Multicultural Understanding through Nontraditional Understanding (MUNDO) at the Ohio State University
Organizational Constitution and Bylaws

Constitution

Article I -- Name, Purpose, and Nondiscrimination Policy of the Organization

Section 1- Name
A. The name of the organization will be Multicultural Understanding through Nontraditional Discovery Opportunities at The Ohio State University, hereafter referred to as MUNDO

Section 2- Purpose
A. The Multicultural Understanding through Nontraditional Understanding (MUNDO) initiative at the Ohio State University is a student organization and learning program designed to expose Ohio State students to intentional, constructive, hands-on experiences that enable them to engage in and promote open mindedness, multicultural understanding, and social justice.

Section 3- Non Discrimination Policy
A. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender, identity or expression, national origin, race, religion, sex, sexual identity, or veteran status.

Article II: Membership-- Qualifications and categories of membership

Section 1- Active, General Body, Ex-officio and ODNUM members
A. MUNDO Membership will consist of: Active Members, Ex-officio members and General Body Members
   1. Active Members: All Ohio State University students who have self-selected to achieve the official group designation of “active” in MUNDO by meeting the criteria described in Article II, Section B.
   2. Ex-Officio Members: The following non-voting MUNDO members will serve as ex-officio:
      i. MUNDO Alumni Mentors
      ii. MUNDO Faculty Mentors
      iii. MUNDO Staff Coordinators
      iv. MUNDO Staff Mentors
      v. The Collaboration Experience Partner (College of Arts and Sciences PASS Program)
   3. General Body Members: All Ohio State University undergraduate and graduate students

B. The responsibilities of an Active member of MUNDO consist of the following:
   1. Be currently enrolled at The Ohio State University as an undergraduate or graduate student
   2. Earn at least 30 MUNDO participation points per semester
   3. Participate in at least one ACTION TEAM planning project in either Autumn or Spring semester

C. All General Body and Active Members of MUNDO will be eligible to vote on matters submitted to a vote by the membership

Article III -- Organization Leadership, Titles, terms of office, type of selection and duties of the leaders

Section 1—Leadership Titles
A. MUNDO Leadership will consist of ACTION TEAM Leaders, The Student Coordinator for Administration, the Co-Student Coordinators for Communications, NDO Student Learning Facilitator and The Student Coordinator for Finance and Collaboration

Section 2—Term of Office
A. The term of these leadership positions will begin by the eighth week of spring semester and conclude no later than the eighth week of spring semester during the following academic year
Section 3—Selection Process
A. ACTION TEAM leaders will be selected directly by MUNDO voting members in consultation with the MUNDO Coordinator and MUNDO Staff/Faculty mentors no later than the seventh week of spring semester.
B. The NDO Student Learning Facilitator will be appointed by the MUNDO Coordinator in consultation with MUNDO Faculty/Staff Mentors.
C. The Student Coordinator for Administration, the Co-Student Coordinators for Communications, and The Student Coordinator for Finance and Collaboration will be first nominated by the MUNDO General Body, and then selected by the outgoing MUNDO Executive Planning and Advising Team no later than the seventh week of the semester.

Section 4—Leadership Duties
A. ACTION TEAM Leaders
   1. Serve as acting coordinator and lead planner of an ACTION TEAM as determined by ODNUM.
   2. Coordinate a minimum of five (5) educational or co-sponsored programs or events that support the intended learning outcomes of the MUNDO.
   3. Monitor and meet the budgetary goals and expectations established for the program or event they are charged with coordinating.
   4. Provide regular updates on the progress of ACTION TEAMS during weekly General Body meetings.
   5. Meet at least monthly with the MUNDO Staff mentors to discuss the progress of MUNDO projects and events.

B. Social Media and Marketing Correspondent
   1. Works under the direction of the Student Coordinator for Communications to design, update and disseminate all social media advertising, updates and information.
   2. Serves as photographic and video historian of MUNDO (including recording images, information, etc.) from meetings, travel experiences and other MUNDO opportunities.

C. Student Coordinator for Administration & Collaboration
   1. Serves as official student spokesperson for MUNDO.
   2. Represents the MUNDO General Body on any committee or task force pertinent to the mission of MUNDO.
   3. Works with the MUNDO Coordinator, Staff Mentors and the other MUNDO Executive officers to create and also co-facilitate weekly MUNDO meetings.
   4. Coordinates room reservations, speakers, food arrangements and other essential logistics for weekly MUNDO Meetings and ODNUM meetings.
   5. Provides ACTION TEAM leaders with organizational updates and resources as needed to support ACTION TEAM planning efforts.
   6. Serves as a liaison to partner Involved Living organizations and the College of Arts & Sciences PASS program at appropriate meetings, gatherings and events for social and collaboration purposes.

D. Student Coordinator for Communication
   1. Manage all MUNDO communications including social media, marketing, and electronic communications to ODNUM and the General Body.
   2. Take minutes at ODNUM and General Body Meetings to distribute to the General Body (or other appropriate entities) within 72 hours of the meetings.
   3. Provide regular updates from and to partner Involved Living organizations and initiatives within University Housing (within the Office of Student Life).
   4. Create multimedia graphics for marketing and communication purposes.
   5. Provides ACTION TEAM leaders with organizational updates and resources as needed to support ACTION TEAM planning efforts.

E. Student Coordinator for Finance
   1. Serves as a liaison to partner Involved Living organizations and the College of Arts & Sciences PASS program at appropriate meetings, gatherings and events for funding-related purposes.
   2. Identifies and facilitates major MUNDO fundraising efforts and grant opportunities.
   3. Logs in MUNDO programs into Residence Life Database.
   4. Works with ACTION TEAMS to monitor and meet the budgetary goals and expectations established for NDO or other MUNDO related events or activities.
   5. Provides ACTION TEAM leaders with organizational updates and resources as needed to support ACTION TEAM planning efforts.

F. NDO Student Learning Facilitator
1. Works with the MUNDO coordinator to facilitate, or co-facilitate MUNDO 2 GO learning opportunities provided to University Housing owned properties on campus and in the Columbus community
2. Works with MUNDO ACTION TEAM leaders to create an implement ice breakers, reflection activities, and discussion topics to supplement on-campus and off-campus NDO opportunities
3. Works within ODNUM to create, facilitate, and assesses two MUNDO retreats (one per semester) for General Body Members and ACTION TEAMs focused on issues related to community engagement (serve), cross-cultural learning, and social change (leadership)

Article IV – ODNUM: Responsibilities, Size and composition of the Committee

Section 1—Responsibilities
A. The MUNDO Executive Leadership and Advisory Committee (ODNUM) will be responsible for the general student, staff, and faculty, oversight of MUNDO, goals, planning, and engagement with other campus and community entities

Section 2—Size
A. Up to nine student leaders in MUNDO will serve on ODNUM

Section 3—ODNUM Student Leader and Ad-hoc Composition
A. Student Leader membership within ODNUM will consist of MUNDO ACTION TEAM leaders, The Student Coordinator for Administration, the Co-Student Coordinators for Communications, The Student Coordinator for Finance and Collaboration and, the NDO Student Learning Facilitator
B. Ad hoc members membership within ODNUM will consist of the MUNDO Coordinator and MUNDO Faculty/Staff Mentors

Article V—ACTION TEAMS: MUNDO Standing Committees Description, Membership and Responsibilities

Section 1—Description
A. MUNDO ACTION TEAMS shall be responsible for the design, implementation, and assessment of nontraditional discovery opportunities (NDOs), which are the programming, activities, and events that intentionally support the mission of MUNDO.

Section 2—Membership
A. Membership shall consist of General Body and Active members interested in organizing programs, events, and activities through interorganizational collaboration, and providing opportunities for OSU students, staff and faculty to participate in activities throughout campus.

Section 3—Responsibilities
A. MUNDO ACTION teams work to advocate for a deeper understanding of the purpose and value of service through the creation and execution of programs and events consistent with the mission of MUNDO, as well as collaborate with outside organizations, offices, and agencies to support such programs as deemed necessary by the standing committee
B. Teams are responsible for the creation of at least (5) NDOs during the academic year.

Article VI—Method of Selecting and/or Removing Student Leaders and Members

Section 1—ACTION TEAM Leader Selection
A. MUNDO ACTION TEAM Leaders and the Social Media and Marketing Correspondent will be selected by the MUNDO General Body, in consultation with ex-officio members designated as: MUNDO Staff Mentors, Faculty Friends and the MUNDO Staff Coordinator.
B. ACTION TEAM leader and Social Media and Marketing Correspondent candidates will be successfully elected to their positions by receiving a majority of the votes from the MUNDO General Body (including votes from the outgoing ODNUM) during a designated weekly General Body Meeting.
   1. Up to four (4) ACTION TEAM leaders, and 1 Social Media and Marketing Correspondent shall be elected for ODNUM.
   2. The top four (4) ACTION TEAM candidates receiving the majority of votes from the General Body will be elected to ODNUM
   3. The top ACTION TEAM candidate receiving the majority of the votes from the General Body will be elected to the position of Media and Marketing Correspondent
   4. If a tie occurs after the re-vote the current MUNDO Coordinator, Student Coordinators, and Staff Mentors will break the tie
5. ACTION TEAM Leader candidates returning to the ACTION TEAM Leader position for a consecutive term are not eligible to vote in the ODNUM final selection process.

Section 2--Student Coordinator Selection (The Student Coordinator for Administration, the Co-Student Coordinators for Communications, and the Student Coordinator for Finance and Collaboration)

A. MUNDO Student Coordinators will be first nominated by the MUNDO General Body, and then selected by the outgoing MUNDO Executive Planning and Advising Team.

B. ODNUM selection process for Student Coordinators shall be as follows:
   1. Selection will take place no later than the three weeks prior to the end of the spring semester
   2. Each applicant will have a 2.0 semester G.P.A. and 2.5 cumulative G.P.A.
   3. Applicants may be anyone who has been an undergraduate student at The Ohio State University in the academic year following the election, has served on ODNUM for at least one year prior, and will not hold an executive position in any other undergraduate housing organization.
   4. After a screening of ODNUM Position Application Materials by the outgoing MUNDO Coordinator, Staff Mentors and Staff Coordinators to ensure candidates meet all the requirements for service on ODNUM, MUNDO Student Coordinator and ACTION TEAM Leader candidates will have up to three minutes at a designated weekly General Body MUNDO to present a speech on their rationale for becoming an ACTION TEAM LEADER.
   5. Student Coordinators who are re-applying for a consecutive term are not permitted to take part in the review process to ensure candidates meet all the requirements for service on ODNUM.
   6. If an applicant is unable to attend the designated weekly Monday meeting. Their application alone shall serve as their presentation.
   7. MUNDO Student Coordinator candidates will be successfully elected by their positions by receiving a majority of the votes from ODNUM.
   8. Up to four (4) MUNDO Student Coordinator candidates will be nominated during the same designated weekly General Body Meeting for the election of MUNDO ACTION TEAM leaders to be sent forward to the ODNUM for final selection.
   9. Nominated MUNDO Student Coordinator candidates will be defined as those receiving the top four most General Body votes in the General Body election process.
      I. Based on the discretion of ODNUM, and the approval of the MUNDO Coordinator and Staff Mentors, the names of the nominated MUNDO Student Coordinator will be submitted to ODNUM for final selection to the role of Student Coordinator
      II. Candidates chosen to the role of Student Coordinator, must receive a majority of the votes cast by the ODUM
      III. If a tie occurs during the first voting cycle, a re-vote will take place
      IV. If a tie occurs after the re-vote the current MUNDO Coordinator, Student Coordinators, and Staff Mentors will break the tie

C. Student Coordinator candidates returning to the Student Coordinator position for a consecutive term are not eligible to vote in the ODNUM final selection process.
   I. Selection must be completed by the MUNDO General Body no later than three weeks prior to the conclusion of the spring term.
   II. Each voting member of MUNDO will receive one vote
   III. Voting will occur for ACTION TEAM Leaders during a Spring Semester weekly General Body Meeting (prior to four weeks before the end of the semester) as well.
   IV. If a tie occurs during the first voting cycle, a re-vote will take place
   V. If a tie occurs after the re-vote the current MUNDO Coordinator, eligible (not seeking re-election) Student Coordinators, and Staff Mentors will break the tie
   VI. In the event of a vacancy in the role of Student Coordinator, the responsibilities of that coordinator will be assumed by the other MUNDO Student Coordinators, or a designee agreed upon by all members of ODNUM.
VII. In the event of vacancy in any of the ODNUM positions, not including the Student Coordinators, any of the Student Coordinators shall appoint a replacement. The replacement must be approved by a majority of the voting members of the MUNDO general body.

VIII. In the case of an ODNUM position vacancy for any reason, any of the Student Coordinators can appoint a person to the open position, or establish a selection process.

Section 3—NDO Student Learning Facilitator
A. The NDO Student Learning Facilitator will be appointed for a one-year term by the MUNDO Coordinator in consultation with ODNUM

Section Four—Student Coordinator and ACTION TEAM Leader Method for Removal
A. Student Leaders and/or members cannot be removed from their position and/or the group based on statuses identified in MUNDO’s nondiscrimination policy.
B. Student Leaders and/or members are expected to maintain the standards of MUNDO and the Ohio State University at all times.
C. Violations of the Ohio State University Code of Student Conduct are grounds for removal based on the nature and severity.
D. Disruption of MUNDO activities due to negligence of Student Leader positions are grounds for removal and possible replacement
   1. As seen necessary by the current sitting ODNUM board recommendations
   2. At the discretion of the MUNDO Coordinator and/or Staff Mentors
E. Conclusion of terms
   1. Any member removed from a position will have time to vacate office and must transition an incoming replacement when necessary

Article VII—Staff Mentor(s) and Advisory Board Qualification Criteria
A. Staff Mentors for MUNDO can include the following: hall directors, assistant hall directors, Ohio State faculty and Ohio State staff.
B. Staff Mentors will serve on the Global Advisory Team, headed by the MUNDO Student Coordinator for Administration, which will meet at the scheduling on the MUNDO Coordinator.
C. At least one staff mentor should be present at all general body meetings and all Action Team Meetings (exceptions can be made in advance if needed and agreed upon by executive board and Global Advisory Board).
D. Staff Mentors are expected to assist student executive board in the planning of events and weekly meetings. These duties can include, but are not limited to, referring students to resources, providing advice, acting as a connection to other campus organizations (such as Buckeye Village) and facilitating discussion.
E. MUNDO Advisory Board members can include the following: all those meeting the criteria to be staff mentors, alumni of the MUNDO organization as well as representatives from local neighborhood and community constituencies.
F. Staff Mentors in conjunction with the MUNDO Advisory Board are also expected to help the MUNDO Coordinator in the long-term planning of MUNDO, such as five-year plans, where they want the program to go in the future, etc. This help can include, but is not limited to, brainstorming ideas, helping write proposals and secure grant funding, and administrative duties.

Article VIII—Meetings of the Organization
A. General Body meetings will occur weekly between 6:30-8:00PM. If there are special circumstances, (for example, post-trip reunions, speakers with no availability on Mondays, etc.) then weekly meetings can occur on other days. The total number of weekly meetings, however, should match up with the number of weeks in the academic calendar per semester (barring summer semester).
B. Special events, such as day-long trips or weekend outings (such as A Meal and Some MUNDO) are to be scheduled as the calendar allowed, but has no minimum or maximum requirement.
C. To be an active member in MUNDO, general body members must have a 50% attendance rate for MUNDO events. Executive board members will be expected to have a 75% attendance rate.

Article IX—Method of Amending the Constitution
A. Proposals: All proposals must be submitted in writing to ODNUM at least 10 days before a vote may take place.
B. Notice: The text of a proposed amendment shall be made available to all members at least 5 days prior to voting. It must also be read at the general body meeting in which the vote is to take place.
C. Voting requirements: A quorum of at least 50%+1 of the total active members of MUNDO must be present at a general body meeting in order to vote on any proposed amendments. At least two-thirds of the voting members present at the voting meeting must approve a proposed amendment.

D. All amendments become effective immediately unless otherwise noted in the approved amendment proposal.

**Article X: Bylaws**

A. Any general body member may propose changes to the By-laws.

B. Proposed changes will be approved by an affirmative vote with a quorum of at least 50%+1 of the active membership of MUNDO, either in person or electronically.

**Article XI: Method of Dissolution of Organization**

A. The MUNDO at The Ohio State University organization may dissolve by quorum of 50%+1 of the total active membership of MUNDO in conjunction with agreement by the MUNDO Coordinator and the Office of Student Life-Residence Life

B. All unused funds, assets, and debts will immediately be transferred to the Office of Student Life-Residence Life immediately upon the dissolution of the organization.

**Article I - Selection/ Appointment of Government Leadership**

Section 1—Selection Procedures

A. The Selection Process for ODNUM student leadership will be conducted as described in the MUNDO Constitution

Section 2—Selection Criteria

A. Student coordinators must have served on ODNUM or have become an active member of MUNDO during the year prior to applying to be a MUNDO student executive position.

B. Paraprofessional student staff within Residence Life at the Ohio State University, cannot serve as MUNDO Student coordinators, but are eligible for the roles of ACTION TEAM member or NDO Student Learning Facilitator

C. The role of the NDO Student Learning Facilitator can only be filled by a student living in an Ohio State Residence Hall or property

D. Preference will be given to students residing in Ohio State residence halls or campus properties for all MUNDO Student Leadership roles including Student Coordinators, ACTION TEAM Leaders, and the NDO Student Learning Facilitator

E. Only if there are no candidates currently residing in an Ohio State residence hall or campus property can all the roles of the Student Coordinators be filled with off-campus student candidates

**Article II: Coordinator/Staff Mentor/Global Advisory Board Responsibilities**

Section 1—MUNDO Coordinator

A. The role of the MUNDO Coordinator will be done by a full-time member of the Ohio State University Residence Life staff

B. The MUNDO Coordinator is responsible for the oversight of all aspects of MUNDO, including but not limited to budgeting, long-term planning, advancement and strategic planning.

C. The MUNDO coordinator serves as the guide of the Global Advisory Committee, provides oversight to all MUNDO ACTION TEAM and acts as lead coordinator for all MUNDO Staff Mentors

D. Staff Mentors should attend all MUNDO General Body Meetings, and be prepared to assist with MUNDO programming, events and activities as needed

Section 2—Staff Mentors

E. While preference will be given to University Housing staff for the role of Staff Mentor, all full-time Ohio State University staff and faculty may serve in the role at the discretion of the MUNDO Coordinator and Ohio State Residence Life.

F. Staff Mentors will serve as advisor to MUNDO ACTION TEAMS
G. Staff Mentors will be required to attend at least one scheduled informational overview of their role as a staff mentor presented by the MUNDO Coordinator during the academic year prior to their work with a MUNDO ACTION TEAM.

H. Attendance at all planning meetings and implementation activities done by the MUNDO ACTION TEAM they are advising is expected
   i. Staff Mentors should consult with other MUNDO Staff Mentors and the MUNDO Coordinator to arrange substitute staff leadership in the instances where they will be unavailable to support ACTION TEAM planning or implementation of activities and events.

   l. Staff Mentors should attend at least 75% of all MUNDO General Body Meetings, and be prepared to assist with MUNDO programming, events and activities as needed.

Section 3—The MUNDO Global Advisory Committee
A. The Global Advisory Committee serves in an advisory role to the MUNDO Coordinator to facilitate the implementation of MUNDO Initiatives.
B. The purpose of the Global Advisory Committee is to help ensure that the values and mission of MUNDO are important components of the planning and implementation of all MUNDO sponsored nontraditional discovery opportunities.
C. The Global Advisory Council will convene at least monthly to fulfill the duties of its charge.

Article III- Meetings
A. MUNDO general body shall meet at least weekly during the regular academic year, while classes are in session, unless otherwise noted in MUNDO publications or announcements.

Article IV- Bylaw Disputes
A. Any disputes with the bylaws shall be brought to and settled by ODNUM. If there is a conflict of interest, a neutral party will be assigned to deal with the dispute.

Article V- Amendments to the Bylaws
A. A proposed amendment to the bylaws shall be presented to ODNUM at least 10 days prior to voting on the resolution. An amendment may be proposed by any active student or staff member of MUNDO.

B. The bylaws may be amended by an affirmative vote with a quorum of at least 50%+1 of the active membership of MUNDO, either in person or electronically.

C. The Coordinator shall not vote unless a tie occurs. The Coordinator will break all ties.

D. All amendments to the bylaws shall take effect at the beginning of the following academic year, unless explicitly stated in the approved amendment.