

Constitution

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1 - Name: Code 4 Community at The Ohio State University (or Ohio State)

Section 2 - Purpose: Code 4 Community at The Ohio State University seeks to use programming to demonstrate and implement the benefits of computer science in the world by reaching out to non-profit and charity organizations--including student organizations with a focus on charity work--that would benefit from technical assistance, which may include (but is not limited to) creating websites, developing applications, or writing programs for organizational purposes. Code 4 Community may also host workshops or events available to the surrounding community that teach basic knowledge of programming. Code 4 Community will do this at no cost to the organizations or participants and will simply work to allow the community to see the positive impact of computer science and grant its members the ability to gain real-world experience that may be applicable in a later career.

Section 3 - Non-Discrimination Policy: This organization and its members shall not discriminate 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 bases under the law, in its activities, programs, admission, and employment.

Article II - Membership: Qualifications and categories of membership

Section 1: Voting membership in Code 4 Community at the Ohio State University shall be open to all currently enrolled students at the Ohio State University. Other non-student members, such as alumni, faculty, professionals, etc., are encouraged to become members, but only as non-voting associate or honorary members.

Section 2: Membership is open to anyone who wishes to become a member. There is no application process, but all members must honor the integrity of Code 4 Community and work hard to uphold the organization's purpose. All members and officers must be in good academic and judicial standing with The Ohio State University. Non-OSU student members cannot vote, hold office, or benefit in any way from University funds. Persons obtain membership by supporting all functions, activities, and programs of the organization by attending meetings, working hard to complete projects, and helping run workshops. Projects shall be the top priority of members, and completion of the projects depends on work done during club meetings and individually by members.

Article III - Methods for Removing Members and Executive Officers

Section 1: If a member engages in behavior that is detrimental to advancing the purpose of Code 4 Community at The Ohio State University, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

Section 2: Any elected officer of the chapter may be removed from their position for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of Code 4 Community at Ohio State, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. In the event that officers are not fulfilling their specific duties, general members have the right to question the conduct, actions, and/or work of any elected officer, advisor, committee chairperson, appointed representative or member. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

Section 3: In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership

Organizational leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization's voting membership.

Section 1 - Leadership Roles: The President, Vice President, and Treasurer of Code 4 Community at Ohio State will be elected for the term of one year (Autumn and Spring Semesters).

Section 2 - Duties:

President: The President of Code 4 Community at The Ohio State University will be responsible for organizing, scheduling, and planning meetings for the club. The President will make sure the members know of the meetings via email. The President will be the main member responsible for pursuing projects and clients for the organization to take on. They will be responsible for meeting with potential clients and upholding the integrity and purpose of the club in their correspondence. Upon taking on a project, the President shall select a reasonable time table to work on the project. They will inform members of the task and help them in their research and completion of the project. They will make sure all members are on task, working in a reasonable manner, and getting projects completed. The President will also be responsible for helping organizing workshops, or assigning another member of the Executive Committee to lead in organizing workshops. The President will be responsible for regularly checking in with the Vice President, Treasurer, and Advisor to make sure things are running smoothly.

Vice President: The Vice President of the organization will be responsible for helping the President run meetings, pursue clients, and organize workshops. The Vice President will have an active part in completing projects and assisting members when they have questions or need assistance with a project. The Vice President will help gain and organize facilities in which the program will be held.

Treasurer: The Treasurer of Code 4 Community at Ohio State will be in charge with all the funds within the club, which may include (but is not limited to) organization, recording, and keeping (banking) of the money. The Treasurer will also be involved in all fundraising for the club. The Treasurer must follow exact protocol stated by Ohio State concerning payments, refunds, dues, and any other financial duty. The Treasurer may also be involved in sponsorship outreach and event coordination. The Treasurer should be prepared to attend client meetings and meet with the Executive Committee when necessary.

All officers will assist with the recruiting of students to enlarge the general body and raise campus awareness of Code 4 Community at the Ohio State University. Officers must fulfill their duties and responsibilities efficiently and punctually. They must work hard to uphold the integrity and purpose of the organization.

Section 3 - Advisor: The Advisor of Code 4 Community at the Ohio State University shall be decided upon by the executive officers of the organization. The Advisor must be a member of the University faculty or staff. Responsibilities of the Advisor are to complete the advisor training every two years, submit online approval of the organization registration every year, submit online approval of the organization goals every year, and be listed as the signatory on the organization's bank account. Responsibilities of the Advisor may be extended further should the advisor desire more involvement within the organization.

Article V - Election / Selection of Organization Leadership

Section 1 - Election Rules and Procedures: Elections for Code 4 Community at Ohio State will be held at the end of Spring Semester and will be held in order to appoint new officers (President, Vice President, and Treasurer) for the following year's Autumn and Spring Semesters. The previous year's officers will work with the newly appointed officers to make sure they understand the duties and responsibilities of the position. The election process includes a vote of all active members taken through a paper or electronic ballot. Officers are selected by a majority vote. Every member will have the opportunity to vote for the officers. Each member may vote exactly one time.

Section 2 - Selection: Officers (President, Vice President, Treasurer, and Secretary) of Code 4 Community at The Ohio State University are selected by a majority vote. In the event of a tie, a tie-breaker vote will be performed by a member of the Executive Committee from the previous year who is not running for the position being voted on. If all members of the previous Executive Committee are running for the same position and there is a two-way tie, the member of the executive board not involved in the tie will cast a tie-breaker vote. If there happens to be a three-way tie, the faculty advisor will be contacted to cast a tie-breaker vote. Any member who desires to be an officer needs to express interest and he or she will be put on the ballot. Members may be nominated for office by other members, but approval from the person being nominated must be obtained before they are put on the ballot. Only students currently enrolled at The Ohio State University may hold office.

Section 3 - Resignation / Impeachment: In the event of a resignation or impeachment of any of the officers for any reason, the member with the next highest number of votes should take up the position if

they are still eligible and express interest. If they are not eligible or do not express interest, then the member with the next highest votes will take up the position, and so on. If no member from the previous ballot is eligible or expresses interest, a new election will be held for that specific position. The same rules and procedures for a regular election would apply.

Section 4 - Eligibility: Members must have active membership status for at least one semester before they are able to be put on the ballot for an officer position. Active membership status includes, but is not limited to, regularly attending meetings and working hard to uphold the purpose and integrity of the club. They must be in good standing with The Ohio State University.

Article VI - Executive Committee: Size and composition of the Committee.

Section 1 - Composition: The Executive Committee will generally consists of the organizational leaders of the club, including the President, Vice President, and Treasurer. In the event that the Code 4 Community at Ohio State would grow to 15 members or larger, project leads may be appointed that would then become a part of the Executive Committee.

Section 2 - Duties: The Executive Committee will be a representation of the general membership of Code 4 Community at Ohio State, and as such will work to ensure the integrity and purpose of the club is upheld. The Executive Committee will have meetings on a regular basis and will make sure the organization is completing projects and working hard during meetings.

Article VII - Advisor(s) or Advisory Board: Qualification Criteria

Advisors of Code 4 Community at Ohio State must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. Responsibilities of the Advisor are to complete the advisor training every two years, submit online approval of the organization registration every year, submit online approval of the organization goals every year, and be listed as the signatory on the organization's bank account. Responsibilities of the Advisor may be extended further should the advisor desire more involvement within the organization.

Article VIII - Meetings and events of the Organization: Required meetings and their frequency.

Meetings will be held each week at the designated meeting location. This location is to be determined each semester. Weekly meetings are to be canceled or changed depending on special circumstances, which may include, but are not limited to, holidays, natural disasters, and special events.

Article IX - Attendees of Events of the Organization: Required events and their frequency.

The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

The consequences that the member or event attendee may face will be decided by the Executive Leaders of Code 4 Community at Ohio State.

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

Any proposed amendments of Code 4 Community at Ohio State should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should require a two-third majority of voting members or a majority or two-thirds of the entire voting membership of the organization, present or not. All members abstaining from the vote will not count towards the total. The constitution should not be amended easily or frequently.

Article XI - Dissolution of the Organization

Section 1 - Approval of Dissolution: The organization shall dissolve under strict orders by Ohio State University or if it fails to pass reregistration. If the organization has changed direction and no longer follows the Purpose in this document, the club may dissolve following a three-fourths vote by all members.

Section 2 - Assets: Any memberships owned or services paid for by the organization shall be immediately cancelled, unless they incur a cancellation fee, which must be reimbursed by Ohio State University. If the fee cannot be reimbursed, Ohio State officials must aid in the resolution of the asset. Any asset that is completely owned by the organization may be donated to the Ohio State University or returned or sold to help pay for any potential debt.