Constitution and By-Laws Guidelines for ABA@OSU

**Constitution**

**Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.**

**Section 1**: Name: ABA@OSU

**Section 2** - Purpose: We will grow the field of applied behavior analysis for undergrad and graduate students through guest speakers, site tours, conferences, discussions, and social events.

**Section 3** - Non-Discrimination Policy: The University’s non-discrimination statement outlined in the Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment 1.10 (https://hr.osu.edu/public/documents/policy/policy110.pdf) is as follows:

*“The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Ohio State does 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.”*

This organization does 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.

As a student organization at The Ohio State University, ABA@OSU expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

**Article II - Membership: Qualifications and categories of membership.**

**Section 1**: As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee. Article III – Methods for Removing Members and Executive Officers

**Article III- Methods for Removing Members and Executive Officers**

III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, 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.

III.b. Any elected officer of the chapter may be removed from their position for cause. 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 this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

III.c. 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**

Primary Leader (President): Meghan O’Neal

Secondary Leader (Vice President): Kayleigh Stine

Treasurer: Shelby Bauer

Advisor: Dr. Christina Billman

**Article V- Election / Selection of Organization Leadership**

Executive committee will nominate and vote for president and vice president. General elections will be held for treasurer and any other elected office. President and vice president elections will be held by the end of February. Other elections will be held at the end of the school year.

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

The president position will be held by a graduate student. The vice president position will be held by an undergraduate student. All other positions will be available to qualified members. Executive board members can only serve two consecutive years in their position unless no one else is available to serve that position.

**Article VII - Standing Committees (if needed): Names, purposes, and composition.**

There is the potential for committees to form; however, at this time we do not have any planned.

**Article VIII – Advisor(s) or Advisory Board: Qualification Criteria.**

Our advisor, Dr. Christina Billman, will be required to attend all mandatory trainings as set forth by the university. If the advisor feels that she cannot attend the required trainings, she will inform the executive board within six months of required training. She will be available to the executive board when needed and attend monthly meetings when available.

**Article IX – Meetings and events of the Organization: Required meetings and their frequency.**

General meetings will be held once a month. An additional meeting will be held every month for speakers, social events, volunteering opportunities, etc.

**Article X – Attendees of Events of the Organization: Required events and their frequency.**

X. 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.

**Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.**

Constitution will be evaluated at the end of each school year. The new and old executive board will hold a vote for any changes. In the event of a tie, the current advisor will be the tie breaker.

XI. Any proposed amendments 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 either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

**Article XII – Method of Dissolution of Organization**

In case of dissolution, the general members and executive board will vote on an organization benefiting autism for our funds to be donated to.

**By-Laws**

**Article 1 – Parliamentary Authority**

A recommended wording is “The rules contained in Robert’s Rule of Order 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- Membership**

Anyone affiliated with the university is able to join the organization at any time during the school year. Dues will be $5 per year and are due at the second general meeting that the member attends. Some additional meetings may be at the member’s own cost.

**Article III- Election / Appointment of Government Leadership**

Executive committee will nominate and vote for president and vice president. General elections will be held for treasurer and any other elected office. President and vice president elections will be held by the end of February. Other elections will be held at the end of the school year.

**Article IV- Executive Committee**

President will be in charge or attending required trainings, listservs and emails, securing guest speakers, and be in charge of the social media accounts.

Vice president will be in charge of scheduling extra events and making handouts for regular meetings.

Treasurer will be in charge of attending required meetings, collecting dues, maintaining budget, recording attendance, and organizing fundraisers.

Executive committee and advisor will collaborate on regular meeting topics and volunteer opportunities.

**Article V- Standing Committees**

There is the potential for committees to form; however, at this time we do not have any planned.

**Article VI - Advisor/Advisory Board Responsibilities**

Our advisor(s) will be required to attend all mandatory trainings as set forth by the university. If the advisor feels that she cannot attend the required trainings, she will inform the executive board within six months of required training. She will be available to the executive board when needed and attend monthly meetings when available.

**Article VII - Meeting Requirements**

Size and time will vary from semester to semester based on member availability.

**Article VIII - Method of Amending By-Laws**

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.