

KBK Council Guiding Principles

Purpose:

The KBK Council is a collective of 16 representative Office and Locker Tenants of the Keith B. Key Center for Student Leadership and Service. Eight office and eight locker tenant organizations will gather throughout the school year as representatives of the Center among their peer organizations with the guidance of the Student Organization Team of Student Life at The Ohio State University. The goals of the KBK Council are to:

- Build community in the Keith B. Key Center for Student Leadership and Service among tenant organizations through programming, messaging, and projects.
- Serve as a conduit of information about campus resources for student organizations.
- Provide opportunities for individual student representatives to develop while supporting the development of their own organization.
- Engage meaningfully with Student Life staff and provide regular feedback on initiatives, resources, and services supported by Student Life.
- Promote the Office/Locker Tenant application & engagement in the KBK Center through outreach.

Engagement Expectations:

Eligibility: Membership on the KBK Council is open to lease-signing tenants of the Keith B. Key Center for Student Leadership and Service and requires the successful completion of an online application. Eligible organization members must maintain Active status and comply with all policies, and individual representatives must remain in good academic standing. Individual representatives do not need to hold a positional leadership title in their organization. The member organizations serve for a one-year term, with the possibility of renewal if they submit an application that is selected for the future year.

Attendance & Contributions: Meeting attendance is required of all member organizations, and the dates and times will be provided at the beginning of the academic year. Event dates will be determined in collaboration among council representatives. To ensure representation at Council meetings and events, alternate member representatives of an organization will be selected in the event someone is unable to fulfill the commitments of the Council. Organization representatives are expected to contribute to initiatives that fulfill the purposes of the KBK Council which include participating in program planning, leading and engaging in projects, collaborating with other representatives, and doing work on behalf of the Council.

Others, including members of KBK Tenant organizations, student organizations at The Ohio State University, and even non-student members such as faculty, alumni, and professional staff will have opportunities to participate in KBK Council events as advertised.

Standard Events:

- **Student Org Resource Nights:** Twice per year, the Council will inform, market, and support efforts for Student Org Nights. One in fall and one in spring, these programs will support the sharing of resources with peer organizations. Council members are expected to motivate KBK Tenants to attend the event.
- **KBK Council Events:** At least once per semester, the council will host an event or program that seeks to support the purpose and goals of the Council. Member organizations are expected to be present at the event and representatives are expected to be involved in the brainstorming, planning, and hosting process.

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Definitions:

Council Member –An organization who has successfully applied and is selected to serve on the Council.

Representative – An individual designated from each member organization. Representatives are generally one individual but an organization may designate alternate representative(s) if commitments are unable to be filled. Alternates must be communicated to Council staff.

Tenant Member –An organization who is a current KBK Tenant and is eligible to apply or participate at KBK Council events. This membership does not have any Council meeting privileges, though can provide feedback at appropriate events or be asked to collaborate.

Removal or Replacement:

Individual Removal: Individual representatives will be removed on a case-by-case basis at the discretion of Council staff. Organizations may self-determine who will serve as their representative and may make changes to their representatives at any time with authorization from Council staff. Should an individual be removed from their organization, voluntarily discontinue their organization membership, fall out of good academic standing, or engage in behavior deemed unacceptable to Council staff, their role as a representative on the Council will end immediately.

Member Removal: Member organizations will be removed on a case-by-case basis at the discretion of Council staff. Repeated lack of representation at meetings and events may result in removal after a warning has been issued. If the KBK Tenant organization is removed from their office or locker space, loses their Active status, engages in behavior that is deemed unacceptable by Council staff, or voluntarily ends their time as a Tenant of the KBKCSLS, their role as a Council Member organization will end immediately and an alternate organization may be selected by Council staff if deemed appropriate.

Council Staff

The KBK Council is directly supported by the Keith B. Key Center for Student Leadership and Service Coordinator as a primary contact with support from other Student Org Team staff members and the student KBK Space Manager. The staff guide the efforts of the Council in collaboration with the student representatives by setting annual calendars, supporting program planning, leading Council meetings, selecting Council members, and generally facilitating the work of the Council.