

The Constitution of Squirrel Club at The Ohio State University
Article I- Name, Purpose, and Non- Discrimination Policy of the Organization

Section 1: Name: *The official name of this organization is “Squirrel Club at The Ohio State University.” The organization may also be referred to as “Squirrel Club.”*

Section 2: Purpose: *The purpose of Squirrel Club is to generate love and appreciation for the squirrels of The Ohio State campus. As an organization we'll discuss different aspects of squirrel-life. We intend to work together to raise money to purchase winter-friendly squirrel-homes, purchase squirrel-feeders, and personally feed squirrels on campus (legal in Franklin County) to ensure that the Ohio State squirrels are living comfortable lives. We will hold engaging events on campus in order to inform other students of the squirrel community at Ohio State. Events we'll host include: bake sales, t-shirt sales, campus scavenger hunts and obstacle races, and an “adopt a squirrel” fundraiser. We intend membership to be very inclusive, it'll be a “come as you please” atmosphere. This organization's main purpose is to gather appreciation for squirrels; anyone wishing to participate, whether it be once a semester or once a day, should be welcome to appreciate campus squirrels.*

Section 3: Non-Discrimination Policy: *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.*

Section 4: Sexual Misconduct Policy: *As a student organization at The Ohio State University, Squirrel Club at The Ohio State University 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

II.a. Any person interest and/or passionate about squirrels is welcome to join Squirrel Club. Membership fees are NOT required. However, we will offer optional dues. By paying these dues a member will receive an official Squirrel Club t-shirt in his/her requested size. Only current Ohio State students will have the privilege of voting rights within Squirrel Club. Others persons such as faculty, alumni, professionals, etc. are highly encouraged to become members of Squirrel Club. However, these persons will be regarded as associate or honorary members and will retain non-voting rights within Squirrel Club. Any prospective members are welcome to join Squirrel Club by contacting the president or attending any Squirrel Club meeting/campus function. Student members will gain many benefits from Squirrel Club. Their membership will provide the ability for them to learn more about squirrels through the organization, run for

executive board positions, receive email updates in regards to the organization, attend weekly meetings, attend or be involved in events and fundraisers, inform others on campus about how much they love Squirrel Club, and purchase official Squirrel Club apparel. Non-student members will be able to purchase official Squirrel Club apparel, opt to be on our email list, and are welcome to attend our meetings/fundraisers/events.

II.b. 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

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: *Titles, terms of office, type of selection, and duties of the leaders*

President- *Serves until Graduation or Resignation*

- *Leads weekly meetings*
- *Approves events/fundraisers/apparel/other necessary items*
- *Works closely with other executive board members to ensure all is running smooth*
- *Meets with official Student Org staff to answer questions others may have as well as ensure Squirrel Club is meeting expected requirements*
- *Oversees events and fundraisers*
- *Communicates to executive board as a whole to inform them of prospective fundraiser/events as well as executive board meetings and one on one meetings*

Advisor- *Not Available to students, Serves until Resignation*

- *Participate in bi-yearly training*
- *Approve goals and documents in online system manager*
- *Login to system manager once a month to ensure all is running smooth*
- *Respond to Executive Board emails in respectable time*
- *Meet with E-Board once a semester (not including summer)*

Vice President/ Secondary Leader- *Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection*

- *Works closely with President*
- *Ensures executive board members are meeting their position standards*
- *Responsible for tying up loose ends of communication*
- *Will be expected to operate meetings if President is unavailable*
- *Must be versatile and able to operate in many positions in the event that there is a vacancy of another executive board position*

Treasurer- *Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection*

- *Collaborate with other executive board members to create a realistic budget*
- *Apply for funding from The Ohio State University on behalf of the Squirrel Club*
- *Complete university-required training once a year (20-30 minutes per year)*
- *Keep track of club's finances in an organized measure that can be accessed by other executive board members*
- *Ensure that the organization is operating within budget at all times*
- *Will consult with President, Special Events Coordinator, and VP of Events in regards to the financial feasibility and productivity of Squirrel Club fundraiser events*
- *In charge of calculating gains from fundraising events*

Secretary- *Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection*

- *Record when and for how long the club meets each meeting (take the minutes)*
- *Create a summary each meeting of what took place*
- *Be able to share these notes with the Director of Membership and Publication Chair*

Apparel Coordinator- *Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection*

- *Works to design apparel that can be purchased by members of Squirrel Club*
- *Clothing designs will be intended to be appropriate for both genders to be able to purchase and wear*
- *Is expected to create multiple designs, create a survey, have survey approved by President, and collaborate with the Director of Membership to send the survey out to the members of Squirrel Club. Members will vote on their favorite design, majority rules, and that will be the design for that semester*
- *Clothing is an optional purchase for members*
- *Will also be expected to go through the same process for fundraiser-t-shirt sales*
- *If clothing is a successful, it may be considered to create more revenue for Squirrel Club*
- *Needs to be aware of deadlines and make sure clothing will arrive in time*

- *In the event of fundraising, must collaborate with Treasurer and reach an agreeable budget*

Event Coordinator- *Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection*

- *Will work to find events pertaining to squirrels that can be attended by the members of Squirrel Club together as an organization*
- *Will also work closely with President and VP of Events to put together fundraising opportunities for Squirrel Club*
- *Will be responsible for reserving rooms and time slots for weekly club meetings*
- *Ideally we will hold a fundraising event at least twice a semester*
- *If apparel will be needed, this person is responsible for collaborating with the Apparel Coordinator*
- *Responsible for making sure everyone and everything is where it needs to be on event/fundraiser days*
- *Delegate tasks to VP of Events*

VP of Events- *Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection*

- *Assistant to the Event Coordinator and works closely with Event Coordinator*
- *Is responsible for completing tasks assigned to them by the Event Coordinator*
- *Largely responsible for communicating to other executive board members on dates of events and when certain things are needed by*
- *Generally holds same responsibilities as the Event Coordinator*

Social Media Chair- *Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection*

- *Responsible for creating and maintaining an Ohio State Squirrel Club Instagram account*
- *Captions will be appropriate and intended to work towards gaining more members*
- *Responsible for creating and maintaining a large follower base*
- *Expected to post once a week*
- *Pictures should be of decent quality and non blurry*
- *May also be expected to create a Club Twitter, Facebook, and Snapchat*

Website Coordinator- *Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection*

- *Will create and maintain a website for Squirrel Club*
- *Website should include officer positions and the current officers name, upcoming Squirrel Club events and fundraisers, as well as our contact info. There should be a section that encourages people to join and informs them of our meeting time, location, and contact info.*
- *Website should be updated weekly*

Director of Membership- *Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection*

- *Expected to take attendance at every meeting*
- *Preferably using Google Sheets and sharing the document with the President*

- Responsible for going through attendance after each meeting and finding out if there are any new people who came to the meeting that day. If so, they are responsible for notifying the President of their osu emails/dot numbers so they can be added to the roster and email list
- At the end of the semester, will go through attendance to find who attended zero meetings that semester, inform the president of their osu emails/dot numbers and have them removed from the roster and emailing list
- If any behavioral issues with members arise the Director of Membership is expected to resolve these cases and inform the President of such incidents

Publication Chair- Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection

- Responsible for communicating to members via email about meeting times, dates, and events
- Communicates all necessary information to members of the club
- If volunteers will be needed for events/fundraisers the Publication Chair is expected to communicate this to the general members and generate a volunteer base

Director of Outreach and Engagement- Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection

- Will work closely with Recruitment Chair, Director of Events, and VP of Events
- Is responsible for making ends meet between fundraising events and potential new members
- Inform people who are not yet members of Squirrel Club of our fundraisers and events in order to create higher attendance
- Make new members/ those considering joining feel welcome in Squirrel Club's atmosphere
- Will be responsible for recruiting new/potential members to attend events and fundraisers
- Working to gain new membership through fundraiser engagement
- Will be present at all fundraisers/events (with a sign up sheet/laptop) to advocate Squirrel Club to potential members and encourage them to sign up

Recruitment Chair- Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection

- Responsible for recruiting new members
- Is expected to create, print, and post fliers (approved by President) on campus in order to recruit new members
- Will create and propose ideas to the executive board in regards to gaining new membership within the club
- Events with the sole purpose of increasing membership must be discussed with the Treasurer in order to insure appropriate budget. However, these events do not have to generate income for the club

Squirrelologist- Selected Via Calendar Year Application: Term is one year (beginning in January concluding in December), eligible for reelection

- Responsible for creating themes for each meeting (squirrel related)

- Will present 1-3 facts each meeting in regards to the selected them of the meeting
Leadership positions all matriculate into certain committees, see later in constitution
*The President reserves the right to create or dissolve Executive Board positions as seen best
first for the organization

- All members are expected to attend every meeting
- We are all human, conflicts happen, if a conflict arises and you cannot attend a meeting, it is very understandable, please contact the President within a timely manner and explain why
- All members of the executive board are expected to work together, responsibilities commonly overlap and intertwine, a successful club works together, not alone
- E- board meetings will most likely be held on a monthly basis to go over current happenings and any new ideas (we will do our best to find a time that works for everyone)
- Any new ideas from anyone are 100% welcome. We need all the ideas you can get. Your idea may also inspire others to build off of that idea.
- Members are expected to meet their position requirements. If you continuously fail to meet expectations you will be removed from the executive board.

Article V- Election/Selection of Organization Leadership

V.a. Leadership will be determined via an application process

V.b. The application will be made available around December 1st of each year. Application will be sent via email to all current members. Those who are not members of Squirrel Club cannot become Organization Leadership Members. Applications will be evaluated in regards to GPA, standardized testing scores, attendance at club meetings, as well as short answer responses to application questions. If interviews occur, they will also be included in the evaluation process.

V.c. If an overwhelming amount of applicants are provided, or it is a very close race, interviews may be held. If an interview process will be held, it will be in January after Winter Break. In the event that interviews are held, they will be conducted by the President, Vice President, and Treasurer. Together the Treasurer, Vice President, and President will vote or discuss amongst the three of them as to who they believe the best candidate for the position is.

V.d. Not all applicants are guaranteed a position. Applicants can expect to be notified in late January or early February.

V.e. If current Organizational Leaders would like to continue to serve as the Organization Leadership they are expected to fill out the application and attend potential interviews as are first time applicants. Current/Prior members are eligible for reelection but not guaranteed. In the end of November a survey will be sent out to all members of Squirrel Club asking to rate each individual Organization Leader 1-5 stars and explain why. Those Leadership Members who

achieve a 3.5 or higher ranking will be given priority in the application round (seeing as their constituents clearly liked their leadership ways). Those under a 3.5 will not be given priority but will also not be looked down upon or given less of an advantage than a first time applicant. They will just be entering the application neutrally.

Article VI- Executive Committee: Size and Composition of the Committee:

VI.a. The Executive Committee will be those of the Executive Board (Organization Leadership). Some members of the Executive Board/Organization Leadership will also be heads of our standing committees. Currently, heads of Standing Committees will be appointed by the President

VI.b Currently, all committees are roughly four members. In the future, this has the potential to expand to more than four members. Each committee will have a President and Vice President. All other members will be known as Representatives

Article VII- Standing Committees (if needed): Names, Purposes, and Composition:

VII.a. Apparel Committee

- President of Apparel Committee*
- Vice President of Apparel Committee*
- Apparel Committee Representative*
- Apparel Committee Representative*

VII.b. Social Media Committee

- President of Social Media Committee*
- Vice President of Social Media Committee*
- Representative of Social Media Committee*

VII.c. Recruitment Committee

- President of Recruitment Committee*
- Vice President of Recruitment Committee*
- Representative of Recruitment Committee*

VII.d. Events Committee

- President of Events Committee*
- Vice President of Events Committee*
- Representative of Events Committee*

VII.e. Financial Committee

- President of Financial Committee- Treasurer*
- Vice President of Financial Committee-*
- Representative of Financial Committee*

VII.f. Membership Committee

- President of Membership Committee- Director of Membership*
- Vice President of Membership Committee- Director of Publications*
- Representative of Membership Committee- Secretary*

VII.g. Squirrelentology Committee

- *President of Squirrelentology Committee- Squirrelologist*
- *Vice President of Squirrelentology Committee-*
- *Representative of Squirrelentology Committee- Mascot*

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

VIII.a. Advisors of student organizations 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.

VIII.b. Eligible advisors include all those who meet the above classifications and have an interest in Squirrel Club.

VIII.c. Responsibilities of the advisor include: Attending bi-yearly training, approving goals in the online management system, logging into the management system once a month to ensure all is on track, as well as responding to Executive Board emails in a timely member. If persons NOT on the Executive Board email the advisor, the advisor is allowed to forward the email to the President or whichever Executive Board member he/she sees fit. Advisors are not responsible for contacting or responding to the general membership body.

Article IX - Meetings and Events of the Organization: Required Meetings and Their Frequency

IX.a. In order to maintain membership, attendance at at least one general meeting and attendance at at least one event hosted will be required for membership each academic term (except for summer).

IX.b. If the organization does not have enough volunteers to help run an event, a completely randomized lottery will be held to determine who will help out of the event (like a draft). (If a member is picked, he/she cannot be picked again until all members have been randomly picked). If a member is randomly selected, he/she will be notified via email, at least forty eight hours prior to the event. If a member is selected it is required he/she attend the event. If the member absolutely cannot attend he/she must notify the President ASAP and provide documented proof. If the President approves the absence, the members name will go back into the lottery.

Article X- Attendees of the Events of the Organization: Required Meetings and Their Frequency

X.a. 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. This includes but is not limited to: destroying/interfering with Squirrel

Club property, harassing any faculty/students/staff on and off the Ohio State campus, as well as harassing/harming the Ohio State wildlife. Persons found participating in such activities will be reviewed and addressed by the Executive Board.

Article XI- Method of Amending Constitution: Proposals, Notice, and Voting Requirements

XI.a. 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 two subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third 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.

XI.b. The Executive Board may unanimously veto a proposal

XI.c. The voting membership body may vote to postpone the proposal vote. In order to achieve this three-fourths majority must vote to postpone the proposal vote. In this case, the vote must be postponed at least one day.

Article XII- Method of Dissolution of Organization: Titles, terms of office, type of selection, and duties of the leaders

XII.a. In the event that the organization dissolves, it is the President's role to contact Student Activities staff to ensure that all organization info is removed from the website. Should any assets be left over, it is the treasurer's responsibility to sell off these remaining assets. The profits gained from the sale of the assets, if any, will be donated to an organization pertaining to squirrels. If any debts remain, the sale of assets will be used to extinguish our debts. If after the organization remains in debt after the sale of all assets, it is the President and Treasurer's responsibility to generate fundraisers to aid these debts.