

# **The Edward S. “Beanie” Drake Student Leader Endowment Fund Constitution**

## Article I: Name and Purpose

### Section 1. Name

The name of this group shall be the Edward S. “Beanie” Drake Student Leader Endowment Fund.

### Section 2. Purpose

The purpose shall be to provide funds to enable deserving students to participate in campus activities when financial need might otherwise prohibit them from campus involvement. Solicitations for scholarships shall be limited to undergraduate student organizations at The Ohio State University, past recipients, and past Board members.

### 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: The Electoral Congress

### Section 1.

The Student Leader Endowment Fund Organization shall meet at least once a year. This required meeting shall be titled the Electoral Congress.

### Section 2.

Membership for the Electoral Congress is limited to undergraduate student organizations registered with the Student Activities Office and who have contributed fifty dollars (\$50.00) or more to the Student Leader Endowment Fund since the previous Electoral Congress.

### Section 3.

The Electoral Congress shall elect six representatives to the Edward S. “Beanie” Drake Student Leader Endowment Fund Board of Directors.

### Section 4.

- (a) Each member organization shall be entitled to two votes given by designated delegates. Member organizations may send student members to be nominated for the Board of Directors, so long as they satisfy the grade requirements established for officers of student organizations by the Code of Student Conduct.

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- (b) The incoming Vice-Chair, Treasurer, and incoming Director of Interviewing of the Board of Directors shall each be entitled to one vote.
- (c) The Chair of the Board of Directors shall cast a vote only in the event of a tie.
- (d) At least one advisor shall supervise counting of the ballots in order to ensure accuracy.

### Section 5.

- (a) Written notice of the Electoral Congress must be sent to each member organization within sufficient time prior to the meeting
- (b) Each member organization must be provided with a list of the responsibilities of the members of the Board of Directors.
- (c) Special meetings may be called upon request of one-fourth of the membership.
- (d) The meetings shall be conducted according to Robert’s Rules of Order for Parliamentary Procedure (Revised).

## Article III: Board of Directors

### Section 1. The Board of Directors shall consist of:

- (a) Two advisors selected by the student members of the Board of Directors. These individuals shall be members of The Ohio State University faculty or staff.
- (b) A Chair shall be appointed by the advisors and the retiring Chair during the Spring Semester. This person shall hold office for one year. This person shall be a member of an organization holding membership in the Edward S. “Beanie” Drake Student Leader Endowment Fund Organization.
- (c) A Director of Interviewing shall be appointed by the advisors and the retiring Chair. This person shall hold office for one year. This person shall be a member of an organization holding membership in the Edward S. “Beanie” Drake Student Leader Endowment Fund Organization
- (d) A Vice-Chair shall be appointed by the advisors and the retiring Chair. This person shall hold office for one year. This person shall be a member of an organization holding membership in the Edward S. “Beanie” Drake Student Leader Endowment Fund Organization.
- (e) Treasurer shall be appointed by the advisors and the retiring Chair. This person shall hold office for one year. This person shall be a member of an organization holding membership in the Edward S. “Beanie” Drake Student Leader Endowment Fund Organization.
- (f) The new Chair, Director of Interviewing, Vice-Chair, and Treasurer should be from the previous year’s board, if possible. If no Board members are eligible, then the Chair and advisors shall select from the undergraduate students that are members of member organizations, meeting all requirements.
- (g) Undergraduate students of member organizations or past scholarship recipients must fulfill the responsibilities of the Executive Secretary, the two Directors of Solicitations, the two Directors of Public Relations, and Director of Awards as per Article II, Section 2. These representatives shall hold a seat for one year.

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(h) No board member should serve in the same position for two consecutive years.

### Section 2. Election of the Board of Directors

- (a) The regular yearly election shall be held during the Electoral Congress. The new Board of Directors assumes its duties immediately following the election.
- (b) Elections of the six Board members shall be by secret ballot.
- (c) A majority vote of the Electoral Congress present shall be necessary for election of all members of the Board of Directors excluding the Chair, Vice-Chair, Treasurer, and the Director of Interviewing.
- (d) In the event that a Board member is not fulfilling his or her duties or is acting in a manner detrimental to the Board's success, the Board member may be discharged. All Board members reserve the right to address concerns about a Board member to the advisors and Chair. If the concern is legitimate, the Chair shall issue a warning to the member in question. If, for whatever reason, the member in question does not heed the warning, that member's future on the Board will be put to a vote. A two-thirds vote of the Board will be necessary to dismiss the member in question.
  - i. If the Chair is the member in question, the Vice Chair shall be in charge of this process.
  - ii. Legal issues involving a Board member and the success of the Beanie Drake Student Leader Endowment Fund shall result in immediate dismissal.

### Section 3. The Board

- (a) Meetings will be called by the Chair of the Board or by a majority vote of the Board.
- (b) The Board shall be responsible for maintaining the Student Leader Endowment Fund by solicitations of contributions.
- (c) A current member of the Board is ineligible to apply for or to receive a Student Leader Endowment Fund Scholarship Award.
- (d) The Board is responsible for the interest accumulated in the Student Leader Endowment Fund.
- (e) The Board shall plan, arrange and manage the selection of recipients of the annual scholarship. The Board shall:
  - i. Approve the recipients by a unanimous vote of the entire Board;
  - ii. Submit the names of the prospective recipients to the Financial Aid Office for approval before announcing the awards; and
  - iii. Arrange for an awards presentation.
- (f) The Board shall be responsible for publicizing the fund, its purpose, and the presentation of the annual awards.
- (g) The Board shall express its appreciation to each contributing organization.
- (h) The Vice-Chair, Treasurer, the Executive Secretary, the two Directors of Solicitations, the Director of Interviewing, the two Directors of Public Relations, and the Director of Awards shall exercise all rights and privileges as voting members of the Board of Directors.

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## Article IV: Officer Duties

### Section 1. The Chair shall:

- (a) Call and facilitate the meetings of the Board of Directors;
- (b) Participate as a voting member in the selections process;
- (c) Under advisement of the entire board, appoint a new board member in the event an elected member is unable to complete the term of office;
- (d) Register the organization with Student Activities Office;
- (e) Plan the annual retreat; and
- (f) Provide the Board of Directors with meeting agendas 24 hours in advance of said meeting.

### Section 2. The Vice-Chair shall:

- (a) Be responsible for membership development;
- (b) Oversee the Directors and assist them in any way needed;
- (c) Preside over any meetings of the Board of Directors in the absence of the Chair; and
- (d) Plan and execute the Electoral Congress.

### Section 3. Treasurer shall:

- (a) Maintain records of all contributions and disbursements and have them available upon request;
- (b) Distribute to the Board of Directors periodic reports outlining the financial status of the Fund;
- (c) Work with the Financial Aid in order to ensure the proper distribution of the scholarships;
- (c) Be responsible for maintenance and investment of the principal monies of the Student Leader Endowment Fund with the approval of the Board;
- (d) Obtain operation funds from the Council on Student Affairs;
- (e) Keep accurate records of all donations including the donor’s name and the amount contributed; and
- (f) forward the names of Board members and a list of recipients to the Development Office for alumni coding.

### Section 4. The Executive Secretary shall:

- (a) Compile and distribute the roster to the Board of Directors;
- (b) Reserve all meeting rooms;
- (c) Notify the Board of Directors of all meeting times and locations;
- (d) Keep an accurate and typed record of all meetings;
- (e) Be responsible for all constitutional revisions; and
- (f) Maintain and update the website of the organization;

### Section 5. The Two Directors of Solicitations shall:

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- (a) Work closely with the Treasurer;
- (b) Compile a detailed proposal of how the financial goals will be achieved;
- (c) Organize the solicitations presentation;
- (d) Be responsible for coordinating solicitations to all undergraduate student organizations;
- (e) Organize the solicitation of past Board members and past recipients; and
- (f) Promptly acknowledge the receipt of each donation through a letter of appreciation.

### Section 6. The Director of Interviewing shall:

- (a) Be responsible for revision and distribution of the scholarship application;
- (b) Designate the time and location of interviews; and
- (c) Outline and facilitate the entire selection process.

### Section 7. The Two Directors of Public Relations shall:

- (a) Be responsible for all aspects of publicity;
- (b) Work closely with the Directors of Solicitation in organizing solicitations presentations; and
- (c) Work closely with the Director of Interviewing in publicizing scholarship applications.

### Section 8. The Director of Awards shall:

- (a) Set a date for an awards presentation;
- (b) Decide upon the activities of the presentation and coordinate all activities therein;
- (c) Reserve a place on the University campus for the presentation;
- (d) Delegate major responsibilities of the presentation to other Board members as needed;
- (e) Decide upon the guests and number of guests to be invited to the presentation;
- (f) Manage aspects of food/beverages for the awards ceremony;
- (g) Handle all aspects of the photography used during the awards ceremony;
- (h) Print all certificates of the finalists and the recipients as selected by the Board;
- (i) Purchase certificate frames and plaques as needed; and
- (j) Forward the names of Board members, a list of recipients, the Awards program, invitation, photos and additional materials to University Archives.

## Article V: Advisor Duties

### Section 1. Attendance Requirements

- (a) One advisor must attend each of the general meetings of the Board of Directors.
- (b) One advisor must be present to greet, orient, answer questions, and introduce each applicant to the Board during the interviewing process.
- (c) Both advisors must be present during the selections meeting.

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- (d) Both advisors must be present during the awards ceremony, as facilitators and to verify the credentials and accountability of the Board of Directors.

### Section 2. Duties

- (a) The advisors’ chief responsibility shall be to advise the board on issues of procedure and fairness, particularly in the selection process, interviewing, and fiscal responsibility.
- (b) At least one advisor shall assist in counting the ballots at the Electoral Congress in order to ensure accuracy and fairness.
- (c) The advisors shall advise the current Chair in appointing the positions of incoming Chair, Vice Chair, Treasurer, and Director of Interviewing.
- (d) Advisors should ensure that the Board is obeying the constitution and adhering to the purpose of the Edward S. “Beanie” Drake Student Leader Endowment Fund, stated in Article I, Section 2.
- (e) No advisor shall vote in the selections process, nor on any issues brought before the Board.

### Section 3. Term

- (a) Each advisor shall serve a term extending a minimum of two years.
- (b) New advisors shall be selected and appointed by the Chair, under the advisement of all current Board members.
- (c) Advisor terms should be set in such a way that every year at least one of the advisors has a year or more of experience.

## Article VI: Fund Maintenance

### Section 1.

A minimum of one hundred and fifty dollars (\$150.00) shall be retained in the Student Leader Endowment Fund operating funds.

### Section 2.

At no time shall the principal monies of the endowment of the Student Leader Endowment Fund be accessed for any expenditures.

### Section 3.

At no time shall the total monies awarded exceed the total monies received as of the date of the awards ceremony.

### Section 4.

An annual operation allowance of up to one thousand five hundred dollars (\$1,500.00) may be diverted from the donations of student organizations, but not alumni donors to the

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operating funds. These monies shall assist in covering operating expenses including, but not limited to, postage, copies, awards, awards ceremony, brochures, etc.

### Section 5.

Donations to the Endowment Fund may be accepted from any source.

### Section 6.

A minimum of 10% of scholarship funds raised must be invested in the Endowment Fund.

## Article VII: Recipient Eligibility

### Section 1.

The recipients of the Student Leader Endowment Fund Scholarship:

- (a) Must be full-time undergraduate students at the Columbus Campus Autumn and Spring semesters following the receipt of the scholarship;
- (b) May be past finalists;
- (c) Must not have been past recipients of the scholarship;
- (d) Must not be current Board members, as stated in Article III, Section 3, or past Board members.

### Section 2.

- a) Applicants for the Student Leader Endowment Fund Scholarship must have completed one full-time semester of class at The Ohio State University by the application deadline.
- b) Post-secondary students and new transfer students are not eligible to apply for this scholarship.
- c) Campus change students are eligible to apply for the scholarship.

## Article VIII: Method of Dissolution

### Section 1.

- a) Should the Board cease to operate, all assets shall become property of the Office of Student Life and debt shall be paid from the Student Leader Endowment Fund checking account.
- b) Interest from the endowment shall remain in the current use account for a period of one year, then be reinvested in the endowment after the following year's interest is deposited in the current use account.

### Section 2.

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The organization may be re-established by:

- a) The selection of two advisors who shall be members of The Ohio State University faculty or staff and a Chair of the Board.
- b) A Vice-Chair shall be appointed by the advisors and the Chair.
- c) A Director of Interviewing shall be appointed by the advisors and the Chair.
- d) A Treasurer shall be appointed by the advisors and the Chair.
- e) An Electoral Congress meeting shall be called and Board members shall be elected from any student organization registered with the Student Activities Office.

### Article IX: Amendments

#### Section 1.

This constitution may be amended by a two-thirds vote of the Board of Directors

- Constitution revised and approved by the 2002-2003 Board of Directors (October 4, 2002)
- Constitution revised and approved by the 2007-2008 Board of Directors (May 8, 2008)
- Constitution revised and approved by the 2011-2012 Board of Directors (May 17, 2012)