

Nomas (National Organization Of Minority Architecture Students)

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be NOMAS, meaning The National Organization Of Minority Architecture Students (Hereinafter "NOMAS").

ARTICLE II. ORGANIZATION PURPOSE

The purpose of NOMAS will be to create a safe space for design students of any ethnicities, cultures, genders and dispositions. NOMAS aims to promote collaboration and design development through professional, social, and volunteer events.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

The National Organization Of Minority Architecture Students 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

The National Organization Of Minority Architecture Students 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

The National Organization of Minority Architecture Students 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 and Timeline

Membership of NOMAS will be open to all design students, undergraduate and graduate, of The Ohio State University.

Section B. Member Selection

To gain proper membership, one must register to the National Organization of Minority Architects (NOMA) and pay their dues. A potential member must also pay the NOMAS due. Payment to both NOMA and NOMAS must be completed in order to be considered an official member of the Ohio State Chapter.

Section C. Membership Timeline

Potential members can become official at any point in the year as long as they complete the required dues and attend events.

Section D. Member Removal

If it becomes necessary to consider revoking the membership of a member of NOMAS due to behavioral or substance use problems, the issue will be brought before the Executive Board, where it will be decided by a majority decision. If the Executive Board comes to a tie vote, the vote will extend to the entire Board for a two-thirds decision. If the issue is severe enough, summary dismissal from NOMAS may be performed by an officer of the Executive Board. Removal of membership may be appealed by majority vote of the Executive Board.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The Advisor must complete an advisor training session once every two years, review and approve the organization's online registration per OSU requirements, thereby also agreeing to serve as the advisor for another year. The Advisor must review and approve the organization's goals, review and approve/deny the organization's CSA funding requests, if and when they are submitted, and must attend one Executive Board meeting per month.

Section B. Advisor Term

Two years as specified by The Ohio State University.

Section C. Advisor Selection

The Advisor to this organization shall be a faculty or staff member at the Ohio State University, preferably working within the Knowlton School of Architecture. They will be elected or reelected with a 2/3 vote every 2 years by the current Executive Board, prior to the end of the previous Spring term. If a tie should occur, The Board will vote and select an advisor based on majority. The SFL liaison will be assigned by the SFL team.

Section D. Advisor Replacement

If the Advisor fails to meet their duties and responsibilities, they can be removed and replaced as the Executive Board sees fit. This is done through a 2/3 vote for removal by The Board. Then the Advisor Selection process will begin again, completed within a 4-week timeline completed within a 4-week timeline regardless of term breaks or federal holidays.. If the Advisor resigns in the middle of their term, the Advisor selection process will begin immediately, completed within a 4-week timeline regardless of term breaks or federal holidays.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

Section A.1. Boards

The Executive Board of NOMAS shall be as follows: President, Vice-President, Treasurer and Secretary. The aforementioned are to be elected annually in the Spring semester. They are to attend all NOMAS meetings, meet together weekly and discuss financial status of NOMAS and make plans to accommodate for future expenses.

The Leadership Board of NOMAS shall be as follows: Outreach Chair, Event Planning Chair, Graphics Chair and Faculty Advisor. They shall meet weekly with the Executive Board to discuss club goals and events.

The combination of these two boards will be referred to as "The Board" in this document.

Section A.2. The President

1. The President shall preside at all meetings of the Club.
2. The President is responsible for external communication, such as monthly communication to the advisor and keeping in touch with the National Chapter.
3. The President is responsible for setting the standard of organization and dedication to the Club.
4. The President is responsible for setting the goals and vision for the organization.
5. Other responsibilities that pertain to this office:
 - A. Being the official spokesperson of NOMAS.
 - B. Setting the agenda for weekly board meetings.
 - C. Re-registering NOMAS with the OSU Student Affairs Office as required by OSU.
 - D. Attending other necessary meetings as a representative of NOMAS.
 - E. Filling in and assigning any residual responsibilities based on the goals of the club.

Section A.3. The Vice-President

1. The V.P. will perform the duties of the President in their absence.
2. Other responsibilities that pertain to this office:

A. Attending external meetings in the absence of the President.

B. Maintain internal communication within the organization, and OSU and KSA staff, if needed.

Section A.4. The Treasurer

1. The Treasurer is responsible for setting a financial vision for the organization.

2. The Treasurer shall keep accurate records for long-term financial security.

3. The Treasurer is responsible for demonstrating financial wellness practices, including the ethical spending of funds.

4. The Treasurer shall oversee the transition of accounts at end of term and ensuring minimum balance at transition is met.

5. Other responsibilities that pertain to this office:

A. Applying for funding.

B. Building and maintaining a budget.

C. Approving and monitoring spending of the organization.

D. Leading fundraising efforts.

E. Collecting dues.

Section A.5. The Secretary

1. The Secretary is responsible for keeping a record of every meeting in the form of meeting minutes.

2. Setting and sending reminders to members on events, deadlines, meetings, etc.

3. Keeping a record of event/meeting attendees.

4. Keeping a record of organization supplies.

Section A.6. Event Planning Chair

1. The Event Planning Chair shall work with the Executive Board to plan all dates for all NOMAS events.

2. The Event Planning Chair shall find and book event locations, external or within Knowlton.

3. The Event Planning Chair shall coordinate the with Treasurer to plan budget for the event, including items to be purchased, location cost, etc. They are also responsible for planning events that will help raise money for NOMAS.

4. The Event Planning Chair is responsible for coordination between other chairs to make the event advertised. This chair will also coordinate with the Outreach Chair to communicate with external organizations participating in the event.

Section A.7. Graphics Chair

1. The Graphics Chair will provide consistent graphics that align with NOMAS engagement goals and graphic style. Thereby creating consistent branding, colors, logos, and themes, for NOMAS.

2. The Graphics Chair will work with the Event Planning Chair to coordinate proper advertisements for upcoming events. They will also work directly with the Outreach Chair to boost advertisements for recruitment.

Section A.8. Outreach Chair

1. The Outreach Chair is responsible for assisting in growing overall club visibility and membership through consistent engagement with external audiences. They shall lead recruitment efforts, including but not limited to tabling, involvement fairs, and other campus events.

2. The Outreach Chair is responsible for coordinating communication with other student organizations for potential collaborations or shared events.

3. The Outreach Chair shall reach out to professional architects, firms, and industry representatives to gather information and coordinate events. They shall maintain relationships with community partners, alumni, and potential guest speakers.

Section B. Officer Eligibility

Officer eligibility is based on good standing within NOMAS. They must attend all meetings, be available for weekly discussions, and make plans for the betterment of the organization. They must be a student, undergraduate or graduate, within The Ohio State University and in good standing with the University.

Section C. Officer Selection Process

An advertisement will be sent out looking for potential officers in the late period of the Spring semester. Within 1 week, potential officers will fill out an application with their reasoning and qualifications to be on The Board. Immediately following this closure, the current Board will review each potential candidate and with a majority vote, will finalize the nominations and send out the voting poll. With a 5-business day timeline, every general body member will have the opportunity to vote through a private poll. This voting must be done in private and alone. A majority vote constitutes an election. The Board has final say on who will be receiving the positions in the event of a tie vote.

Section D. Officer Removal

If an officer is to be relieved of their post due to improper conduct or behavior, removal will be approved by majority vote of the Executive Board. Removal from post can be appealed until a replacement officer has been appointed, at which point removal is permanent. Removal from office does not mean revocation of membership. If breach of conduct is severe enough, revocation of membership will be considered during proceedings for removal from office.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The organization may dissolve, or go dormant, if the Board is composed of less than 4 individuals for one entire term, total assets are less than \$200 with no incoming funds, or capacity for the University to support the organization has dissipated and a willing Advisor is unavailable.

Section B. Dissolution Procedures, including Assets and Debts

Dissolution should be evaluated by the current Board at the turn of the term based on future engagement. If the organization is to officially dissolve, or go dormant, all records, such as the official email, social media accounts, and physical assets, should be saved on file with the Knowlton School. Actions including handling assets and resolving debts should be taken care of by the current Board before the end of the term. This includes paying off all debts, evaluating methods of paying off remaining debts exceeding current funding, and transferring all assets, including excess assets, into the possession of the business manager at the Knowlton School. It is up to the current Board filing for dissolution to successfully determine a method for resolving outstanding debts based on their specific circumstance. Under no circumstances may this organization leave debts to The Ohio State University or its entities.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

This constitution may be amended at any meeting by a majority vote of members present. The proposed amendment must be presented to the Board at least one week prior to the date of voting.