Constitution and By-Laws Guidelines for Hot Sauce Club at Ohio State

The constitution and by-laws guide this organization’s in its operations and activities and, accordingly, are intended primarily for the organization’s benefit and use. This constitution contains the fundamental principles and structure for the Hot Sauce Club at Ohio State, and the by-laws outline the basic rules of procedure by which the group’s membership govern this organization. This constitution will be kept up to date by reevaluating the constitution for amendments at the beginning of each fall semester, as the club sees fit. This organization used the guidelines provided by the Ohio State’s Office of Student Life. Originally created October 1st, 2016 and voted approval October 2nd, 2016.

Constitution

If the members find that amendments to this constitution as necessary, amendments may be proposed at the beginning of the fall semester, where members will vote to approve the constitution and a new copy of the constitution will be made available to all members and a new copy will be uploaded to the Student Organization Management Page.

Article I – Name, Purpose, and Non-Discrimination Policy of the Organization
Section 1: Hot Sauce Club at Ohio State University
Section 2: Our purpose is to unite students who share a common love for hot sauce and promote this interest through exploring and discovering different types of hot sauce while also encouraging strong friendships between members.
Section 3: Non-Discrimination Policy: 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 orientation, or veteran status.

Article II – Membership: Qualifications and categories of membership.
Membership is available to all undergraduate students currently enrolled at Ohio State University. Others, such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

Article III – Organization Leadership: Titles, terms of office, section, and duties of leaders.
Section 1: This organization will have a number of leadership opportunities to encourage the members to stay involved and promote the success of the club. Leadership opportunities will include, but are not limited to, President, Secondary Leader, Chief Financial Officer, Director of Communication, Director of Recruitment, Director of Philanthropy, Director of Merchandising, Director of Social Activities, and Director of New Members. This team will make up the organization’s Executive Committee. The officers will hold these positions starting fall semester and then the following spring semester. They are selected by being nominated for the position, and then it is up to the general members to decide with a popular vote.
Section 2: The duties of each leader are:
The President shall act as the organizations representative and spokesperson in all external functions, be in charge of overseeing the rest of the Executive Committee, delegating tasks, constantly encouraging members to stay involved and connect, keeping the club connected and up to date with the university (like updating the Student Organization Management Page), and aiding the rest of the executive committee with their duties.
The Secondary Leader holds similar duties as the President and preform the presidents duties whenever the president is unable to attend, while also still encouraging and connecting with new members, making sure the Executive Committee is staying up to date with their tasks, and overall working on making the club constantly growing and more successful. The Secondary Leader shall resume the position of President in the event of the death, resignation, or removal of the President.
The Chief Financial Officer will oversee the club’s budget, be responsible for all financial transactions. CFO must also present to the organization a yearly budget that the general members must vote to approve. Director of Communication will be in charge of keeping minutes of the meetings, running the email account, sending out the organizations weekly emails (Hot Mail) and the upkeep of the website and all publication.
The Director of Recruitment will be in charge of overseeing involvement in the university and student-outreach
events.

Director of Philanthropy will oversee the organization’s involvement in charitable work and plan events to encourage members to stay involved.

Director of Social Activities will have the responsibilities of planning events and meetings for the members to keep them involved and encouraging our mission statement of fostering strong friendships between members.

Article IV - Executive Committee Size and composition of the Committee.

Section 1: This Committee represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. The size and composition of the Committee is stated in Article III with the organization leaders.

Section 2: The Executive Board shall determine the goals and direction of the organization through ongoing evaluations. The executive board shall hear problems, complaints and suggestions, generate possible constitutional amendments and initiate appropriate actions.

Article V – Method of Selecting and/or Removing Officers and Members.

Section 1: The leaders will be elected in March during the spring semester and their terms will become active for the fall semester and following spring semester. The general members may nominate candidates for each of these positions in February and the general members will hold a popular vote in March.

Section 2: Elections shall be by paper ballot, with a simple majority necessary to elect an office. With an excused absence, an absentee ballot will be accepted. No absentee ballot will be accepted after the start of elections.

Section 3: General members and elected or appointed leaders are be expected to meet certain standards and conduct themselves in a way that reflects well on the organization. In the event that a member or leader does not meet those expectations, the organization has procedures in place for objectively considering the member’s or leader’s probationary membership status or removal from the organization.

Section 4: If at anytime two thirds of general members and two thirds of the Executive Committee feel as if a member of the Executive Committee is not properly fulfilling their duties, another member of the club may challenge this position. If the challenger wins the stated majority, they will take over the position effective the next meeting and the committee member removed will take the role as a general member in the organization. If the challenger does not win the stated majority, the current committee member will keep their position.

Section 5: However, the organization does follow the non-discrimination policy stated above in Article 1 Section 2 and members will be protected from removal based on those listed statuses.

Article VI – Advisor: Qualifications and Criteria

Section 1: Advisors of student organizations must be members of the University faculty or Administrative & Professional staff. The advisor is expected to approve the organization’s goals and other statements as necessary before the deadline provided by Ohio State’s Officer of Student Life.

Article VII – Meetings of the Organization: Required meetings and their frequency.

Section 1: The Organization is scheduled to have meetings the first Sunday of every month, unless the university is off of school, then the meeting will be the following Sunday. The monthly meetings are not required, but encouraged for members.

Section 2: There will be two required meetings for the academic year. One will be held at the beginning of the fall semester and another one after winter break at the beginning of spring semester. If members are unable to attend, they may send their excuses to the Director of Communication at hotsuaceclubOSU@gmail.com.

Section 3: These meetings will currently be held at a current member’s home, 218 E. 17th Ave, but this is subject to change as the organization grows in size and becomes more established.

Section 4: There will also be optional events in addition to the meeting including, but not limited to trips to restaurants, grocery stores, and markets.

Article VIII – Method of Amending Constitution and Adopting Current: Proposals, notice, and voting
requirements.

Section 1: Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken.

Section 2: Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

Section 3: The Constitution shall be officially adopted upon its approval by a majority vote of those members in attendance and currently active.

Section 4: The By-Laws shall be amended by a 2/3 majority in a similar process as the Constitution.

**Article IX – Rules of Order**

Section 1: This organization will be ruled by Robert’s Rules of Order except when specifically state otherwise.

**By-Laws**

The By-laws of the organization should adapt and change as the organization changes and evolves. General motions may also be passed that are less permanent than the by-laws and constitution, which will only require a simply majority. By-laws will not run contrary to the constitution.

**Article I – Parliamentary Authority**

Section 1: This organization will be governed by Robert’s Rule of Order with decision making except when these rules are inconsistent with their constitution. The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization."

**Article II – Membership**

Section 1: Members are not required to pay dues to the organization.

Section 2: The procedure of becoming a member initially involves an interest in hot sauce, the potential new members may contact any member of the Executive Committee through the organizations email (hotsauceclubOSU@gmail.com) and provide their dot numbers so that they may be added to the mailing list.

Section 3: Members are encouraged to participate in as many events as they can, but are only required to attend the first meeting of each semester.

Section 4: If a member appears disinterested in the organization, or misses more than one of the required meetings for the academic year without an excuse, they will be removed from organization until meeting with the Director of Recruitment about their membership status.

**Article III – Election / Appointment of Government Leadership**

Section 1: Elections and appointments of government leaders will be conducted as stated in Articles V of the Constitution.

**Article IV – Executive Committee**

Section 1: The duties, responsibilities, and expectations of the Executive Committee is outlined in Articles III and IV of the Constitution.

**Article VI - Advisor Responsibilities**

Section 1: The duties, responsibilities, and expectations of the advisor is outlined in Article VI of the Constitution.

**Article VII - Meeting Requirements**

Section 1: The meeting requirements are outlined in Article VII of the Constitution.

Section 2: There must be at least 50% +1 of the general membership and Executive Committee for the organization to vote to approve Constitutional Amendments, the organization’s By-Laws, and/or the organization’s elections.
Article VIII - Method of Amending By-Laws

Section 1: The By-Laws shall be amended by a 2/3 majority in a similar process as the Constitution.

Section 2: By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 50% + 1 majority vote of the membership present (a quorum being present).