The Constitution of TEDxOhioStateUniversity
The Ohio State University

Article I: Title

The name of this organization shall be TEDxOhioStateUniversity.

Article II: Purpose

Section 1: Licensure and Sustainability
1.A The Curator of TEDxOhioStateUniversity is officially granted the naming license to TEDxOhioStateUniversity by TED. Only an undergraduate student, who has previously been a part of the student organization and a member of the executive team, shall have permission to hold the license to TEDxOhioStateUniversity.
1.B The license for TEDxOhioStateUniversity will be renewed before the graduation of the incumbent license-holder.
1.C The selection for the prospective license-holder and Curator is as follows: two prospective leaders from the incumbent executive board are nominated by the executive board with the counsel of advisors. Of these nominees, one is selected by a \( \frac{2}{3} \) majority vote from the general body. If \( \frac{2}{3} \) is not reached by the general body, then the incumbent executive committee may decide via a majority vote.
1.D The prospective Curator shall attend any conference or event as established by TED for licensing rules. The financial details of sustainability are stated in [ST1] Article VII.

Section 2: General Purpose and Mission
2.A To spread the mission and initiative of the international organization, TED, to The Ohio State University. TEDxOhioStateUniversity is an independently organized event that aims to promote the sharing of ideas and inspire students, faculty, staff, and community members to learn from one another through brief lectures as well as an interactive day event that complies with TED’s guidelines.

Section 3: External Affiliations
3.A TEDxOhioStateUniversity, by its nature, has an affiliation with TED, and shall follow all TED guidelines. TEDxOhioStateUniversity will also actively network with other TEDx organizations.

Article III: Membership

TEDxOhioStateUniversity is a student organization that shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Section 1: Qualifications and Categories of Membership
1.A Voting membership is defined as limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting members.

1.B Executive board members are selected by the Curator with counsel from advisors through an application and interview process. In order to be considered for an executive position, the applicant must be a member of the organization for a minimum of one year prior to applying; preferably on the committee to which he or she plans to lead. The position of Director of Content must be assumed by a candidate who has been an existing member of the content committee for a minimum of one year. Exceptions can be made to requirements by ⅔ majority vote by the incumbent executive board.

1.B To be considered as a member of the team, applicants must submit an application and, if selected, undergo interviews. To join the team, the applicant must then be approved by at least two-thirds of the Executive Board.

1.C To be considered a non-voting member, individuals must be unanimously approved by the Executive Board for a designated time period.[ST2]

Section 2: Membership termination
2.A In the event that a member or leader does not meet the general expectations of the organization, such as general body and executive meeting attendance and timely completion of tasks, the organization is able to confront the offender and discuss how to improve situation and/or respectfully ask them to step down in their position within the organization.

2.B The members of the committee to which the offender belongs are able to voice their opinion and debate on what the final proposed course of action should be for the alleged member.

2.C The Executive Board shall have final say on the matter of membership termination.[ST3]

Article IV: Organization Leadership
Section 1: The Executive Board
1.A Members of the Executive Board are the officers of this student organization. The Curator is the de jure president and the Director of Finance is the de jure treasurer.

1.B The following are positions on the Executive Board: Curator, Director of Content, Director of Logistics, Director of Marketing, Director of Finance, and Director of Communication, Director of Community Engagement, Director of Outreach and Development, and Director of Design. [ST4]

1.C Each officer, sans the Curator, has his or her own respective committee, for which he or she is responsible.

1.D The advisor(s) sit ex-officio on the Executive Board, and may attend Executive Board meetings at their discretion.

1.E In the case of a tie in any decision made by the Executive Board, the Curator and advisor(s) will have the final say.

Section 2: Eligibility
2.A Only individuals who have been a part of the organization before the selection process may be eligible to be an Executive Board member.

Section 3: Selection Process

3.A The selection for the prospective license-holder and Curator is as follows: two prospective leaders from the incumbent executive board are nominated by the executive board with the counsel of advisors. Of these nominees, one is selected by a $\frac{3}{5}$ majority vote from the general body. If $\frac{3}{5}$ is not reached by the general body, then the incumbent executive committee may decide via a majority vote.

3.B The Executive Board is chosen by the Curator-elect in the spring before assuming his or her role as Curator, after reviewing individuals’ applications and conducting interviews in which he or she, the incumbent Curator, and advisor(s) are present.

Section 4: Term of Office

4.A Term of office shall start at the end of the spring semester of the current academic year.

Section 5: Responsibilities and Duties

5.A The Curator of TEDxOhioStateUniversity is responsible for every single aspect of the student organization. He or she shall be the license-holder for TEDxOhioStateUniversity. He or she shall be responsible for ensuring that the annual event (and any other events) is successful.

5.B The Director of Finance is responsible for managing all finances of the student organization, and for advising on the best and most effective ways of spending money. Along with the Curator and an advisor, the Director of Finance will have his or her name on the US Bank bank account. Thus, he or she will be accountable for the account as well. Additionally, the Director of Finance shall keep an account of all purchases made, in order to make sure all tax filings (and possible audits) can be appropriately completed. The Director of Finance is also responsible for any fundraising projects the organization decides to complete. Any additional responsibilities can be added as the TEDxOhioStateUniversity Executive Board sees fit.

5.C The Director of Marketing is responsible for managing all marketing aspects of the student organization. This includes, but is not limited to: social media accounts, marketing on campus, and marketing the annual TEDx event. Additionally, he or she is responsible for managing the marketing committee. Any additional responsibilities can be added as the TEDxOhioStateUniversity Executive Board sees fit.

5.D The Director of Design is responsible for all design aspects and promotional tools for the organization, including, but not limited to, the creation of the event’s theme logo and the event’s stage design.

5.E The Director of Logistics is responsible for managing all the logistical aspects required for the annual TEDx event. This includes but is not limited to stage design, venue, catering, production, post-production, videography, day-of booths and activities, audience engagement, speaker gifts, and attendee gifts. Any additional responsibilities can be added as the TEDxOhioStateUniversity Executive Board sees fit.
5.F The Director of Content is responsible for making sure the content of the annual TEDx event is picked. He or she is responsible for writing an application/revising a prior application, for both speakers and performers. He or she shall also be reaching out to different colleges of the university to ensure the best speakers and performers are chosen for the events. The Director of Content shall be the primary contact and liaison between speakers and performers, and TEDxOhioStateUniversity. Any additional responsibilities can be added as the TEDxOhioStateUniversity Executive Board sees fit.

5.G The Director of Communications is primarily responsible for managing communication between TEDxOhioStateUniversity and the TED community at Ohio State; this includes but is not limited to a regular newsletter to be sent out. He or she shall also be responsible for internal communication, to ensure that the TEDx team is informed of what is happening in all the different committees. The Director of Communications is also in charge of planning all social events for the TEDx team. Any additional responsibilities can be added as the TEDxOhioStateUniversity Executive Board sees fit.

5.H The Director of Community Engagement is responsible for conducting and overseeing all aspects of TED-Ed Club at East High School, including, but not limited to, writing program curriculum, vouching for program mentors’ and mentees’ success, and planning the TED-Ed Club presentations at the close of each semester. Additionally, the Director of Community Engagement should pursue partnerships with organizations that may manifest in increased long-term engagement for TEDxOhioStateUniversity with the local community of untapped ideas from somehow marginalized populations.

5.I The Director of Outreach and Development is responsible for setting up and curating satellite events. In addition to this, the committee will work on smaller organizational development projects for TEDxOhioStateUniversity as a whole, and will collaborate with other committees to comprehensively accomplish these tasks.

Section 6: Attendance
6.A All Executive Board members and General Body members shall be required to attend all General Body meetings, meetings for their respective committees, and any other events for which the leadership of the organization should be present.

6.B Excused absences shall include: Classes which are unable to be scheduled at any other time, mid-terms or exams scheduled during a meeting time, two or more mid-terms or exams the day after a meeting time, and family or medical emergencies. Any other exceptions must be approved by the Curator. All excused absences, with the exception of the aforementioned emergencies, shall be reported to the Curator at the minimum of 24 hours before a meeting time.

Section 7: Inabilities
7.A If the Curator is unable to fulfill a length of term, the Executive Board and advisor(s) shall vote on an officer to assume the office of Curator.

7.B Other vacancies will be filled according to Article IV, Section 3.B.

Section 8: Removal from Office
8.A If an officer has three or more unexcused absences, he or she will be asked to step down.
8.B If an officer is unable to perform his or her duties, he or she will be asked to step down.

Article V: Meetings

Section 1: General Body Meetings
1.A All members of the organization are required to attend all General Body meetings.
1.B In the event that a member has three or more unexcused absences, guidelines in Article III, Section 2 shall be followed.
1.C Excused absences shall include: Classes which are unable to be scheduled at any other time, mid-terms or exams scheduled during a meeting time, two or more mid-terms or exams the day after a meeting time, and family or medical emergencies. Any other exceptions must be approved by the Director of Communication. All excused absences, with the exception of the aforementioned emergencies, shall be reported to the Director of Communication at the minimum of 24 hours before a meeting time.
1.D The time and date of General Body meetings will be selected after the Curator has reviewed all members’ schedules and determined a time that is suitable for all members.

Section 2: Committee Meetings
2.A All members of a committee are required to attend all committee meetings.
2.B In the event that a member has three or more unexcused absences, protocol in Article III, Section 2 shall be followed. Excused absence rules that apply to General Body meetings also apply to committee meetings. All excused absences, with the exception of emergencies, shall be reported to the Director of the respective committee at the minimum of 24 hours before a meeting time.
2.C The time and date of committee meetings will be selected by the Director the respective committee.
2.D If an individual is working on a project for a committee, he or she must attend the respective committee’s meetings for the length of said project.

Article VI: Advisors

Section 1: Faculty advisor(s)
1.A The advisor(s) for TEDxOhioStateUniversity must be members of the University faculty or Administrative and Professional staff.
1.B The responsibilities and expectations of advisors include but are not limited to: being the liaison between the professional staff and the organization, mediating conflicts, guiding the organization; faculty/staff membership shall carry with it all privileges, rights, and duties of the organization.

Article VII: Finance

Section 1: Sustainability
1.A For the sustainability of TEDxOhioStateUniversity, and if a trip is required by TED for the sustainability of the TEDxOhioStateUniversity license, the organization will send the Curator-elect to the aforementioned and pre-established TED event. The expenses of the trip will be covered by TEDxOhioStateUniversity, but the organization and the individual who is going on the trip must find ways to make sure the trip is as inexpensive as possible.

1.B Funding for sustainability will be reevaluated and sought out when necessary.

Section 2: General

2.A The Director of Finance shall be responsible for managing all the finances.

2.B The Director of Finance, Curator and at least one advisor shall have their names on the bank account of the organization. All parties are ultimately responsible for the finances of TEDxOhioStateUniversity.

2.C All transactions, whether they be deposits or withdrawals, shall be recorded. All withdrawals, including purchases, shall be recorded with as much detail as necessary.

Article VIII: Programming

All TED rules will be followed, strictly.

Section 1: Annual Event

1.A The annual event for TEDxOhioStateUniversity will be in the Spring semester of every academic year.

Section 2: Satellite Events

2.A If the organization decides to produce TEDxOhioStateUniversity satellite events, there must be a minimum two events with the encouragement of more time allowing.

2.B All rules that apply to the annual event shall apply to satellite events

Section 3: Content

3.A The content committee, the Executive Board, and advisor(s) are responsible for choosing speakers and performers for choosing and preparing speakers and performers.

3.B All persons choosing to be a speaker or performer shall have to either apply or be nominated. Additionally there will be interviews to narrow the number of speakers and performers. The number shall be chosen by the content committee, the Executive Board and advisor(s).

Section 4: Production

4.A During the day of the event, talks will be recorded.

Section 5: Post-production

5.A The talks that have been recorded at the annual event will be edited and uploaded to YouTube via the TED uploading tool.

5.B All pictures taken will be posted to Flickr, per TED rules. Pictures for social media use and personal use may only be used after said pictures are uploaded to Flickr.
5.C A post-event survey, provided by TED, will be sent out to all attendees. After collection, the survey will be sent to TED. The post-event survey may be modified to help gather additional information. The additional information is not sent to TED.

**Article IX: Constitutional Amendment**

**Section 1: Method of Amending the Constitution**

1.A Proposed amendments to the Constitution must be submitted in writing to the Curator prior to an Executive Board meeting.

1.B Any member, voting and non-voting, of TEDxOhioStateUniversity may propose an amendment.

1.C A proposed amendment must outline exact wording and indicate where in the constitution it will be placed.

1.D Proposed amendments will be read three consecutive General Body meeting, of which the final meeting will be when votes are taken. Approval should require at least two-thirds of voting members present. For the vote to ensure, the General Body meeting must have quorum at fifty percent plus one.

**Article X: Constitution Maintenance**

**Section 1: Review**

1.A The Constitution will be reviewed every spring by the outgoing TEDxOhioStateUniversity Executive Board and the Curator-elect.

**Section 2: Approval**

2.A Before the conclusion of the spring semester, the revised Constitution shall be presented to the General Body for discussion and approval by two-thirds majority of voting members.

**Article XI: Dissolution of the Organization**

**Section 1: Method of Dissolution**

1.A The Executive Board should come to a unanimous decision that the organization is no longer fulfilling the mission and purpose, and should therefore consider dissolution.

1.B After a unanimous vote by the Executive Board and the advisor(s) to dissolve the organization, it shall be dissolved.