

**The Constitution**  
*of*  
**the College Democrats**  
*at*  
**The Ohio State University**

**ARTICLE I: NAME OF ORGANIZATION**

**Section A.** The College Democrats at The Ohio State University

This organization will be known as the College Democrats at The Ohio State University. College Democrats at The Ohio State University are chartered and affiliated with the College Democrats of Ohio, and the Franklin County Democratic Party, and will work closely with all levels of the Democratic Party.

**ARTICLE II: ORGANIZATION PURPOSE**

**Section A.** Purpose Statement

The purpose of the College Democrats at The Ohio State University is to promote and encourage democratic values on campus, prepare and develop students for progressive participation during and following collegiate education, and give a platform for education of left-wing principles and ideals.

**ARTICLE III: UNIVERSITY REGULATIONS**

**Section A.** Harassment and Discrimination, including Sexual Misconduct

College Democrats at The Ohio State University agree 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 these guidelines.

**Section B.** Hazing

College Democrats at The Ohio State University agree 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

College Democrats at The Ohio State University retain 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 these constitutional 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 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**

All members of this organization must be enrolled at The Ohio State University. Students attending The Ohio State University as part of an exchange program meet this requirement.

##### **Section B. Member Selection**

All members of this organization shall be considered voting members if they:

- i have submitted a valid OSU email address to the Secretary, and
- ii have attended at least thirty percent (30%) of general body meetings during the current academic year, excluding general election meetings, or
- iii have received voting status with a unanimous vote of the Executive Board, only in the case of documented time constraints.
- iv members who do not meet the voting requirements shall be considered a non-voting member and unable to vote in any election

##### **Section C. Membership Timeline**

Membership audits may be conducted at the discretion of the Executive Board at any time. An audit must occur two weeks before any election to determine the eligible voting members of the organization.

##### **Section D. Member Removal**

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they can be removed through a majority vote of the other voting membership or in cases where the reason for member removal is unable to be shared with the general body, by unanimous vote of the officers, with the consultation of the advisor.

#### **ARTICLE V: ADVISOR**

##### **Section A. Advisor Duties and Responsibilities**

Upon nomination by the executive board and acceptance of their duties, the Advisor shall be responsible for:

- i Completing training requirements set by the the Council of Student Affairs
- ii Support the goals and purpose of the organization
- iii Provide counsel to the members and executive board in instances of need
- iv Wherein it is required, complete relevant obligations pertaining to the approvals of the organization's goals, roster, and other administrative processes.

#### **Section B. Advisor Term**

The Advisor to the College Democrats at The Ohio State University will be selected to serve a term of approximately one year following the election of the new small executive board. The Advisor will be eligible for reappointment following the end of their term, and the beginning of a new executive board.

#### **Section C. Advisor Selection**

The Advisor to the College Democrats at The Ohio State University must meet the requirements set forth by the Office of Student Life. The Advisor to the College Democrats at The Ohio State University will be chosen upon a majority vote of the Executive Board. Once chosen, the Advisor must meet with the President no less than twice per year.

#### **Section D. Advisor Replacement**

The Advisor shall be replaced wherein the current Advisor chooses not to seek further appointed terms. The Advisor may be removed before the end of their term, if they fail to fulfill their duties to the organization. Failure of duties may include neglect to complete administrative approvals as well as failure to counsel the club in times of need. The advisor may also be removed if they have been found to have violated the University Code of Conduct. The small executive board may vote to remove the advisor before the end of their term with a  $\frac{2}{3}$  majority of the board in favor of removal.

### **ARTICLE VI: ORGANIZATIONAL LEADERSHIP**

#### **Section A. Officer Positions**

The following offices shall constitute the small executive board and the following shall be their duties;

President

- i Call, preside, and supervise over the Executive Board and general meetings as Chair;
- ii Shall serve as the Primary Leader;
- iii Serve as ex-officio member on all committees;
- iv Along with the Advisor, shall be considered the primary liaison and point of contact to all outside organizations and Campus Administration unless designated otherwise;

- v Nominate a Chief of Staff for approval to the elected Executive Board.

#### Vice President

- i Perform all the duties of the President in the President's absence;
- ii Assume the Presidency if the President resigns or is impeached;
- iii Shall be the chief parliamentary officer of the organization and serve as Secondary Leader;
- iv Shall be the chief interpreter and enforcer of OSU College Democrats Constitution and By-Laws.

#### Treasurer

- i Shall be the chief financial officer of the organization and shall control all financial accounts owned by the organization along with the President;
- ii Report any changes in the financial status of the organization at the following Executive Board Meeting.;
- iii Maintain the finances of this organization in the following ways:
  - a. Collect and record all payments and donations made to this organization;
  - b. Record all payments made by this organization;
  - c. Apply for and maintain all operating and programming funding;
  - d. Advise the Executive Board financially;
  - e. Conduct an annual audit of the finances of this organization;
  - f. Establish a budget and oversee fundraising operations.

#### Political Director

- i Act as the primary liaison to other political organizations;
- ii Serve as chief organizer of political activism and political communications;
- iii Report official political activities to the Executive Board;
- iv In good faith, inform the Executive Board of external political opportunities.

#### Communications Director

- i Shall be the chief messaging officer and will coordinate with the President, Political Director, and other Executive Board members on external communications;
- ii Maintain the organization's website and social media presence;
- iii Draft the organization's communications.

#### Secretary

- i Keep and record all Executive Board meeting minutes;
- ii Record attendance at all Executive Board meetings and general meetings;
- iii Administer, record, and publish all roll call votes conducted in Executive Board sessions;
- iv Collect, maintain, and make public membership, Executive Board, and voting member lists.

#### Membership Director

- i Responsible for planning and executing social events
- ii Organize involvement fair and other recruitment activities throughout the year.
- iii Create and organize member retention initiatives
- iv With the help of the membership committee, greets and gets to know new members at meetings

#### Large Executive Board Members

- i The Chief of Staff shall be the only required appointed Officer of the Executive Board;
- ii In the event that a Chief of Staff is not appointed, Chief of Staff duties will be passed on to the Vice President.
- iii All other appointed Officers shall be nominated by an elected member that oversees such operations, pending confirmation by the elected members of the Executive Board;
- iv No appointed Officer shall have the authority to vote in Executive Board meetings;
- v Appointed Officers may be dismissed with a majority vote of the Executive Board.

#### **Section B. Officer Eligibility**

In order to be eligible for any of the elected officer positions, students must meet the following qualifications:

- i Be a voting member of the organization;
- ii Meet all Office of Student Life and University requirements for Leadership.

#### **Section C. Officer Selection Process**

General elections shall be held during a regularly scheduled general membership meeting two to four weeks before the end of Fall Semester. The method of voting shall be determined by unanimous decision of the Executive Board. In the event of a tie, a recount of the votes will occur. If the tie still stands, the duty shall be upon the Election Coordinator shall flip a coin to decide the winning candidate. Should an officer seek to resign from their position before the end of their term, it shall be the responsibility of the executive board to review eligible candidates from the list of voting members, and select a new candidate. A  $\frac{2}{3}$  majority vote of the board confirms the new officer.

- i. The Elections Coordinator shall be nominated and confirmed by a unanimous vote of the elected Executive Board no less than three meetings before a general election and no less than fourteen days before an amendment election. They shall preside over the election as a neutral facilitator. They must also be a voting member of the organization, who is not a candidate in the election which they are coordinating. They will announce all winners to the general membership after votes are counted and ensure a just and fair election.

#### **Section D. Officer Removal**

An impeachment hearing shall commence whenever two Executive Board members elect to file impeachment proceedings or when twenty percent (20%) of the voting membership petitions to initiate impeachment proceedings. All members of the organization shall be made aware of the impeachment proceedings no later than six days prior to the public proceedings. The impeachment proceedings shall occur as follows:

- i The Elections Coordinator shall be the presiding Officer.
- ii The presiding Officer shall have no vote.
- iii In the absence of the Elections Coordinator, the presiding Officer will follow the order of precedence skipping the officer facing impeachment.
- iv The Complainant shall have five minutes to explain the reason for initiating the proceedings and in response, the Defendant shall have five minutes of defense, followed by a thirty-minute question period;
- v The Complainant and Defendant shall both be afforded four minutes for closing remarks.
- vi A simple majority vote is required to remove an Officer from Office. In the result of a tie, the presiding officer shall vote to break said tie.

#### **ARTICLE VII: ORGANIZATION DISSOLUTION**

##### **Section A. Dissolution Requirements**

This organization shall be dissolved upon a unanimous vote of the elected Executive Board and a three-fourths (3/4) vote of general voting members. The organization may be dissolved in the event that the organization elects to merge with another club, or if the number of members should drop below the roster requirement outlined by the Office of Student Life.

In the event of the dissolution of this organization, the Executive Board shall, after payment of all liabilities of the organization, dispose of all assets of the organization in the following fashion:

- i. Forward the remaining assets to the College Democrats of Ohio and/or College Democrats of America with the request that they should be retained in an account and made available to this organization should it ever be reorganized within one (1) year of dissolution, or;
- ii. Contribute the assets to a nonprofit organization, the purpose of which is to serve the needs and residents of the State of Ohio.

#### **ARTICLE VIII: CONSTITUTIONAL AMENDMENTS**

##### **Section A. Proposed amendments:**

- i. Shall be presented and distributed at one general membership meeting prior to the poll;

- ii. Shall be proposed only by voting members of the organization;
- iii. Shall have two sponsors;
- iv. Shall appear verbatim on the official ballot;
- v. Approval requires three-fourths of the voting members present.
- vi. Ratification of this Constitution requires a majority vote of the general membership.