Buck-I-Watch

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Buck-I-Watch

ARTICLE II. ORGANIZATION PURPOSE

Buck-I-Watch aims to create and grow a community for Ohio State sports fans by hosting socially responsible Buckeye football and basketball away-game watch parties. Our mission is to bring back to Columbus the same Buckeye spirit and camaraderie we all so passionately feel while packed into our home stadiums. We use this community to foster school spirit, introduce like-minded individuals, encourage new fandom, enliven the diehards, and ensure that no Buckeye ever has to watch another game alone!

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Buck-I-Watch *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

Buck-I-Watch *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

Buck-I-Watch *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

Membership is open to all student, staff, and faculty of The Ohio State University.

Section B. Member Selection

Prospective members are able to join by filling out the New Member form found on the website and joining the GroupMe groupchat. The link for the group chat is in the new member form.

Section C. Membership Timeline

New members are welcome to join at any point during the semester.

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 OSU Student Code of Conduct, they

can be removed through a majority officer vote, with the consultation of the advisor.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

Primary Advisors must be able to satisfy the following requirements:

Complete advisor training every two years, complete the anti-hazing training module available on BuckeyeLearn or through stophazing.osu.edu, submit online approval of the organization's registration every year, submit online approval of the organization's goals every year, submit online approval of any Council on Student Affairs (CSA) Operating or Programming funds requests initiated by the organization's treasurer, follow applicable laws, regulations, university rules, policies and guidelines, and complete relevant reporting obligations

Section B. Advisor Term

One year with the opprotunity to be reappointed.

Section C. Advisor Selection

An advisor may have formal connections to the organization through a direct appointment or

partnership with a campus department, though it is not required. The current executive board will make recommendations for a new advisor, and the new advisor will be selected based on a majority vote of the executive board.

Rules Regarding Advisor Selection:

The Primary Advisor must be a member of the faculty or administrative and professional staff selected by the student organization.

Classified civil service employees, graduate administrative associates, and emeritus and retired faculty/staff may serve as co-advisors, but the primary faculty/staff advisor must complete the certification process for the organization to be registered.

Advisors should not be on extended leave without mutually agreed upon contingency plans to provide for the organization's needs during their absence. This can come in the form of regular communication during the leave or bringing on a co-advisor.

Section D. Advisor Replacement

For the replacement of an Advisor, the executive board shall follow Section C above in the selection process.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The club leadership shall consist of the Executive Committee. A single person may not hold more than one position, and all positions *must* be filled. The Executive Committee shall be comprised of the following positions (see the attached links for detailed information on each executive's roles and responsibilities):

- President General duties:
- Help plan events
- Lead 30 minute Zoom meetings (on Thursdays before events)
- Send Out Email Blast to Members (see Email Templates folder for more info) – on Weds. the week of event
- If No Events Approx. 1 Week From End of Current Month, Email Out Next Month's Upcoming Event Schedule – on Mon/Weds. approx. 1 week from end of month
- Update Current Semester's RSVP Form (with date & location for next event) & Spreadsheet (instructions below) – afternoon of event or day after event
    - Update the RSVP Spreadsheet:
        - Go to the linked spreadsheet → Fall/Spring Semester RSVP Form (Responses)
        - Highlight the entire "Event:" column
        - Click the "create a filter" (funnel-shaped icon) on the top toolbar
        - Click the filter icon that propagates in the "Event:" column
        - Check only the most recent event from the list of options
        - Copy all the filtered entries for the event
        - Create another sheet by clicking the "+" at the bottom left of the screen
        - Paste all the filtered entries for the event into this new sheet
        - Rename this sheet to the name of the watch party (ex: "OSU v TTUN")
        - Go back to the original sheet and delete all the filtered entries for the event

        - Click the “create a filter” (funnel-shaped icon) on the top toolbar again to remove the filter
        - Highlight all the blank rows and click “delete rows _ - _”
    - Update the RSVP Form:
        - Go to current semester’s RSVP form and update the info in the description for the next watch party
            - If a sport tournament event, link that sign-up form in the description
        - Remove past events from the list of options under the “Events:” question
- Finalize flyers (with time and location info) and upload them to their appropriate sub-folder in Graphics folder

- Vice President General Duties:

- Help plan events
- Help lead 30 minute Zoom meetings (on Thursdays before events)
- Welcome members to events, help with check in process and try to get as many new sign-ups as possible
- Send Out Exec Board Weekly Updates & Reminders Email (based on tasks from exec calendars

- Treasurer General Duties:

- Help plan events
- Attend 30 minute Zoom meetings (on Thursdays before events)
- Email Angela Britton (britton.190@osu.edu) Buckeye Funder Pre-Event Info – Weds. the week of event
    - Details of the event
    - Expected purchases that will be requested for reimbursement
    - Space reservation confirmation email (for on-campus events only)
- Update expenditures spreadsheet & budget spreadsheet with exact expenses — afternoon of or day after event as well as when account balance changes
- Send Amazon gift card to giveaway winner(s) – afternoon of event or day after event
    - Emails can be found in each RSVP form response spreadsheet
- Submit Buckeye Funder reimbursement request – afternoon of or day after event
    - For marketing reimbursement, email britton.190@osu.edu an itemized invoice from the graphic designer as well as the Venmo transactions showing payment
    - For giveaways, purchase gift cards instead of giving winners cash/Venmo – email e-commerce receipts and B1G approvals to britton.190@osu.edu
    - For all other expenses, email pictures/screenshots of itemized/e-commerce receipts & B1G approvals to britton.190@osu.edu
- Pick up checks from the resource room & cash them
- Especially after summer and winter break (*if necessary*: send email to extend pickup window)

- Executive Director of Operations General Duties:

- Help plan events
- Attend 30 minute Zoom meetings (on Thursdays before events)
- Lead Operations Team to coordinate the following tasks:
    - Print Flyers in Resource Room – by Friday the week before event or by Monday the week of event
    - Hang up Flyers – by Monday or Tuesday before event
    - Pick up Coca-Cola products from the Union (Resource Room in KBK)
    - Pick up food for events
- Set-up & clean-up for events (hang up banner and organize tables and chairs)

- Co-Directors of Operations General Duties:

- Help plan events
- Attend 30 minute Zoom meetings (on Thursdays before events)
- Work together under the leadership of the Executive Director of Operations to complete the following tasks:
    - Print Flyers in Resource Room – by Friday the week before event or by Monday the week of event

    - Hang up Flyers – by Monday or Tuesday before event
    - Pick up Coca-Cola products from the Union (Resource Room in KBK)
    - Pick up food for events
- Set-up & clean-up for events (hang up banner and organize tables and chairs)

- Social Media Cordinator General Duties:

- Help plan events
- Attend 30 minute Zoom meetings (on Thursdays before events)
- Monitor new member join requests every couple of days and engage the Twitter Community – post polls, questions, and reactions before, during and after Buckeye games/other major sports events, when big news comes out, etc.
- Member Monday Instagram Post – every Monday that doesn't conflict with event posting
    - Make a copy of Member Monday template (on Canva), fill it in with info from the Member Monday Spotlight Spreadsheet & add the completed graphics to the Member Monday folder in the Google Drive
- *Optional*: Send a Member Monday Reminder in Instagram/GroupMe (only if there are no sign-ups for that week)
- Post Event Flyer to Instagram (post and story) – on Weds. the week of event
    - Put in correct story highlight
    - Caption: Include "RSVP in Bio!" & Instagram Hashtags
- Post in GroupMe – on Weds. the week of event (see GroupMe message)
- Send Final Reminder in GroupMe and on Instagram Story – morning of or day before event
- Add RSVP sign-in form to LinkTree – day of event (upon arrival)
- Take Photos & Videos at the event
    - Every event take at least:
        - 1 video of everyone before/at beginning of game (story - include location, 15 mins before kickoff)
        - 1 photo of everyone (highlighting the turnout to the event)
        - 1 video of the food (story - tag restaurant)
        - 1 video of reactions (or more if bigger event)
        - 1 photo highlighting the event's special theme (if applicable)
- 'Thank You' Instagram Post – afternoon of event or day after event (put story in correct Insta highlight)
    - Thank You Post:
        1. Photo of everyone
        2. Best video(s) of reactions
        3. Photo of that event's theme (if applicable/if not already highlighted by main photo)
        4. Video of food platter
        5. Include hashtags and tag giveaway winner(s) in caption (score predictions can be found in each RSVP form response spreadsheet)
- Upload Photos & Videos from Events to the "Photos & Videos of Events" Folder in Google Drive – afternoon of event or day after event
- Update LinkTree – afternoon of event or day after event
    - Add upcoming sport tournament Google forms/other situationally relevant forms & remove outdated forms
- *If applicable*: Post Monthly Event Schedule to Instagram – on Mon/Weds. approx. 1 week from end of current month (whichever day doesn't conflict with an event post)
- Make a copy of Monthly Event Schedule Template (on Canva) and fill it in with info for each month that has 3+ events

- Director of Fundraising General Duties:

- Help plan events
- Attend 30 minute Zoom meetings (on Thursdays before events)
- Plan and coordinate unique and profitable fundraising opportunities
    - **Fundraising Resources for Student Organizations**
- *See Page 5 for a list of local businesses willing to help fundraise student orgs

Advisor: ensures that our organization is annually registered and operating as intended.

Section B. Officer Eligibility

Any member who has been apart of Buck-I-Watch for at least one year may apply for an officer role.

Section C. Officer Selection Process

Officers are interviewed and selected by the president. In a change of president, the entire executive board from the previous year will vote on the selection of a new president and new board members.

Section D. Officer Removal

If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority member vote or unanimous vote of the other officers, with the consultation of the advisor.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

If determined with a unanomius vote among the executive board, the club will be dissolved. Taken into effect will be total membership numbers, event attendance, and other factors going into this vote.

Section B. Dissolution Procedures, including Assets and Debts

The treasurer will be responsible for figuring out how to take care of all outstanding debts. All real and financial assets will be donated to a charity of the board's choosing.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Any amendments made to the constitution require a 2/3rds super majority of the executive board. Amendments can be recommended and voted on in any meeting.