***Collection of Creators Constitution***

**at The Ohio State University**

***Article I - Name, Purpose, and Non-Discrimination Policy***

**Section 1: Name**

The name of this organization is Collection of Creators (at The Ohio State University). CoC for short.

**Section 2: Purpose**

Collection of Creators serves to provide a safe space for African Americans and other minorities at The Ohio State University to exhibit their talents, skills, or ideas while networking with students that share similar mindsets in hopes to be recognized on campus. It is meant to spread awareness of the creative and passionate residents to the city of Columbus and The Ohio State University.

**Section 3: Non Discrimination Policy**

*This organization and its members shall not discriminate against individual(s) for reason of age, color, disabilities, gender identity and expression, national origin, race, religion, sex, sexual orientation, or veteran status.*

***Article II - Membership and Eligibility Criteria***

**Section 1: General Membership**

This organization is open to any enrolled OSU student who is willing and committed to:

* Attend meetings, programs, and events of the organization while demonstrating active participation.
* Pay a membership fee of $10 (a semester) to gain eligibility to vote on proposals and issues. Dues are to paid by an individual’s third meeting in attendance in order to earn voting privileges and priority in all business of the organization.
* Earning a minimum of 20 membership points per semester as defined by the following criteria:
	+ Meetings – 1 point
	+ External Events – 2 to 3
	+ CoC Sponsored events – 3 points

**Section 2: Disciplinary Action**

* If the membership fee is not paid by third meeting of joined semester, the member will not be able to vote on any proposal or issue until financial obligation is fulfilled.
* If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU 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.
* All disciplinary actions will be refreshed at the beginning of each semester.

***Article III - Executive Board***

**Section 1: General Requirements**

The Executive Board shall be responsible for making executive decision based on a compliance agreed upon by the collective as a whole. Members who serve on the executive board are expected to provide guidance and organization within Collection of Creators in all areas. All executive board members shall keep a book of records for all activities to pass along to the future members of the executive board. Those who serve on the executive board are also required to plan and have a retreat at the end of each semester to plan for the upcoming semester. Each member of the Executive Board is expected to maintain a semesterly and cumulative G.P.A. of 3.0. Each member of the Executive Board is also charged with maintaining the integrity of the organization through implementation of the four core tiers in all programs and events.

**Section 2: President**

* Oversees all actions of Collection of Creators by delegating responsibilities on the executive board.
* Serves as the primary spokesperson of Collection of Creators and must carry themselves in a professional manner at all times.
* Shall preside at all meetings of the general membership and the executive board members.
* Shall maintain order during all meetings at all times and abstain from voting in any meetings unless there is a tie. In that case, the President will cast the tie-breaking vote.
* Shall be responsible for holding one-on-one meetings with each member of the executive board to have an accurate account of the standing condition of each committee.
* Shall attend all events and support all black organizations in their meetings and events.

**Section 3: Vice President**

* Assumes the duties of the President in case of absence, or if the position should become vacant.
* Shall be responsible for all internal affairs
* Shall serve as a spokesperson for the Band of Brothers.
* Shall assist the President in delegating responsibilities and facilitating meetings of the Band of Brothers.
* Shall serve as a liaison between the general body members and the executive board members.
* Shall attend all events and support all black organizations in their meetings and events.
* Act as parliamentarian for the organization.
* Desired to be a Sophomore or Junior NO GRADUATING SENIORS

**Section 4: Social Media Managers**

* Shall be responsible for spreading awareness and influence on social media.
* Shall provide insight of what Collection of Creators is with photographs, videos, audio, etc.
* Shall separate their own social media handles and personalities from those of the Collection of Creators accounts.
* Shall provide weekly content of events through Twitter, Instagram, Youtube, and GroupMe.

 **Section 5: Secretary**

* Shall be responsible for the recording of minutes of all executive board meetings and general body meetings. The meeting minutes shall be typed and submitted to the President and Advisor(s) no later than four (4) days preceding the meeting date and time.
* Shall keep all records for the Collection of Creators up to date.
* Shall meet with the President prior to the executive board meeting and general membership meetings to create agendas.
* Shall be responsible for emailing all members weekly on updates and current events that will affect the well being of the individual and organization as a whole.
* Shall serve as a liaison between advisors and executive board members.
* Shall be responsible for the booking for rooms.
* Shall be responsible for all administrative works.

**Section 6: Treasurer**

* Shall be responsible for all of the financial affairs of Collection of Creators.
* Directs the budget of Collection of Creators.
* Responsible for maintaining all financial records of Collection of Creators.
* Shall be in charge of all fundraising events that raise funds for the Collection of Creators
* Required to meet with the President in a weekly or bi-weekly, one-on-one meeting to discuss the financial affairs of the organization and submit all records of the financial transactions.
* Shall appoint a member with the consent of the majority of the Executive Board in good standing to be the Assistant Director of Finance who shall assist the Director in maintaining the financial affairs of Collection of Creators

 **Section 7: Internal Affairs Manager**

* Shall serve as a liaison between advisors and executive board members.
* Shall be responsible for creating events relating to the goals of Collection of Creators
* Shall bridge the gap between The Ohio State University’s campus and the city of Columbus.

**Section 8: Outreach Involvement**

* Shall serve as the liaison between Collection of Creators and other organizations on campus.
* Shall provide insight of events happening on campus with other organizations to lessen confliction.
* Shall detail what Collection of Creators is to other organizations in order to spark collaboration.

**Section 9: Advisor(s)**

* Provide feedback (suggestions & recommendations) to the organization regarding its operations and function
* Serve as resources, share knowledge, expertise, and advice upon request
* Serve as a non-voting member of the Band of Brothers
* Shall meet with the President once a semester and as needed to receive an update on the state of the organization.

***Article IV: Meetings***

* This organization shall meet on a weekly basis.
* Only members who fulfill membership requirements are eligible to vote and conduct organizational business at the meetings.
* The Executive Board shall meet on weekly basis. In order for business to be conducted, there shall be a quorum of two-thirds (2/3) of members in good standing present.

**Article V: Election Process for the Executive Board**

* Any member in good standing may nominate another member that has fulfilled membership requirements to run for an Executive Board member position. Self-nominations are accepted.
* Nominees can run for one, and only one, Executive Board position per academic year.
* In order for an election to occur, two- thirds (2/3) of members in good standing must be present.
* The election will take place by secret ballot, in case there is a tie, there will be a re-vote at the following meeting to break the tie.
* The Collection of Creators active members will hold nominations for executive board members at the beginning of the last academic term.
* The Collection of Creators active members will then vote on executive board midway through the last academic term.
* Each newly elected Executive Board member is required to attend Executive Board meetings following the election for training and begin their transition into their new role.
* The newly elected executive board members shall shadow their predecessor for at least three (3) weeks.

**Article VI: Removal of Executive Board Members**

* Any member of the Executive Board who fails to fulfill the responsibilities as stated in this constitution can be removed by the Executive Board.
* Any member of the executive board may notify the President and the Advisor(s) in writing of how the member of the executive board is not fulfilling their responsibilities. In case where it is the President, then it shall go to the 1st Vice President and the Advisor(s).
* In order for a member of the Executive Board to be removed from office, a majority vote of Executive Board members and consent of an advisor is required.
* THIS IS TO BE THE LAST RESORT OF CORRECTIVE ACTION FOR REMOVAL FROM OFFICE.

**Article VII: Replacement of Executive Board Members**

* In the event where the office of President is vacated due to resignation, death, or removal, the 1st Vice President shall immediately assume the office of the President.
* In the event where the office of the Vice President is vacated due to resignation, death or removal, the Parliamentarian shall immediately assume the office of 1st Vice President. The President, with the consent of the Executive Board shall then appoint a member in good standing with to serve the remainder of the term.
* For all positions excluding President, Vice President, and Parliamentarian, the assistant to that position shall assume the office of that position for the remainder of that academic term. In the case that there is no assistant to the vacated position, the President, with the consent of the Executive Board, shall then appoint a member in good standing to serve the remainder of the term.

**Article VIII: Amendments**

* Any member in good standing may suggest additions or changes to the constitution at any time. Suggestions must be presented in a written document along with a case for support for that amendment in a professional manner or it will be dismissed.
* The Executive Board will then determine whether the amendment is valid, and if it is it will be presented to the general membership for a vote.
* There must be a three-fourths (3/4) vote from the general body members in good standing in order to amend the constitution.

**Article IX: Dissolution**

In the event of the dissolution of Collection of Creators, any unspent operating funds provided by Student Activities must be returned to Student Activities. All other unspent funds provided shall be reimbursed or donated to The Ohio State University.

**Article X: Ratification**

The constitution for the Band of Brothers at The Ohio State University was finalized on April 8th, 2019.