

# Hong Kong Student Association

## Student Organization Constitution

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

Hong Kong Student Association

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

Our goal is to establish a community among students who share Cantonese heritage here at The Ohio State University and to help new Hong Kong students adapt to life at OSU. HKSA strives to raise awareness of Hong Kong's vibrant culture within the Ohio State community and connect with those who have an interest in Cantonese culture.

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

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

Hong Kong Student 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**

Hong Kong Student 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**

Hong Kong Student 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.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

Hong Kong Student Association is open to any Ohio State University students and their respective families, friends, or any interested parties.

### **Section B. Member Selection**

Individuals who wish to join HKSA should contact any member of the HKSA Executive Board.

### **Section C. Membership Timeline**

HKSA is open to any interested individual at any point of the semester.

### **Section D. Member Removal**

If a member conducts themselves in a manner detrimental to HKSA's purpose or violates the OSU Student Code of Conduct, they may be subject to removal. The process begins with a written notice provided to the member, clearly explaining the reasons for potential removal and offering an opportunity for them to respond. A vote is then conducted, requiring a majority of voting members or a unanimous decision from all officers to finalize the removal. The advisor shall be consulted during this process to ensure fairness and consistency, though their guidance is not binding. Members removed for minor infractions may apply for reinstatement after a probationary period, subject to approval by the Executive Board.

## **ARTICLE V. ADVISOR**

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

The Advisor serves as a faculty or staff mentor to the Hong Kong Student Association at The Ohio State University. The Advisor's role is to provide guidance, continuity, and support to ensure HKSA's success and compliance with university policies.

The Advisor shall:

1. Offer counsel to the Executive Board on organizational planning, leadership development, and event execution
2. Ensure that HKSA adheres to all university policies and procedures
3. Review and approve financial transactions as required by the university
4. Support the organization in long-term planning and leadership transitions
5. Serve as a liaison between HKSA and university administration when appropriate

### **Section B. Advisor Term**

The Advisor must be a full-time faculty or staff member of The Ohio State University. The Advisor shall serve a term of one academic year, with the option to renew annually upon mutual agreement with the Executive

Board. The Advisor's continued service shall be reviewed at the end of each academic year to ensure alignment with HKSA's goals and needs.

### **Section C. Advisor Selection**

The incoming Executive Board shall identify and nominate a qualified faculty or staff member who demonstrates interest in supporting HKSA's mission and values. The nominee must be approved by a majority vote of the Executive Board. Upon approval, the newly selected Advisor shall confirm their acceptance of the role in writing.

### **Section D. Advisor Replacement**

In the event that the Advisor is unable to fulfill their duties, resigns, or is otherwise deemed inactive by the Executive Board, the Board shall initiate the replacement process. The Executive Board must provide formal notice to the departing Advisor and record the reason for replacement in meeting minutes. A new Advisor shall be nominated and approved following the same selection process outlined in Section C. Advisor Selection. The transition between advisors should be completed within one academic semester to maintain continuity and university compliance.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

HKSA committees will consist of the following officers: President, Secretary, Treasurer, Outreach Chair, Design and Media Chair, and Logistics Chair.

The President is responsible for overseeing all organizational operations, ensuring that the goals and mission of HKSA are upheld, and representing HKSA in official university and external functions.

The President shall:

1. Preside over all general body and executive board meetings
2. Serves as the primary liaison between HKSA and The Ohio State University
3. Supervise and support all Executive Board members in fulfilling their duties
4. Delegate tasks appropriately to ensure efficient execution of events and initiatives
5. Oversees long-term planning, continuity, and organizational growth

The Secretary is responsible for maintaining accurate records of HKSA's activities and ensuring clear communication with the executive board and general body.

The Secretary shall:

1. Record and distribute meeting minutes
2. Manage official correspondence, including emails and announcements
3. Maintain membership records, attendance, and important documents

4. Coordinate scheduling of meetings and assist with event logistics as needed

5. Support the President in administrative and organizational duties

The Treasurer is responsible for the financial management of HKSA. This includes overseeing all monetary transactions, maintaining financial transparency, and ensuring responsible budgeting.

The Treasurer shall:

1. Maintain detailed financial records of all income and expenditures
2. Manage all funding requests, reimbursements, and allocations
3. Coordinate fundraising efforts and ensure compliance with university financial policies

The Outreach Chair is responsible for fostering connections between HKSA and the wider university and community. This role focuses on collaboration, recruitment, and engagement.

The Outreach Chair shall:

1. Lead efforts to recruit and retain members
2. Establish partnerships with other student organizations, cultural groups, and external entities
3. Coordinate outreach events
4. Promote cultural exchange and represent HKSA at campus-wide events
5. Work with the Design and Media Chair to increase HKSA's visibility and presence

The Design and Media Chair is responsible for managing HKSA's visual identity, publicity, and social media presence. This role ensures that all communications reflect HKSA's values and mission.

The Design and Media Chair shall:

1. Design promotional materials, including event posters, graphics, and digital content
2. Manage HKSA's social media platforms and update them regularly with relevant content
3. Collaborate with other board members to promote upcoming events and initiatives
4. Maintain brand consistency and engage the student body through creative media strategies

The Logistics Chair oversees the operational and technical aspects of HKSA events and activities. This includes planning, coordination, and on-site management.

The Logistics Chair shall:

1. Handle event planning logistics, including venue reservations, equipment setup, and materials procurement
2. Manage day-of-event operations to ensure smooth execution
3. Coordinate with the Treasurer regarding event budgets and expenses
4. Work closely with all board members to support the successful implementation of events

## **Section B. Officer Eligibility**

Any student enrolled at The Ohio State University, including undergraduates, graduates, professional students, post-baccalaureate students, continuing education students, and exchange students, is eligible to apply for the presidency, provided they will continue to enroll in classes for the next academic year (one cycle of Autumn and Spring semesters). Anyone interested in becoming an officer must apply by the announced deadline posted on Instagram.

## **Section C. Officer Selection Process**

Current executive board members not running for the presidency will vote on the candidates during a meeting, with ties broken in the order of officers listed above. The incumbent President and succeeding President will interview all applicants together. If the incumbent President has been re-elected, they may select another incumbent officer not running for a position to assist in the interview process. After all interviews, the interviewers will decide on the best candidate for each position. If a disagreement arises that cannot be resolved, the succeeding President has the final say. If a position has no applicants, the succeeding President may appoint an appropriate individual to the position, provided the individual accepts, bypassing all formal requirements.

## **Section D. Officer Removal**

Officers of HKSA are expected to uphold the mission of the organization, carry out the responsibilities of their role, and adhere to The Ohio State University's policies and the Student Code of Conduct. Grounds for removal for office may include, but are not limited to:

1. Failure to perform assigned duties or persistent negligence of responsibilities
2. Violation of the OSU Student Code of Conduct
3. Misuse of organization funds or resources
4. Conduct that is harmful to HKSA's reputation or purpose
5. Harassment, discrimination, or behavior that threatens the safety or well-being of members
6. Repeated failure to attend required meetings or events without valid reason

Removal Process:

1. A written statement outlining the concerns must be submitted to the President or Advisor
2. The officer in question will receive written notice of the concerns and be given the opportunity to respond at a scheduled Executive Board meeting
3. Following the officer's response, the remaining Executive Board will discuss the matter in a closed session. The advisor shall be consulted to ensure fairness but does not vote.
4. Removal requires a two-thirds majority vote of the remaining Executive Board.
5. If removal is approved, the President will appoint an interim officer until a replacement is selected through the standard officer selection process.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

The dissolution of the organization shall be based on a formal vote by the executive board. A written proposal must first be submitted to the board, outlining the reasons for dissolution. This proposal will be discussed in a meeting where all executive board members are present, with at least two weeks' notice provided beforehand. For the organization to be dissolved, a vote exceeding three-fourths of the total votes from the executive board members is required. Before any action is taken, the advisor must be consulted to provide guidance, and their feedback shall be documented in the meeting minutes.

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

If dissolution is approved, HKSA will first settle all outstanding debts and financial obligations. No debts may be transferred to The Ohio State University or any of its entities. Remaining assets will then be handled as followed:

1. Assets are first used to pay any outstanding organizational debts
2. If assets are insufficient to cover debts, the Executive Board will arrange repayment through remaining member contributions or approved fundraising efforts
3. If any assets remain after debts are resolved, the Executive Board will vote to either donate the remaining assets to a nonprofit organization or cultural group that aligns with HKSA's mission, or transfer the assets to another registered student organization that aligns with HKSA's mission.

All dissolution decisions must be documented and archived, and the organization must formally notify the Student Organizations office of dissolution.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

Amendments to this constitution must first be submitted in writing to the executive board at least one week before discussion in a general meeting. Approval of an amendment requires a vote by at least three-fourths of the executive board members. Once the executive board approves an amendment, it must be reviewed by the advisor to ensure compliance with organizational and university policies. The advisor's feedback will be taken into consideration before the amendment is presented for final discussion and ratification at a general meeting.