**Constitution and By-Laws Guidelines for Student Organizations**

The constitution and by-laws guide an organization in its operations and activities and, accordingly, are intended primarily for the organization’s benefit and use. The constitution contains the fundamental principles and structure of the organization and the by-laws outline the basic rules of procedure by which a group’s membership govern their organization.

The constitution and by-laws should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. Furthermore, Student Activities recommends that each member of an organization have a copy of the constitution and by-laws.

The following outline is provided to assist in the preparation of a constitution and, if needed, by-laws. Use this guide to prepare the constitution for your new student organization. A current copy of the constitution is required to be uploaded in to the Student Organization Management System through Student Activities website to approve your organization. If there are any problems or concerns with your constitution, a member of the Student Activities staff will contact you. Items listed below in bold are required, while other categories exist for your consideration as suggestions for your constitution. *The items listed with italics are suggested language to use in your constitution.*

**Constitution**

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

**Section 1: Name**:

Korean Broadcasting System (KBS)

**Section 2 - Purpose:**

To provide a healthy and academically purposeful activity for Korean students now attending OSU, and secondly, to engage the body of Korean OSU alumni now living in Korea, by broadcasting OSU events that will be interest to both current students and alumni.

**Section 3 - Non-Discrimination Policy:**

KBS will follow the University’s Non-Discrimination policy statement. 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.”* {00312468-1}

*As a student organization at The Ohio State University, KBS 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.***

*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.*

Primary Leader (President) : will be elected annually for the term of one year and may be re-elected for additional terms and may have two primary leaders.

Secondary Leader (Vice President) : will be pointed out by the president and may have two secondary leaders.

Treasurer : Because of the special responsibilities of the treasurer, the treasurer will be appointed by the leader and second leader (preferably business or accounting major)

Advisor : Should be interested in the students and the activity of the club

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

Officers of the club will be nominated by the founding members of the club, and thereafter, annual elections will be held within the club membership to determine the positions of the primary leader.

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

The Executive Committee (like a board of trustees or directors) represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. In many organizations, this Committee is comprised of the organization leaders, chairpersons of the standing committees, and sometimes ex officio positions from related student organizations. The Executive Committee will be composed of leader, second leader, treasurer, and representatives of first, second, third, and fourth year students (7 members).

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

Special Events Committee: this committee’s primary responsibility is to organize and invite other university/college’s Korean clubs to participate in the annual intercollegiate soccer tournament and special events including, for example, Buckeyes Taste Seoul. This standing committee will always have the leader or second leader as a member and the standing committee will report to the executive committee.

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

The KBS organization advisory board will be composed of full-time members of the University faculty or Administrative & Professional staff. Faculty advisor will be a member of the above classifications. Responsibilities and expectations of advisors will involve financial advice and club activity suggestions.

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

*Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term except for summer. In addition, there will be a meeting once a week, and general meeting once a month.*

***Article X – 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.*

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

*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***

Upon dissolution of KBS organization, if KBS’ assets and debts exist, appropriate means for disposing of these assets and debts will handled administratively by the leader, second leader, and treasurer. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website. {00312468-1}