote of the Executive Board.

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## **ARTICLE VII. ORGANIZATION DISSOLUTION**

*Section A. Dissolution Requirements*

Dissolution of SSA requires a formal proposal and a two-thirds vote of the Executive Board confirming that the organization can no longer operate effectively or fulfill its purpose.

*Section B. Dissolution Procedures, including Assets and Debts*

Upon dissolution, all outstanding debts must be paid, remaining assets must be transferred to a nonprofit organization supporting Somali students or communities, and all financial records must be submitted to the Advisor.

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**ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

*Section A. Amendment Process*

Amendments may be proposed by any general member and must be reviewed by the Executive Board. Final approval requires a two-thirds vote of the Executive Board to be added to the Constitution.