

CONSTITUTION OF THE SAUDI STUDENTS ASSOCIATION
Established Spt. 2007

Article I: Name

The name of this organization shall be the Saudi Students Association, SSA.

Article II: Purpose

The purpose of the SSA is to serve, unite, and represent Saudi students, integrate Saudi students with other groups on campus, and to enrich the university community by emphasizing the Saudi culture, traditions, and values.

Article III: Membership

1. Membership is open to all students, faculty, and staff members of the University of Oklahoma regardless of gender, race, color, religion, or religious views.
2. All Saudi students enrolled at the University of Oklahoma or registered at the OU Center for English as a Second Language, CESL, are eligible to be members of the SSA along with their spouses.
3. Other members of the OU community may join the SSA as associate members.
4. Only members are entitled to vote.
5. Membership fees of no more than \$30 may apply based on budget balance.

Article IV: Executive Board

1. The Executive Board consists of elected officers and officers appointed by the President of the SSA, if any, while they are in office.
2. The President of the SSA serves as the head of the Executive Board and his vote is a tiebreaker.
3. The Executive Board shall use majority vote to take decisions in case of disagreements.

Article V: Office Bearers

1. Only members of the SSA are eligible to bear office as long as they make good representation of Saudis and Saudi Arabia and maintain good academic standings.
2. If any of the office bearers has language barriers or any incapability that might prevent fulfilling any of his or her duties, an office-bear failure may apply under a minimum of two-third majority vote of the Executive Board only.

Article VI: Officers

1. The SSA shall have two types of officers:
 - a. Elected Officers.
 - b. Appointed Officers.
2. Elected Officers shall win majority votes in an election held every year. Positions of Elected Officers are limited to:
 - a. President.
 - b. Vice President.
 - c. Secretary.
 - d. Treasurer.
 - e. Public Relations.
3. Appointed Officers shall be appointed by the President of the SSA with the approval of a minimum of two elected officer. Positions of Appointed Officers may include, but are not limited to:
 - a. Webmaster.
 - b. Historian.
 - c. Sports Coordinator.
 - d. Cultural Chair
 - e. Social Chair.
4. Officers shall be elected/appointed for terms one year in length.
5. Elected Officers may serve a maximum of two successive years in the same position.

Article VII: Election

1. The SSA shall have an election held every year towards the end of the spring semester.
2. Only members of the SSA are eligible to vote.
3. The Executive Board is responsible of setting up a deadline for nomination, running the election, and collecting votes.
4. The newly elected President along with the Elected Officers shall work to chose the Appointed Officers, if any, in a period no later than the third week of the fall semester.
5. Only officers of the year when the SSA is established need not to be elected.

Article VIII: Nominations

1. Nominations shall be accepted by the nominees to be valid.
2. All nominations shall be handed to the Executive Board in writing and include the nominee's name, nominee's OU ID number, and position running for.
3. There shall be a maximum of three nominees per position.

4. In case a position has more than three nominees, the Executive Board shall decide who may run for the position based on suitability for the position and membership records (i.e. meeting attendance, participation.)

Article IX: Duties of Officers

1. President
 - a. Serves as the head of the SSA.
 - b. Responsible for putting the general plans and for managing all activities.
 - c. Keep up with other officers' work and provides help and guidance as needed.
 - d. Set up meetings.
 - e. Assign committee and committee heads whenever is needed.
 - f. Represents the SSA in outsider events.
2. Vice President
 - a. Fulfill the office of Presidency if the president is absent or impeached.
 - b. To assist the President in running the organization.
 - c. To help keeping order during meetings.
 - d. To facilitate the SSA functions/activities by planning, executing, or monitoring, as necessary, to make all activities a success.
3. Secretary
 - a. Take minutes at all meetings.
 - b. Responsible for preparing and printing documentation papers such as membership sign-up forms, meeting sign-in sheets, nomination forms.
 - c. Keep a file of all records, documents, and forms.
4. Treasurer
 - a. To keep an accurate record of the SSA's financial accounts.
 - b. To make transactions, as needed, to committee chairs within the SSA.
 - c. To keep the President and the Executive Board updated with the financial stand of the SSA.
 - d. Work with the President to apply for UOSA funding.
 - e. Work to raise funds for the SSA account by providing innovative strategies or helping in organizing fundraising events.
5. Public Relations
 - a. Work with the President to reserve rooms on and off campus.
 - b. Coordinates advertisements of events in the newspaper, facebook, chalking, and fliers.
 - c. Keep ties with other SSA's members as well as with members of other groups on campus.
 - d. Work with the President to coordinate events with other campus organizations.
 - e. Assist the President in representing the SSA in outsider events.

6. Historian
 - a. Keep a file that documents summaries of all SSA's related matters of the year including finances, main events, activities, participation, achievements, and rewards.
 - b. Photographing events.
 - c. Prepare a presentation that summarizes last year's activities and events which should be presented in the first meeting of the new year.
7. Sports Coordinator
 - a. Responsible of forming and signing up SSA's sport teams in sport events on campus.
 - b. Organize SSA's sport activities.
8. Cultural Chair
 - a. Work with the President to make cultural events a success by providing ideas and making plans.
 - b. Make the proper arrangements for SSA's cultural performances in cultural events on campus such as traditional dances or fashion shows.
9. Webmaster
 - a. Design/maintain SSA's official website.
 - b. Updates the SSA's website with major news, announcements, and upcoming events.
 - c. Send out emails to all SSA's members about meetings and activities.

Article X: Faculty Advisor

1. The SSA faculty advisor should be a full-time employee at the University of Oklahoma.
2. The Faculty Advisor may serve infinite consecutive terms as long as he or she is re-elected with each new Executive Board.
3. The Faculty Advisor shall fulfill his roles by providing advices and guidance and shall work to help the success of the SSA.
4. The Faculty Advisor also serves to sign related documents when needed.

Article XI: Meetings

1. There shall be two kinds of meetings:
 - a. Executive Meeting: A meeting of the SSA office bearers.
 - b. General Body Meeting: Open to all SSA members, associate members, and guests.
2. The SSA shall have at least one General Body Meeting per semester.

3. The Executive Board is strongly encouraged to hold an Executive Meeting in the first month of each semester to discuss the plans of the semester and to assign committee heads, if needed.

Article XII: Impeachment

1. If any of the elected or appointed officers has been found to violate one of the following principles, a hearing must be held. Such a violation may be grounds for impeachment. Violations of main principles include:
 - a. Having missed more than two meetings without legitimate excuse.
 - b. Excessive lateness (3 or more per semester) at Executive Board meetings
 - c. Having abused funding privileges.
 - d. Having misrepresented the SSA in any way that may affect its reputation.
2. The impeachment procedure should be used only as a last resort.
3. Details of the entire process should remain confidential within the Executive Board.
4. The individual should not be present during the Executive Board vote to impeach.
5. A written Vote should be taken by the President (unless the issue involves the President in which the Vice President should take the vote). A majority of at least 60% is needed for dismissal.

Article XIII: Vacancies

In case of vacancies due to impeachment, resignation, or any other event, the remaining members of the Executive Board shall choose a suitable replacement for the position.

Article XIV: Amendments

1. Any proposed amendment must be presented to the President or the Vice President of the SSA in writing.
2. The amendment shall be debated in the next General Body Meeting and be voted upon. In order for the amendment to be adopted, a majority of two thirds should vote for the passage of the amendment.
3. The SSA is not affiliated with any parent organization, and this Constitution, subject to the terms of the University of Oklahoma Student Code, is the sole governing document.

4. The SSA is subject to Local, State, and Federal Laws.

Article XV: Adoption

The constitution shall be effective from the date of approval when ratified by a two-thirds vote of the present members of the SSA.

Article XVI: Parliamentary Procedures

1. All meetings shall be conducted in accordance with SSA's constitution guidelines.
2. In case of disagreements in decision making, decisions shall be taken based on majority votes.

Article XVII: Non-Discrimination Clause

“Membership in, association with, and benefits emanating from the SSA and its related activities shall be based upon such considerations as performance, educational achievement, and other criteria related to the goals of the SSA and purposes of the activities. Judgments in this regard based solely on an individual's race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political belief are not judgments based on such considerations. Further, the purpose of the organization must be consistent with public policy as established by prevailing University Community standards.”