



Collaborative Software Development Club

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is the “Collaborative Software Development Club”, abbreviated as “CSD”.

ARTICLE II. ORGANIZATION PURPOSE

The purpose of the organization is to provide a collaborative environment where Ohio State University students can build practical software development skills through semester-long, team-based projects. Each semester, members divide into project teams based on areas of interest, each led by a project lead. Common focus areas include web development, game development, mobile app development, or other areas based on member interest. These focus areas may vary each semester depending on team interest, technical feasibility, or available resources. Once teams are formed, they collaboratively develop their projects from inception to completion.

The club aims to:

- Offer a hands-on alternative to traditional classroom learning,
- Encourage peer mentorship and knowledge-sharing,
- Provide space for creative and technical experimentation,
- Cultivate real-world teamwork and project experience, and
- Build a community for students interested in software development, regardless of experience level.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Collaborative Software Development Club agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex,

sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration Guidelines.

Section B. Hazing

Collaborative Software Development Club agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

Collaborative Software Development Club retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

To be considered for membership, an individual must be a student currently enrolled at The Ohio State University and have joined the club Discord server. To remain eligible for membership, an individual must regularly attend club meetings, comply with attendance policies, and make meaningful contributions to projects.

The executive board is able to grant an exception to the above regulations through a majority vote.

Section B. Member Selection

To become a member, an individual must:

1. Attend at least four club meetings,
2. Join the club Discord server, and
3. Commit code to the repository of one of the club's projects *or* contribute to a project in an equivalent way as approved by that project's project lead.

Section C. Membership Timeline

Membership is open on a rolling basis throughout the academic year.

Section D. Member Removal

If a member's conduct violates the Ohio State University Student Code of Conduct or is detrimental to the organization, the Executive Board may hold a meeting to discuss their removal. This meeting may be in-person or online, and the member in question must be allowed to participate in this meeting. If a simple majority of the Executive Board votes for removal, membership in the organization will be revoked.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The advisor is welcome to come to as many club activities and meetings as they wish. They are also welcome to assist with anything the Executive Board deems beneficial to the club. This could include, for example, finding speakers to present to the club or offering additional networking or technical resources to its members. These duties are, however, not required. The advisor of the organization is mandated to meet with the Executive Board at least once a year. They must also assist in all requirements related to retaining active status, including attending training(s) and approving organizational goals. The organization may have multiple advisors concurrently, in which case they will be referred to as "co-advisors."

Section B. Advisor Term

Advisors will serve in their roles for one year, and may be re-elected by the executive board.

Section C. Advisor Selection

Advisor selection shall take place during the spring semester of each year. The advisors shall be nominated and selected by the Executive Board. A co-advisor may be nominated by the Executive Board but must be approved by the club advisor.

Section D. Advisor Replacement

An advisor may be replaced if deemed necessary by the Executive Board. A simple majority vote is required for removal.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The organization will be led by an Executive Board. The Executive Board will consist of the President, Vice President, Treasurer, Secretary, and Social Coordinator. Project Leads not serving in any of the aforementioned roles will also sit on the board.

If a tie occurs during a decision voted upon by the executive board, the executive board must take a separate vote with no one abstaining. If no resolution is achieved, the decision will fall to the President.

All officers must seek to accomplish the roles described by The Ohio State Center for Student Leadership and Service.

- President:
 - Serves as the main liaison between the organization and its advisor (and other university staff).
 - Opens general body meetings. Leads the discussion at meetings and ensures a positive environment is maintained.
 - In conjunction with the Vice President, ensures that all criticism given is constructive.
 - Maintains the organization's entry in the Student Activities Database.
 - Attends all required training.
- Vice President
 - Sets frequency and time of Executive Board meetings.
 - Serves as a moderator of discussion. The Vice President can steer or halt discussion of members.
 - Supports the President and Secretary with administrative duties, as needed or requested.
 - In conjunction with the President, ensures that all criticism given is constructive.
- Treasurer
 - Manages all financial aspects of the club, including but not limited to: making required purchases, tracking and following up on receipts, and managing the club bank account and company card.
 - Applies for funding from the university through various channels. The treasurer is the sole officer with this capability.
 - Organizes the sourcing of food or other supplies requested by other members of the Executive Board.
 - Attends all required training.
- Secretary
 - Takes attendance at both Executive and General Body meetings. Stores this information and communicates it to other Officers when requested.
 - Takes notes during executive board meetings.
 - Handles club-wide communications.
 - Communicates with truant members.
- Social Coordinator
 - Responsible for maintaining and updating the club's social media accounts to advertise meetings and events and communicate other important information.
 - Plans at least two social events throughout the semester.
 - Coordinates with the Treasurer to plan fundraising events.

- **Project Leads**
 - Responsible for leading a semester-long project. This involves handling the project's personal, workload, and timeline.
 - Presents plan proposals to the Executive Board before the first meeting of the semester.
 - Should attend all general body meetings. Project Leads must not accrue any unexcused absences.
 - Project Leads can hold one of the five Officer positions. In the case that they do not, they will sit on the Executive Board as a general executive member.
 - Should take attendance when holding project-specific meetings.

Section B. Officer Eligibility

To run for Vice President, Treasurer, Secretary, or Social Coordinator, a person must have been a member for at least one semester, as defined in this Constitution. To run for President, a person must have been a member for at least two semesters.

In accordance with the rules of the Office of Student Affairs, all officers must be enrolled for at least three quarters or semester equivalent within the current academic year, meet the minimum GPA requirements as determined by the Office of Student Affairs, and not be on academic or disciplinary probation or suspension.

Section C. Officer Selection Process

Each Executive Board member, with the exception of Project Leads not holding other office, will be elected by earning the highest number of votes for that position. Any member (as defined in Article IV) is eligible to vote. Elections will be held towards the end of the spring semester during a general body meeting; nominations will happen between one and three weeks prior to this date. Each candidate will be allowed to present their platform and field any questions; the presentation portion is limited to ten minutes in length. After all candidates have spoken, voting will commence. In the event of a tie, another vote will be held with no one abstaining. If a decision is still not reached, the President will serve as a tie-breaker.

Officers will serve for one year. There is no term limit for officers so long as the student remains enrolled at The Ohio State University. Elections will be held in the spring semester for all Executive Board positions except Project Leads. In the case of an early graduation, medical emergency, or any other reason that results in any Executive Board member except the President leaving the University, an emergency election will be held to fill the office. If time does not permit for an emergency election, then a temporary office holder will be appointed by the remaining Executive Board members. In the case that the President leaves the University, the Vice President will fill the office of President, and an emergency election will be held to fill the office of President.

Section D. Officer Removal

Officers, committee members, or persons in leadership roles may be removed from their positions with sufficient cause by a majority vote of the Executive Board. Sufficient cause includes violation of

the constitution or bylaws, conduct prejudicial to the club's interests, or failure to fulfill assigned duties. Before any vote, the Executive Board must hold a review session where the person in question has the right to be present. A majority vote of the Executive Board—excluding the member in question—will result in removal from the role. Club Advisors may participate in this process.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The organization may be dissolved by a unanimous vote of the Executive Board. If a unanimous vote is unobtainable due to extraordinary circumstances, dissolution can be initiated by a majority vote of the Executive Board with the approval of all active advisors.

Section B. Dissolution Procedures, including Assets and Debts

In the event that Collaborative Software Development Club ceases to be an active student organization, all remaining operating and programming funds will be returned to the CSA. All remaining organization assets will be used to cover any debts; if this is insufficient, officers must cover debts using personal funds. If there are still assets remaining after all debts are settled, they will be given to Code For Progress, a nonprofit dedicated to bringing women and people of color into the coding workforce through investment in technical training.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Proposal of Amendments

Amendments to this Constitution may be proposed by:

- a. Any Executive Board member, as an agenda item at an executive board meeting, or
- b. Any member, provided the proposal is submitted in writing/text to the Executive Board.

Section B. Executive Board Approval

Proposed amendments shall first be reviewed at an Executive Board meeting, within thirty (30) days of the proposal.

Approval requires a fifty percent (50%) vote of the Executive Board members present.

Upon approval, the Secretary shall, within seven (7) days, notify the general membership of the proposed amendment(s) at least seven (7) days prior to the ratification vote.

Section C. Ratification by General Body

Ratification shall take place at the next scheduled general body meeting following notification.

A quorum, defined as at least one-third ($1/3$) of active members, must be present for a vote to occur.

Ratification requires a two-thirds ($2/3$) vote of members present.

Section C. Implementation

Amendments shall take effect immediately upon ratification, unless otherwise specified in the amendment.

The Secretary shall be responsible for updating the official Constitution and distributing the revised version to all members within fourteen (14) days.