CONSTITUTION
OF
BOO RADLEY SOCIETY

Article I – Name

The name of this organization is The Boo Radley Society (also referred to Boo Radley and BooRadleyOSU)

Article II- Purpose

The Boo Radley Society at Ohio State is a student-run organization committed to doing random acts of kindness (RAOK). Our purpose is to maintain a positive atmosphere everywhere we go, spread smiles, and perform random acts of kindness while inspiring others to do the same.

Article III- Membership

Section 1: Eligibility
1A. All part-time or full-time undergraduate, graduate, and professional currently enrolled students at The Ohio State University shall be eligible to apply for membership in Boo Radley Society.

Section 2: Code of Student Conduct
2A. Members must adhere to the Ohio State Code of Student Conduct available at <http://studentlife.osu.edu/resource_csc.asp>.

Section 3: Non-Discrimination Policy
3A. Boo Radley Society and our members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, veteran status, or any other identity status that might have a judgment to it.

Section 4: Non-Hazing Policy
4A. Hazing is strictly prohibited. Hazing shall be defined as any conduct which subject another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent. Members are expected to adhere to the hazing process. See By-Laws for hazing process.

Section 5: Member Expectations
5A. All of our members shall be passionate about spreading kindness around campus, show consideration for others, and be committed to the mission of our organization. Our members are expected to fulfill the Boo Radley member expectations outlined in Article IV, section 1. Any member who does not expect to meet the membership requirements for a current semester may request Ghost Membership according to the By-Laws.

Section 6: Embezzlement
6A. Any stealing or financial discrepancy should be handled by the President, Vice President, Director of Finance, and Advisor on a case-by-case basis.

Article IV- Membership Requirements, Selection, and Removal
Section 1: Member Expectations and Requirements

1A. Members are required to attend a minimum of 7 events a semester. Members must pay Director of Finance dues for one year. Members must participate in both Commmilee (Family and Committee) meetings and events. They must communicate with Director of Membership Development and represent Boo Radley as a lifestyle. Finally, our members treat others with respect and follow the leadership of Executive Board. Put By-Laws here.

Section 2: Meeting Absence Policy

No more than three missed meetings are allowed. Any additional missed meetings will be reviewed by Membership Development on a case-by-case basis with the potential Executive Board deliberation in regards to membership status.

Section 3: Member Selection

3A. The application for membership of general members is open twice a year – in Fall and in Spring semesters. An Info Session will be available for both semesters. Applicants can apply through our website, email, or meeting us at Involvement Fairs. Select applicants will be invited to an interview. It is in the best interest of the organization to keep membership around 80 members. Once select interviewees are chosen, new members are inducted in Boo Radley Society. Please read the Member Selection Process document for more details on how new members are selected.

3B. If an applicant is not chosen to be a member, they may reapply.

3C. That applicant may also request feedback within 2 weeks of Boo Radley’s decision. An Executive Board Member, preferably one who read the applicant’s application or interviewed them, will provide feedback using the template called Feedback Template.

Section 4: Member Removal

4A. Everyone is protected from removal based on the listed statuses in non-discrimination policy in Article 3, section 3.

4B. When a member is removed- dues are non-refundable.

4C. There are several cases in which a member may be removed from the organization, including but not limited to membership termination due to a lack of dedication (missing too many meetings or events) to the organization or voluntarily leaving for personal reasons or time conflicts. Meetings and 7 events are mandatory for membership.

4D. Director of Membership Development must reach out to members who are struggling for any reason and help them in any way possible. Please read the Member Removal Process for more details on how members are specifically removed.

Article V- Organization Leadership

Section 1: Executive Board and Duties

1A. The Executive Board of Boo Radley Society shall consist of President, Vice President, Director of Membership Development, Director of Finance, Director of Outreach, Director of Marketing, Director of Fundraising, and Director of Social Affairs.

1B. All executive board members shall fulfill overall executive board expectations and individual expectations relate their role, outlined in the Expectations Document.

1C. All Executive Board members shall attend all required Boo Radley meetings, including general meetings and exec meetings. If an exec misses too many meetings unexcused, the exec shall be removed from the executive board. Executive members can miss a total of 4 meetings between general meetings and executive meetings per semester.
Section 2: Eligibility For Leadership Position
2A. Anyone applying for Exec Board must be in good academic standing at The Ohio State University (good academic standing defined as a Cumulative Point Hour Ratio of at least 2.00, as stated in Ohio Administrative Code).
2B. Applicant must be physically available to come to campus for all of the exec term.
2C. Applicant must available to attend exec meetings and general member meetings for exec term.

Section 3: Term of Office
3A. Term of office for Boo Radley Executive Board shall be for the entire Calendar year after accepting the position unless it is deemed necessary to revoke the position.

Section 4: Selection Process for Senior Exec Level (President and Vice President)
4A. Advisor interviews any current member who is interested in applying for either President or Vice President. Potential applicants must express interest by contacting Advisor. The interview is created and can be updated by Advisor. If less than 3 exec members apply for exec board, it is opened up to the general members.
4B. When Applicants have been approved by the Advisor, they are invited to run for President and/or Vice President at next general member meeting. Applicants will present a speech at general member meeting.
4C. Each member in attendance will be given a ballot. 80% membership is mandatory to vote. All members submit their vote. Advisor tallies ballots and majority vote determines the President and Vice President position. The entire process in detail is outlined in By-Laws.

Section 5: Selection Process for Exec Level
5A. The Executive Board will be selected in the spring semester of each year.
5B. All applications should be read and scored blinded to avoid bias.
5C. Any current Exec member re-applying for any position on Exec Board for the upcoming year may not be involved in any part of the decision making process for upcoming Exec Board.
5D. All outgoing execs who would like to participate are invited to read and score applications.
5E. Newly elected President and Vice President will be conducting interviews and reading applications. The Advisor can give input in this process as well. Advisor, newly elected President and Vice President reserve the right to make final decision. The entire process in detail is outlined in By-Laws.

Section 6: Removing Exec Board Member
6A. An Exec may be removed of their position if the they fail to fulfill the basic requirements of Article V, Section 1 and expectations outlined in the Executive Expectations document.
6B. Any Executive Board member can initiate action for removal or acquittal.
6C. An Executive’s removal shall be subject to a 3/4 vote to approval by the current executive board and advisor. The entire process in detail is outlined in By-Laws.
6D. It should be noted that no general member or Executive Member will ever be removed from Boo Radley society based on discrimination. Everyone is protected from removal based on the listed statuses in non-discrimination policy in Article 3, Section 3.
6E. An Executive Board’s role may be called into question only if there are significant related issues to their Expectations. Any member or Executive Board member may bring their concerns to the President or Vice President about an Executive Board member.

Section 7: Interim Exec Board Member Process for Senior Exec level
7A. Vice President or President (whichever is still in their role) must take over both roles for an anticipated maximum of 2 weeks- until new VP/President is decided.
If a Senior Exec is removed from their position, Exec Board may nominate a fellow Exec member with the Advisor present (at an Exec meeting). Those nominated either accept or deny nomination.

Based on number of nominations, each person nominated should be given 5 minutes to give their speech to entire Exec Board one week later at the next Exec Board meeting. Each Exec votes on a ballot who they choose for that position. Advisor tallies the votes. The person with the majority of votes is given position. The entire process in detail is outlined in By-Laws.

Section 8: Interim Exec Board Member Process for Exec level

8A. General members are made aware of the vacancy as soon as possible. A general member will fill out a form to nominate another general member. You may not nominate yourself and no current Exec Board member may be nominated for an Interim position.

8B. Once all nominations are collected, those nominated will be asked if they accept or deny their nomination. Candidates will give a speech at general meeting. No candidate can hear the speeches of other candidates.

8C. Each member in attendance will be given a ballot. Advisor tallies ballots and majority vote determines the Interim Exec position(s). The entire process in detail is outlined in By-Laws.

Section 9: Additional Executive Board Positions

9A. To add an Executive Board position, one Exec member must detail the role and specific tasks of the proposed role. The new role and expectations must be presented to Exec Board and a unanimous vote will create a new Executive Board position. Executive Board may follow the Interim Exec Level Process in Section 7, Article V to fill that position.

Section 10: Removal of an Executive Board position

10A. To remove an Executive Board position, one Exec member must detail the role and specific tasks of the role and assign them to the roles of others. The new assignments must be presented to Exec Board and each Exec receiving new tasks must agree to take on those extra responsibilities. Once all agree to take on the position’s expectations, a unanimous Executive Board vote will remove the Executive Board position.

Article VI- Advisor/Advisory Board

There will be one Advisor for Boo Radley Society, unless two or more are deemed necessary by a unanimous vote of the Executive Board.

Section 1: Qualifications for our Advisor

1A. Attends Advisor Training through the Union
1B. A staff member at The Ohio State University
1C. Committed to the purpose of Boo Radley Society and maintains the high standards of Boo Radley that is expected of all members
1D. Advisor and Executive Board will establish a mutual understanding of Advisor expectations each Fall Semester prior to the first general body meeting.

Section 2: Removal and Replacement of Advisor

If the Executive Board feels that the current Advisor is not meeting the expectations necessary to promote the success of Boo Radley, it is the responsibility of the President or VP to follow the By-Laws in removing the current Advisor and replacing the Advisor.

Article VII- Organization Meetings and Events
Section 1: Executive Board Meeting
1A. Shall be held once a week or more as seen fit by Exec Board.
1B. Shall be organized and run by the President and Vice President.
1C. All Execs shall report their activities and assignments pertaining to Boo Radley since the last meeting.
1D. All Execs are required to be present at every exec meeting. If an exec must miss a meeting, the exec must contact Vice President to let them know.
1E. Execs are allowed to miss

Section 2: General Meeting
2A. Boo Radley Society will direct general meetings every week at a consistent time.
2B. The meeting shall be organized and the agenda will be set by the President. However, if the President is unable to attend a meeting, the Vice President will run the meeting.
2C. General members can miss a total of 3 meetings.

Section 3: Events
3A. At least one exec or captain of the event should be present at all times.
3B. At least one exec member or captain of the event should facilitate the event and bring the event supplies.
3C. Members must sign-in in order to receive attendance credit.
3D. All members and exec must conduct themselves properly. REWORD THAT members listen to executive member.
3E. If there is an issue during an event and we are asked to leave, we must leave respectfully.
3F. Programs and events will be diverse in an attempt to appeal to all OSU students.

Section 4: Retreats
4A. Boo Radley Society will direct a member retreat once every semester. Retreat is mandatory for all members and exec members. If a member or executive misses the retreat, they must do one extra event to make it up.
4B. An Exec retreat will happen once every semester. Retreat is mandatory for all Executive Board. The Advisor is encouraged to be present as well.
4C. An Exec transition retreat will happen after every new Executive Board is chosen. Retreat is mandatory for all outgoing Executive Board and incoming Executive Board. The Advisor is encouraged to be present as well.

Section 5: Fundraising Events
5A. Fundraising events are not mandatory to any member. All members and exec members may choose to participate or not.

Section 6: Social Events
6A. Social events are not mandatory to any member. Social Events are only for Boo Radley members and may be planned by Boo Radley members or the Social Chair. Socials off campus will be planned using the Risk Management Policy. All members may choose to participate or not.
6B. Members may go to 2 social events to count for an event. Once per semester.

Article VIII- Groups within Boo Radley

Section 1: Committees
1A. Exec as a whole will determine which events should be in charge for each committee. Each Exec is responsible to lead one Committee.
1B. In Fall semester, all members choose which Committee to join, but all Committees have a certain number of spots.
1C. In Spring semester, Executive Board will assign new members to different Committees based on need

Section 2: Captain Selection
2A. Once a Committee is formed, the Captain application will be sent out.
2B. Executive Board is in charge of choosing Captains based on application.

Section 3: Captain Removal
3A. This process is to be used when an Exec finds that their committee Captain is not fulfilling captain expectations and not performing to the standards required to lead a successful event. Due to the varying time sensitivity of events, it is up to the Exec to decide how quickly this process needs to be completed. Please refer to the By-Laws for the Captain Removal process.

Section 4: Captain Meeting
4A. Captain Meetings will be held at the end of every other general meeting to discuss Committee business.
4B. All Exec members and Captains are required to attend Captain Meeting unless a valid excuse is given in writing prior to the Captain meeting.
4C. Director of Communication are responsible to take attendance.

Article IX- Family

Each Exec Board member will lead a family.
President and Vice President are in charge of determining which members go to which family.
No discrimination while determining family members- all families must be equal in size.
Director of Communications is responsible to track each family’s attendance.
Families are expected to meet once every other week to bond through friendship and mentorship.

Article X- Alumni Members

All alumni members are given honorary status. Alumni members must receive an official invitation from the current Executive Board to attend any Boo Radley activity. Alumni may request an invitation to attend by emailing the Executive Board. They may be a part of Friends of Boo once they graduate. They may not have direct power to make decisions with current organization. If their attendance seems inappropriate, Executive board members can majority vote to request Alumnus not attend.

Article XI- Friends of Boo

Friends of Boo is another way to be involved with Boo Radley instead of being an official member. There are no dues, no meetings, and no attendance policy. People who subscribe to Friends of Boo will receive a newsletter each month.

Article XII- Constitution Maintenance

Section 1: Review
1A. The Constitution will be reviewed every two years in Spring Semester by the Executive Board and Advisor.
Section 2: Approval

2A. By the final meeting of every second Spring Semester, the revised Boo Radley Constitution shall be presented to the Boo Radley Exec Board and Advisor for discussion and approval by 3/4 majority of voting. Please keep track of all Constitutional documents by saving them as individual files, dated with each change.

Article XIII- Method of Amending Constitution

Members are welcome to express their opinion to any Executive Board Member. Only Executive Board, however, can propose amendments in writing form. 3/4 of Exec Board must be in attendance to discuss amending Constitution. Once together, in order for a section of the Constitution to be amended, a majority must agree on that change.

Article XIV- Method of Dissolution of Organization

The advisor of the organization shall decide on how debts will be settled. All assets shall be returned to the original source or donated to a worthy cause. The group will be dissolved when there are no members or leadership willing to pursue the mission of this group. REWORD (The organization cannot be dissolved. It will live on forever. Boo Radley is Love. Boo Radley is life.)
BY-LAWS
OF
BOO RADLEY SOCIETY

Article I – Name
The name of this organization is The Boo Radley Society (also referred to Boo Radley and BooRadleyOSU)

Article II – Purposes
The Boo Radley Society at Ohio State is a student-run organization committed to doing random acts of kindness (RAOK). Our purpose is to maintain a positive atmosphere everywhere we go, spread smiles, and perform random acts of kindness while inspiring others to do the same.

Article III- Membership
Section 1: Inactive Status
A member who cannot meet the membership requirements for a semester may request Inactive Status. Inactive Status means that a member may join Friends of Boo but will removed from all lists and groups. In order to be reactivated as a member, you must request reactivation status from Director of Membership Development. This must happen before a predetermined date for members and new boos.

Article IV- Membership Requirements, Selection, and Removal
Section 1: Member Expectations
1. Attend general member meeting
2. Attend a minimum 7 events/semester.
3. Member must stay for an hour in order to get credit for an event unless the event is less than one hour. They must stay for the entirety of the event in such a case.
4. $20 dues for the year
5. Attend New Boo Training after acceptance
6. Communicate with Director of Membership Development
7. Members must participate in Commillee meetings and events.
8. Members must attend a member retreat in the Fall and another in the Spring. If a member misses a member retreat, they must make it up with one extra event before the semester ends.
9. Represent Boo Radley as a lifestyle

Article V- Organization Leadership
Section 1: Overall Exec Expectations
● Assignments will be completed on time and to the best of your ability
● Use the Google Drive and Gmail as a resource for documents and emails to members. If you open an email that is not for you, mark it as “Unread”
● Expected to manage a Committee and Family and lead those meetings
- Assist the Director of Membership Development with applications and interviews when selecting new members
- Attend weekly Exec meetings and weekly general member meetings
- Executives may not miss more than 4 Executive meetings per semester. If you must miss a meeting, notify the President or Vice President.
- Be on time, present, reliable, active and accountable at meetings with a focus on quality
- Be accessible to your Committee, Family, Captains, Execs and all members
- Executives must attend at least 10 events per semester and are responsible all of the necessary materials for the events are prepared.
- Work and assist Execs and general members with their responsibilities when needed
- Know that your actions are always representing Boo Radley
- Maintain Office Hours required by the Center for Student Leadership Service
- Maintaining and updating your Executive expectations
- Check email regularly
- Be open to member ideas
- Have a working relationship with faculty adviser

Section 2: Eligibility for Executive Selection Processes
- Executive Board member who is re-applying must have attended at least 10 events from the previous full semester.
- Executive Board member who is re-applying must not have missed more than 4 Executive or general member meetings from the previous full semester.
- Member who is applying must have met the general membership requirements.

Section 3: Selection Process for Senior Level
1. Advisor interviews any current Exec Board member who is interested in applying for either President or Vice President. The interview is created and can be updated by Advisor.
2. Based on interview questions, a score MAX is determined. Each interview is given a score by Advisor.
3. Any interviewee who reaches the minimum threshold (65% or above) is invited to run for President and/or Vice President Election at next general member meeting
4. Advisor will communicate the names of those “running.” Running candidates will present a speech at next general member meeting
5. Member will vote for senior level exec board. Voting will be blind and each member in attendance will be given a ballot. Once all President / VP candidates have given their “speech”, all members (including all Execs, not those running and not including Advisor) submit their vote.
6. All entries go into ballot box, Advisor counts ballots.
7. In order to have a Senior Exec decision- 80% of members must be present. To ensure 80%, Casey will work with the Director of Membership Dev to count attendance. If less than 80% of members are present, process is postponed until next meeting, where 80% of members must be present.
8. For Senior Exec decisions- majority vote for Pres & Vice President determine those positions. In event of a tie, a re-vote will be administered by Advisor among the two who tied.

Section 3A: Rule for Candidates
1. Candidates may bring 1 piece of paper (notes for speech) and up to 5 Powerpoint slides.
2. Candidates for the position may not be present for other speeches
3. Candidates may indicate their senior role preference in their speech
4. Advisor has the privilege of vetoing opportunity to run if it comes to their attention that candidate has broken these rules
**Section 3B: Election Meeting Process**

1. Candidates will give a 5 minutes speech. This should cover why they want to be in the position that they are running for, goals for Boo Radley during their term, and any other relevant information.
2. Q&A session will be held after the speech leading by outgoing President (if that person is not reapplying, if yes then one question from advisor). President will ask 1 question to candidates and the same question shall be asked of every Candidate.
3. No candidate may be present in open discussion.
4. Discussion ends, ballots are passed out. Each member shall select their preferred candidate for each position. Candidates can re-enter the room.
5. Advisor does not vote, but all Exec members do. Advisor tallies ballots. Whichever candidate gets the most votes for president receives that position. Whichever candidate gets the most votes for vice president receives that position.
6. Once the Advisor finishes tallying the ballots, they will announce the new President and Vice President.

**Section 4: Selection Process for Exec Level**

1. Advisor, newly elected President and Vice President (AVP) will work together to determine the 6 other Executive Board members.
2. Application form will be opened to all members. All members will submit an application to the BooRadleyOSUPVP account for an Exec role.
3. Outgoing Execs are invited to score the applications (blind) with the AVP, if the AVP chooses.
4. Upon all AVP and Outgoing Executive Board application scores submitted, AVP will determine a threshold to offer interviews to.
5. AVP will conduct interviews with at least two people per candidate.
6. AVP will hold a discussion to determine most appropriate candidates for each position
7. AVP & Outgoing must keep in mind the position preferences of those ranked during discussion
8. AVP will discuss until a unanimous decision has been made.
9. AVP will let those chosen and not chosen of their decisions.

**Section 4A: Outgoing Exec Rules of Participation**

May read applications from all AVP ranked applicants
May view interview notes from interviewers
AVP will listen to Outgoing in the following discussion. They may answer Outgoing’s questions, but are not to give their opinion yet. AVP may, however, ask specific questions about certain applicants for Outgoing’s opinion.
Outgoing Executive cannot discuss the process with the candidates, but can provide advice to candidates.

**Section 6: Exec Board Member Removal Process**

An Executive Board’s role may be called into question only if there are significant related issues to their Expectations. Any member or Executive Board member may bring their concerns to the President or Vice President about an Executive Board member. To remove an Executive Board Member (Vice President or President) it should be noted that no general member or Executive Member will ever be removed from Boo Radley society based on discrimination. Everyone is protected from removal based on the listed statuses in our non-discrimination policy in Article III, section 3.

If an Executive Board member is not meeting those expectations, the following steps must be taken to remove them from Executive Board:
1. The President or the Executive Board (if it is the President) shall initiate action for removal or acquittal.
2. The President shall invite the Advisor to attend one exec meeting and observe that Executive Board member. The Advisor must agree that there are issues with the current Executive Board’s fulfillment of expectations.
3. The President and Vice President will create an action plan for that exec to fulfill within a reasonable amount of time.

4. The President and Vice President will hold a meeting with that exec member to discuss his/her commitment as an Exec member in Boo Radley and review the action plan with specific tasks
   - If the Exec member completes all items listed on action plan and both President and Vice President are satisfied, the Exec member shall continue in his/her exec role.
   - If the Exec member cannot complete all items listed on action plan, see step 5.

5. The President and Vice President must notify the rest of Executive Board that the issue has not been resolved. There must be a closed meeting of the Executive Board with all members present (except the Executive Board member in question) in which the issue will be discussed. Following discussion, a secret ballot will be taken in which a unanimous vote of Executive Board members is necessary for removal.

6. It is the responsibility of the Executive Board to take appropriate and necessary action concerning the vacancy on the Executive Board using the Interim Exec Process in Article V of the Constitution.

Section 7: Exec Transition Process

Once a new Executive Board has been selected, the transitional period should be a minimum of 1 week. There must be at least one meeting where both incoming and outgoing Executive Board members are present. Outgoing Executive Board members should set up at least 1 one-on-one meeting with their incoming counterpart to discuss goals, expectations, and tips in their role using their detailed Exec-spectations. Outgoing Executive Board should also hand over any important documents or information. Once the transition period is over, the outgoing Executive Board may not attend Exec meetings or hold any responsibilities unless specifically requested by the Executive Board.

Section 8: Method of Selecting Interim Exec Board Member on Exec Level

- No one currently on Exec Board may be nominated for an Interim position.
- General members are made aware of the vacancy as soon as possible. If a general member wants to nominate another general member, they will fill out a form indicating who the nomination is directed for (within one week of vacancy awareness).
- You may not nominate yourself. Once all nominations are collected, those nominated will be asked if they accept or deny their nomination (those who are nominated have 4 days to respond). Based on those who accept their nomination, those candidates will be sent a rubric (at least 2 days before) for how the general member voting process will go, as well as “campaign rules”, and the questions they must answer in their 5 minute speech. The questions they are asked are determined by the current Exec Board.
- The timeline for this Interim process is situational. The current Exec Board can majority vote to alter the timeline for this process if necessary.
- At the next general body meeting, nominated candidates will be allowed 5 minutes to speak, with one piece of paper to help them, and up to 5 PPT slides.
- No candidate can hear the speeches of other candidates. Current Exec Board will also determine 1 question to ask each candidate (must be the same question) after they have spoken for 5 minutes. This question & answer process must take 1-2 minutes.
- After all the speeches, all candidates will leave the room. 5 minutes per candidate of discussion will be allowed (ex: 5 candidates means members must be given 25 minutes to discuss). Advisor will facilitate this conversation and keep track of time.
- Once the discussion ends, ballots are passed out and the general body will vote. 80% of the general body must be present in order to select the Interim Exec Position. Ballot will have all applicant names and their first (and if necessary, second) choice for Interim opening. Members can choose which applicant is best to fill each Interim role. The number of Interim positions varies year to year.
- One vote per member, candidates for position are not eligible to vote. Advisor does not vote, but current Exec members do.
Advisor tallies ballots and majority vote determines the Interim Exec position(s). Advisor brings in Interim candidates for decision.

**Section 9: Method of Selecting Interim Senior Level Exec**
- If a Senior Level Exec is removed from their position (for whatever reason), Exec Board may nominate any fellow Exec member with the Advisor present (at an Exec meeting).
- Those nominated either accept or deny the nomination. You may not nominate yourself. While the decision process is being handled, either VP or Pres (whichever is still in their role) must take over both roles for an anticipated maximum of 2 weeks- until new VP/Pres is decided.
- Based on number of nominations, each person nominated should be given 5 minutes to give their speech to the entire Exec Board one week later at the next Exec Board meeting.
- After all nominated have spoken, each Exec votes on a secret ballot who they choose for that position.
- Advisor tallies the votes. The person with the majority of votes is given position.
- In the event of a tie, two that tied leave while Exec Board discusses, and re-votes. Advisor breaks a second tie.
- In the event that no current Exec Board member accepts nomination for Senior Exec Interim position, please follow the “Senior Exec Process” that will then open to all general members. General Members will speak, all members will vote, and Interim VP or Pres will be decided using that process.
- After the interim Senior Position is filled, please follow the Interim Exec Process to fill that person’s role.

**Article VI- Advisor/Advisory Board**

**Section 1: Removal and Replacement of Advisor**
If the Executive Board feels that the current Advisor is not meeting the expectations necessary to promote the success of Boo Radley, it is the responsibility of the President or VP to have a conversation with the current Advisor and present them with actionable, achievable, and trackable goals to improve on and give them 3-4 weeks to do so. If the conflict or issues are not resolved, the Executive Committee should convene and must unanimously vote to change advisors.
There must be a conversation with the new potential Advisor and ensure they are prepared and passionate about joining our team. Then, it is the responsibility of the President or Vice President to have a conversation with the previous Advisor, explaining why we came to this decision. The Executive Board must do everything possible to transfer knowledge from the old advisor to the new advisor, and ensure the new advisor meets all of the requirements. It is also advised to keep documents updated on the role of the Advisor, situations that may come up, advice, and the names of past advisors (see Advisor Information document).

**Section 2: Advisor Expectations**
Advisor Expectations can be found on the Google Drive, and are agreed upon by AVP at the start of each term.

**Article VII- Organization Meetings and Events**

**Section 1: Exec Meeting Protocol**
Exec Meetings are prepared through an Excel Sheet and shall be organized and run by the President in advance of Exec meeting. The first column contains logistics for the upcoming general meeting and to conduct the overall executive business of Boo Radley. Each exec has a column that contains their assignments assigned in the past and new assignments, all with deadlines they have agreed to. Execs are expected to come prepared and with their assignments completed on time. All Executive Board members present shall report their assignments since the last meeting and discuss new assignments. Exec meetings shall improve Boo Radley Executive Board through leadership development. If an Executive Board member misses an Exec Meeting, that does not excuse them from finishing their assignments on time.

**Article VIII- Groups within Boo Radley**
Section 1: Captain Removal Process and Captain Replacement Policy
This process is to be used when an Exec finds that their committee Captain is not performing to the standards required to pull together a successful event or the Captain decides to drop Boo Radley. Due to the varying time sensitivity of events, it is up to the Exec to decide how quickly this process needs to be completed.
1. Once the issue is identified, the Exec will have a one-on-one meeting with their Captain to talk about changes and improvements need to be made.
2. Give Captain a specified amount of time to complete the given tasks.
3. If the problem continues, set up another meeting with Captain to discuss problem
4. Bring up the issue with your Committee and have them vote if the Captain should be removed.
5. If the decision has been made to remove the Captain, then the committee as a whole may elect a new Captain from the members of their committee or, the other co-captain may decide they can take over both roles. For election, a candidate must have majority vote.