

C S C | A

AT OHIO STATE

Charter

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This Charter is a union agreement between two parties: “The Columbus Society of Communicating Arts” (CSCA) and “CSCA at Ohio State” (CSCA@OS) — the student organization of Visual Communication Designers within the Department of Design, the Ohio State University.

BYLAW #1

Ohio State, Recognizes _____ a student organization as designated by the Ohio State University Office of Student Life — as an official student chapter of the CSCA

- Add Charter bylaws to constitution of both parties

BYLAW #2

- Work together to create an environment conducive to student learning and networking at CSCA events (presentations, Social Hour, student events, etc.)
 - CSCA will continue to plan student-focused events with a goal of working with CSCA@OS to develop more and better student activities, opportunities, and yearly events
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	<ul style="list-style-type: none"> • Work together to connect Communicating Arts students and educators from all Central Ohio design schools, including Ohio State, CCAD, Ohio Dominican, Otterbein, etc. • CSCA@OS will work to drive attendance to CSCA events
BYLAW #3	<ul style="list-style-type: none"> • Document and ensure a yearly renewal of this charter during the change of active leaders and committee members of both parties
BYLAW #4	<ul style="list-style-type: none"> • Both CSCA and CSCA@OS will maintain open lines of communication • At least one CSCA@OS student member will attend monthly CSCA volunteer meetings (if possible) • CSCA@OS student members will help post and pass out monthly event posters (distributed at volunteer meetings) on the Ohio State University campus • CSCA leadership will document and distribute Volunteer Meeting notes to CSCA@OS leadership. CSCA@OS leadership will distribute to involved students and faculty • CSCA@OS will promote CSCA events and design student events through email and social media
BYLAW #5	<ul style="list-style-type: none"> • CSCA@OS will pay \$200 to CSCA. Ohio State Visual Communication Design undergraduate and graduate students will receive student memberships • Renewable yearly during the summer semester
	<i>ustments</i>
BYLAW #6	<ul style="list-style-type: none"> • Official titles of student leadership will begin with the word "student" ("Student President", "Student Treasurer", etc) so that they do not conflict or are confused with CSCA leadership titles
BYLAW #7	<ul style="list-style-type: none"> • CSCA@OS will function as a student group underneath CSCA, and will not use the name "CSCA" for an autonomous group or organization without the consent of CSCA
BYLAW #8	<ul style="list-style-type: none"> • CSCA@OS will avoid posting duplicate CSCA-led events on a public social media as these duplicate posts could be confusing to the public • CSCA will post detailed and up-to-date event information on Facebook and social media. CSCA@OS should share these postings • CSCA@OS will post detailed and up-to-date event information on Facebook and social media for CSCA@OS-led events (Senior Exhibition, etc.)

Constitution and By-laws

CSCA at Ohio State

Article I

CSCA at Ohio State

Section 1

Details of AIGA affiliation:

<http://www.aiga.org/student-groups-about/>

About AIGA student groups

AIGA encourages the formation of student groups at colleges and universities and is committed to developing these groups as a way of encouraging students to take the first step in demonstrating a commitment to their professional interest and assisting them in understanding the profession. The goal of the student groups is to get the student involved in the local design community, create a community of their own and help them build leadership skills that will be valuable as they move into the professional world.

Requirements for AIGA student groups

These requirements reflect our experience of the past several years of what makes a successful group. Adhering to them will help ensure that the group runs smoothly and enables students to get the most out of their AIGA membership.

- Each student group must have a faculty adviser, who must sign a [formal agreement](#) in order to activate the group. The faculty adviser is the liaison between the students and AIGA and is responsible for the formation and maintenance of the student group. In return for the extra work required of the faculty adviser to run a successful group, AIGA provides the adviser with a complimentary membership at the Supporter level for taking on the responsibility of starting and running the student group.
- Each group must have at least 10 students with active AIGA memberships at all times.
- The faculty adviser must sign and return the student group agreement to start or continue a group. Signed agreements are due once a year to renew.
- The faculty adviser is required to maintain a roster of who is in the group; a current listing of the students affiliated with the group may be viewed by logging into the adviser's AIGA profile at my.aiga.org.
- The faculty adviser must encourage students to keep their contact information updated (e.g., change of address, email, graduation date, major) by logging in to their own profiles at my.aiga.org.

- The faculty adviser is required to submit a year-end report outlining the group's activities throughout the year. The reports are due by July 1.
- The faculty adviser assumes accountability for programming funds collected and spent.

Resources for students and faculty advisers

Student groups have several resources at their disposal to help them run meetings, create programming and locate resources.

- Most local AIGA chapter boards have a chapter education chairperson who will be your primary contact. [Find your board member!](#)
- Please read through our tips for [how to run a successful group](#).
- [Contact us](#) (call 212 710 3130) if you have questions about running your group, including funding, resources or supplies.
- [Connect with other student groups](#).

Relationship between AIGA chapters and student groups

A student group at a university automatically becomes affiliated with the chapter nearest to it. The faculty adviser should be recognized as an asset of the chapter, assisting in involving the students in AIGA and in programming for their own interests, in distributing materials and in keeping student records (particularly addresses) current. The student advisers within a chapter should work together to combine assets and create programming that will involve more students and build a strong community.

AIGA feels strongly that student groups should, as much as possible, be involved in programming their own events. This activity provides an opportunity for training future chapter officers and instills a sense of responsibility towards the organization. Chapters receive a portion of each members' dues to support local programming. We encourage the chapter to develop a mechanism for granting each student group a portion or all of those funds for programming activities on campus.

Renewing student groups

A new agreement must be signed and returned to AIGA each year, to confirm that the student group will continue, and to renew the faculty adviser's complimentary membership. Failure to return a signed agreement will cause the student group to be deactivated.

Number of student groups per campus

AIGA will recognize one (and only one) faculty adviser per campus. Other faculty members are encouraged to take advantage of the Supporter level and select "educator" as their primary attribute. See [membership for design educators](#) for more information.

Section 2

CSCA at Ohio State, is the student equivalent of the professional association for design, which stimulates thinking about design, demonstrates the value of design, and empowers the success of designers at each stage of their careers. Student chapters, such as this one, strive to broaden the design experience of each student by working with professionals to help students contextualize their craft and learn how to practice better.

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.

Voting membership should be defined as limited to currently enrolled Ohio State students enrolled in the Department of Design. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members. [For educational and leadership development reasons, student organizations are to be student initiated, student led, and student run.]

Article III

Organization Leadership:

President

Vice President

Secretary

Vice President

General Membership includes, but is not limited to due paying AIGA members.

Article IV

This Leadership Committee (like a board of trustees or directors) 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. In many organizations, this Committee is comprised of the organization leaders, chairpersons of the standing committees, and sometimes ex officio members from related student organizations.

Article VI

Executive Committee terms lasting one year.

Executive Committee members will be voted on at the end of each year (spring semester) for the following fall semester. Members can be re-elected, or replaced depending on the outcome of the voting.

Article VII

Advisor(s) or Advisory Board: Qualification Criteria.

Advisors of student organizations must be members of the University faculty or Administrative & Professional staff.

The role of the advisor is to ensure the sustainability of the organization from year to year on behalf of the Department of Design.

Article VIII

Meetings of the Organization:

Two general meetings of the membership may be required each academic term except for summer.

Article IX

Method of Amending Constitution: Proposals, notice, and voting requirements.

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. 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).

Article X

If the organization becomes inactive, bank account funds will remain under the care and name of the advisor. The organization should not go into debt for any reason.

By-Laws

Article I

Parliamentary Authority

Most organizations use Robert's Rule of Order to govern their organization's decision making except when these rules are inconsistent with their constitution or by-laws of the organization. These rules are of Western cultural origin, and based on the premise that "though the minority shall be heard and absentees protected, the majority will decide." A recommended wording is "The rules contained in [specify the source for parliamentary practice] 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

Any design student, paying or non-paying for AIGA membership may be a member of CSCA at Ohio State. Any design student who express interest, attends a meeting and signs the list, will be included as a member of CSCA at Ohio State.

Student members should continue attending meeting and events and stay updated through the organization's email list and facebook page.

Article III

Executive Committee members will be voted on at the end of each year (spring semester) for the following fall semester. Members can be re-elected, or replaced depending on the outcome of the voting. Members that wish to run for the Executive Committee must be in good standing with the university and a member of the Visual Communication Design program at The Ohio State University. Members can nominate themselves if they wish to run for the Executive Committee on the day of elections. However, under certain circumstances (ex. illness, class, family emergency), write-in nominations may be made and these members can still be a part of the election for Executive Committee members despite not being present for the election. Voting will be executed via whatever voting method is decided upon on the day of elections.

If a member of the Executive Committee resigns mid way through the school year, another member of the AIGA student organization may be nominated and voted for.

Article VI

The advisor of AIGA @ OSU should be available for consultation, advice, and any other needs as these arise. The advisor does not need to attend meetings, but is welcome to and should read the meeting minutes so as to stay updated on the group.

Article VII

Meeting Requirements will vary depending on the amount of people present on voting days. The vote will be open to all members at the meeting and will be determined by popular vote. In the event of a tie, the issue at hand will be discussed further and put to vote again at a later date.

Article VIII

Method of Amending By-Laws Should be similar to amending the constitution. However, by-laws are apt to change more often than the constitution, thus amending should be somewhat easier. 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 2/3 majority vote of the membership present (a quorum being present).

Constitution Rev: 10/1/2016