

**500Firms**  
**At**  
**The Ohio State University**

**Constitution**  
*Enacted April 11, 2018*

&

**By-Laws**  
*Enacted April 11, 2018*

# **Constitution**

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## **Article I**

Name, Purpose, and Non-Discrimination Policy

### **Section 1 - Name**

500Firms

### **Section 2 - Purpose**

Empower OSU students with the principles and tactics required to obtain employment at top tier companies.

### **Section 3 - Non-Discrimination Policy**

500Firms is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. 500Firms 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.

500Firms 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, or admission.

## **Article II**

Membership Eligibility

Membership eligibility extends to any currently enrolled student of the Ohio State University. Membership is open enrollment and welcome to all students. Anyone that comes to at least one meeting and subscribes to the 500Firms email list may be considered a member. The organization shall be student, initiated, student lead, and student run. 500Firms maintains the right to collect dues in the future, but must be voted upon by the officers before the term and written in the by-laws.

## **Article III**

## Methods for Removing Members and Executive Officers

**III.a.** If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

**III.b.** Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two thirds affirmative vote of the executive board.

### **Article IV**

Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

New potential leaders are to be appointed by the existing leaders and voted upon by the general members. The titles of 500Firms's leaders are "president," "vice president," "treasurer," and "outreach officer."

Each leader, besides the outreach officer may maintain their position for a maximum of two years unless the officer voluntarily resigns, is discharged, or is no longer enrolled at the Ohio State University. The out-reach officer may retain their position for a maximum of three years. The two year term is limited by the leadership position rather than the leader him/herself. This implies that it is acceptable for a student to be outreach officer for two years and then act as president if he/she is elected. New officers may be nominated and voted upon by all members however, the nomination may be vetoed if all other officers oppose the appointment.

The duties of the president, vice president, treasurer, and outreach officer are shared and include all administrative duties. The specific responsibilities of each officer is listed in the by-laws and may be revised annually at the officers' discretion.

## **Article V**

Adviser or Advisory Board: Qualification Criteria.

Advisers of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an adviser who is not a member of the above classifications, a co-adviser must be chosen who is a member of these University classifications. The duty of the advisor is to provide advice for the officers when consulted.

## **Article VI**

Meetings of the Organization: Required meetings and their frequency.

At least two general meetings of the membership are required each academic term except for summer. Specific meeting expectations are listed in the by-laws and can be revised annually at the officers' discretion.

## **Article VII**

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, and should require three-quarter majority of voting members (a quorum being present) or a majority or three-quarter majority of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently

## **Article VIII**

Method of Dissolution of Organization Requirements

Should any organization assets and debt exist, disposing of these assets and debts should be returned to its rightful owner. If no solution is reached, the responsibility falls on the organizers.

# **By-Laws**

*Enacted October 12, 2017*

## **Article I**

### Parliamentary Authority

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

All details described in the above constitution.

## **Article III**

### Election / Appointment of Government Leadership

Election process details are described in the above constitution.

The roles of each leader is as followed:

#### I. President

The role of the president shall be to:

- a. Provide general supervision over the chapter;
- b. Preside at all meeting of the chapter and its officers;
- c. Assisting the other officer in the performance of their duties;
- d. Innovate new ideas, projects, and courses within scope of the club's goals;
- e. Timely file reports of each semester's activities, including date, objectives, topics of discussion and speakers.

#### II. Vice President

- a. Preside at all meeting in the absence of the president;
- b. Assisting the president and other officers in the performance of their duties;
- c. Determine semesterly schedule meeting days and times.

- III. Treasurer
  - a. Assist the other officers in event planning and operations;
  - b. Manage all club funds;
    - i. This includes managing the bank account,
    - ii. recording proof of purchase,
    - iii. and collecting event dues (if applicable).
  - c. Manage yearly audit by the department;
  - d. Ensure chapter receives funding from the Union's resources and volunteering efforts.
  
- IV. Outreach Officer
  - a. Assist the other officers in event planning and operations;
  - b. Email the general members monthly;
  - c. Direct marketing strategies.

#### **Article VI**

##### Advisor/Advisory Board Responsibilities

All details described in the above constitution.

#### **Article VII**

##### Meeting Requirements

All details described in the above constitution.

#### **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 (a quorum being present).

*Constitution Rev. April-2018*