

# Public Affairs Multicultural Student Organization

## Student Organization Constitution

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

Public Affairs Multicultural Student Organization

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

The purpose of the Public Affairs Multicultural Student Organization is to foster a safe, open, and welcoming community within the John Glenn College of Public Affairs for students to learn from a variety of perspectives and experiences. The organization encourages dialogue to support, discuss, embrace, and advance advocating and leading change within government, nonprofit, and community organizations. Through discussions, events, and peer engagement, members explore how understanding diverse viewpoints strengthens public service and civic responsibility.

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

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

The Public Affairs Multicultural Student Organization *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 Public Affairs Multicultural Student Organization *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 Public Affairs Multicultural Student Organization *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**

Any undergraduate, graduate or doctoral student interested in Public Affairs who is currently enrolled at The Ohio State University shall be eligible for membership. Membership shall consist of active members. Any individual who attends a PAMSO event is considered an active member.

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

To gain membership into PAMSO, an individual must attend one (1) meeting and fill out at least one (1) attendance form throughout the academic year. PAMSO is inclusive of all academic majors and programs at The Ohio State University.

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

An individual can join a PAMSO event at any time throughout the academic year. All events are welcome to all individuals.

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

If a member conducts himself/herself in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

## **ARTICLE V. ADVISOR**

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

Role Description

- a. Serve as a liaison between the organization and the John Glenn College of Public Affairs and the broader Ohio State University system
- b. Provides mentorship to the elected board.
- c. In the event of disagreement and discord between the elected board, the advisor serves as a moderator to alleviate and resolve issues.

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

Term Requirements

Must serve a minimum of two (2) years as the advisor for PAMSO.

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

## Selection Process

The current advisor and elected board work together to connect with and find a replacement for the current advisor. The current advisor will be selected by a simple majority vote of the current student elected board of PAMSO. The Advisor must be a faculty or staff member within the John Glenn College of Public Affairs.

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

#### Replacement Process

The current advisor and elected board work together to train the new Advisor. The Advisor must be a faculty or staff member within the John Glenn College of Public Affairs.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

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

The Public Affairs Multicultural Student Organization Executive Board consists of the President, Vice President, Treasurer, Secretary, Special Events Coordinator, Social Media Coordinator, and Recruitment and Outreach Coordinator. The Executive Board conducts the business of PAMSO between organization meetings.

#### *Section VI.A.1: President*

The President is responsible for the general oversight of PAMSO. The President shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

- a. Be an executive board member in good standing with the student organization;
- b. Be currently enrolled as a student in the John Glenn College of Public Affairs pursuing a degree in Public Affairs, Public Administration, or any other Bachelor's, Master's, or doctorate degree offered by the college.
- c. The President shall update the Elections Calendar during the fall semester of their term;
- d. Attend organization-wide and Executive Board meetings and events;
- e. Preside over meetings, serve as the official spokesperson, make the arrangements for meetings, and serve as ex-officio member of all committees;
- f. Attend President Training session before deadline to maintain "established" organization status of the University;
- g. Meet with the Student Services Director, and other Glenn College faculty/staff deemed appropriate, in June of their term to review a proposed budget and get feedback on plans for the upcoming year. In the absence of the President, the Vice President or Treasurer may attend this meeting;

- h. Ensure Advisor Training and Treasurer Training is completed, as needed;
- i. Facilitate the solicitation, appointment and/or election, for the selection of student representatives for University or College committees where such representation is appropriate;
- j. Call and preside over executive and organization-wide meetings;
- k. Designate duties not provided for in the Constitution;
- l. Develop an active relationship with the Glenn College affiliated student organizations leadership boards;
- m. Be responsible for checking and responding to the student organization's email account on a weekly basis; and
- n. The President shall fulfill other duties required by the needs of the association.

*Section VI.A.II: Vice President*

The Vice President shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

- a. Be an executive board member in good standing with the student organization;
- b. Be currently enrolled as a student in the John Glenn College of Public Affairs pursuing a degree in Public Affairs, Public Administration, or any other Bachelor's, Master's, or doctorate degree offered by the college.
- c. Attend organization-wide and Executive Board meetings and events;
- d. Assist the President with the general oversight of PAMSO;
- e. Assume all duties of the President in the event of the President's absence;
- f. Carry out other responsibilities as assigned by the President;
- g. Be responsible for coordinating fall and spring election process; and
- h. The Vice President shall fulfill other duties required by the needs of the association.

*Section VI.A.III: Treasurer*

The Treasurer shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

- a. Be a member in good standing with the student organization;
- b. Attend organization-wide and Executive Board meetings and events;
- c. Attend Treasurer Training session before deadline to maintain "established" organization status of the University;
- d. Handle all finances of PAMSO and keep an accurate record of its financial status at all times;

- e. Be responsible for applying for both Operating Funds and Programming Funds Requests from the Counsel on Student Affairs (CSA);
- f. Authorize disbursements along with other officers;
- g. Explain reimbursement procedures to officers and facilitate reimbursement;
- h. In the absence of the President and the Vice President, the Treasurer presides over PAMSO meetings;
- i. The Treasurer shall pursue and recruit involvement from members in activities to raise monies for the treasury;
- j. The Treasurer shall fulfill other duties required by the needs of the association.

#### *Section VI.A.IV: Secretary*

The Secretary shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

- a. Be a member in good standing with the student organization;
- b. Attend organization-wide and Executive Board meetings and events;
- c. Record and maintain the minutes of all PAMSO meetings, and distribute them for all members of PAMSO to review and approve;
- d. Archive summaries of organization activities, events, meetings, and programs;
- e. Maintain and update member contact information, including e-mail and phone contact lists;
- f. Take attendance at all executive board and general meetings and events as well as maintain contact information for speakers and guests in attendance;
- g. Assist in organizing spring and fall elections;
- h. The Secretary shall assist the President in setting meeting times and collecting meeting talking points from officers to be included in the agendas (a hard copy of which shall be provided to officers at the beginning of each meeting); and
- i. The Secretary shall fulfill other duties required by the needs of the association.

#### *Section VI.A.V: Communications Director*

The Communications Director shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

- a. Be a member in good standing with the student organization;
- b. Attend organization-wide and Executive Board meetings and events;
- c. Be responsible for the promotion of all upcoming Student Organization programs and events through social media and other communication channels;

- d. Communicates PAMSO events and news to Glenn College Faculty, Staff and students;
- e. Maintain the Student Organization Web Pages (Facebook, Ohio Union, glenn.osu.edu) to reflect current information;
- f. Send out PAMSO newsletter and or market PAMSO events in official Glenn College communication and
- g. Market to and recruit students.

#### *Section VI.A. VI: Events Manager*

The Special Events Coordinator shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

- a. Be a member in good standing with the student organization;
- b. Attend organization-wide and Executive Board meetings and events;
- c. Be responsible for the planning and execution of all upcoming Student Organization programs and events (venue booking, guest invitations, etc.);
- d. Responsible for contacting guest speakers and/or panelists on behalf of the Executive Board;
- e. Coordinate any special programs or collaborations the Student Organization has with other Student Organizations within and beyond the John Glenn College of Public Affairs

#### *Section VI.A. VII: Outreach & Recruitment Director*

The Outreach & Recruitment Director shall meet the following requirements and undertake listed duties in order to assume and continue with the responsibility of said office:

- a. Be a member in good standing with the student organization;
- b. Attend organization-wide and Executive Board meetings and events;
- c. Be responsible for recruitment and retention of general body members in the organization
- d. Ensure Student Organization presence at the fall and spring semester involvement fairs
- e. Reach out to promote events among other Colleges in order to recruit students from a variety of academic disciplines

### **Section B. Officer Eligibility**

To be eligible to apply, an individual must attend at least two (2) PAMSO meetings throughout an academic school year.

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

Steps to Select Officers

- a. The previously elected board oversees the election process.
- b. Positions elected in the spring semester are President, Treasurer, Secretary, and Special Events Coordinator, Social Media Coordinator, and Recruitment and Outreach Coordinator.
- c. Elections are held during March of the spring semester. Formal announcement of elections and the election procedures shall be made three (3) weeks before Election Day by the Vice President.
- d. Nomination of candidates for election shall be conducted by self-nomination. Nominations can occur from the announcement of Election Day to one week prior.
- e. A nominated member must confirm their candidacy at least one week before election Day by applying to the current elected board.
- f. Individuals may run for a maximum of two (2) positions.
- g. The current vice president counts the votes. The winner is the person who receives the most votes. If an individual is the highest vote getter for two positions, the person can choose the position desired, and the vote will fall to the individual with the next highest amount of votes for the position not chosen.
- h. In the event of a tie, a re-vote will be held.

#### **Section D. Officer Removal**

If an officer conducts himself/herself in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or a unanimous vote of the officers, with the consultation of the advisor.

### **ARTICLE VII. ORGANIZATION DISSOLUTION**

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

This association may be dissolved after dissolution is approved by the officers and by a two-thirds vote of its members, provided that notice of at least sixty days is given prior to vote.

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

Upon dissolution, the officers will utilize the assets of the association, including those arising from dissolution and distribution. The balance, if any, will insofar as possible be distributed equally among contributing factors.

If there are any outstanding balances and debt, it is the responsibility of the current elected board to fulfill these obligations out of pocket.

### **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

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

Any motion to amend the Constitution must be passed by a unanimous vote of all elected board members of PAMSO attending a special constitutional session. Notice of changes proposed and the session must be given at least two weeks prior to the special session