Block O Constitution

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# PREAMBLE

We, the members of the Block O Organization, as registered with the Office of Student Life and the Athletics Department of The Ohio State University do hereby adopt this as the Constitution of the Block O Organization of The Ohio State University.

**ARTICLE I: Title**

The name of this organization shall be Block O.

**ARTICLE II: Purpose**

The primary purpose of Block O shall be to establish and maintain a cheering section for the purpose of fostering spirit and sportsmanship, through the use of card stunts and other means at any sporting event attended by the Block O organization.

**ARTICLE III: Parliamentary Authority**

The rules in the current edition of Robert’s Rules of Order shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution and the Bylaws, The Ohio State University Student Organization Handbook, the rules of the Athletic Council, and the Council of Student Affairs.

**ARTICLE IV: Members**

All currently enrolled students (graduate and undergraduate) at The Ohio State University may become members of Block O by purchasing an annual membership of Block O. Any person participating in a Block O activity shall be subject to the rules and regulations of Block O as set forth in this Constitution and other rules as propagated by the University. Membership is free from discrimination based on race, religion, ethnic group, national origin, age, sexual orientation, veteran status or sex. This organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or veteran status.

All students wishing to join Block O may join the organization, and removal from the organization will be at the discretion of the current Executive Board – on very extreme cases only, following a similar structure to officer removal as outlined in the Bylaws.

**ARTICLE V: Funding**

1. **Sources**
	1. **Membership Fee**
		1. There shall be a membership fee set at the discretion of the Executive Board. Said fee will be assessed on necessary ticketing for the operations of Block O.
	2. **University Funding**
		1. Block O shall apply for all applicable university funding for programming and operating costs.
	3. **Sponsorships**
		1. Block O shall solicit for sponsorship to help aid in the programming costs. This includes but is not limited to: donation, corporate sponsorship, or other revenues generated by the group.
2. **Usage**
	1. The Executive Board shall determine the usage of funds for the improvement and maintenance of the organization. Specific rules for usage of funds shall be outlined in the Bylaws.

**ARTICLE VI: Organizational Leadership**

1. **Officers**
2. The Executive Board of Block O shall consist of the officers outlined in the Bylaws. The following positions will be executive officers: President, Vice President, Treasurer, Secretary, Membership Director, Program Director, Marketing Director, Director of Football Operations, and Director of Men’s Basketball Operations. Any non-revenue sport (as determined by the Ohio State Athletics Department) may apply for a position on the board, but shall not receive voting rights, as outlined in the Bylaws. Suggested non-revenue sports include (but are not limited to): volleyball, hockey, soccer, women’s basketball
3. If a sport is determined as a revenue sport by the Ohio State Athletics Department, a position on the Executive Board will be created for that sport and will follow guidelines similar to the current voting members of the board.
4. **Eligibility**
5. Officers must maintain semester and cumulative grade point average and enrollment status consistent with student organization academic requirements as outlined in the student organization handbook.
6. The Advisor will assess grades each semester. If an officer’s semester or cumulative grade point average falls below the academic requirements, he/she will follow the proper disciplinary matters outlined in the Bylaws.
7. No members of the Executive Board may be selected to more than one office concurrently.

**Section 3. Selection Process**

* 1. Executive Board officers shall be selected through an application and interview process conducted by the outgoing Executive Board.
	2. Elections shall occur in the middle of spring semester, two weeks before spring break annually.
	3. Specific rules and regulations for elections shall be outlined in the Bylaws.

**Section 4. Term of Office**

* 1. Term of office for a Block O Officer shall be for the entire calendar year after accepting the position unless it is deemed necessary to revoke the position.

**Section 5. Duties**

* 1. The Executive Board shall determine the goals and direction of the organization. Other responsibilities shall be met as outlined in the Bylaws.
	2. Leadership positions in Block O shall have the following general responsibilities. Specific duties are outlined in the Bylaws.

*All Officers shall:*

* 1. Recruit active members for Block O
	2. Inform other officers of committee or overall happenings
	3. Promote campus spirit within and outside of the organization
	4. Actively foster relationships within the group and promote inclusiveness
	5. Adhere to all responsibilities and duties as set forth in the Bylaws

**Section 6. Inabilities**

* 1. If the President is unable to fulfill a length of term, the Vice President shall assume the office of President.
	2. Other vacancies shall be filled as necessary by the selection process according to the guidelines for elections in the Bylaws.

**Section 7. Removal From Office**

* 1. An officer may be removed from office for the following reasons:
1. Failure to fulfill the basic requirements of Article VI, Section 5
2. Failure to carry out that officer’s duties as outline in the Bylaws
	1. An officer’s removal shall be subject to a 3/4 approval by the Executive Board of Block O.
	2. Procedures for removal shall be outlined in the Bylaws.

**ARTICLE VII: Advisors**

**Section 1. Eligibility**

**1A.** The first Advisor to Block O shall be faculty member and full time employee of The Ohio State University and will serve as the direct Advisor.

**1B.** The second Advisor shall be a full time employee of the Ohio Union and will work cooperatively with the Advisors.

**1C.** The third Advisor shall be a full time employee of the Ohio State Athletic Department and will work cooperatively with the other Advisors.

1. There must be a minimum of two Advisors at all times.

### Section 2. Duties

**2A.** The Block O Advisor will oversee the functions of Block O.

**2B.** The Advisor(s) shall have a total of one vote in the event of an unsolvable tie.

**2C.** Advisors will ensure proper execution of University policies and responsible utilization of funding.

1. The Advisor(s) shall have the right to swear in new officers when appropriate.
2. Duties of the Advisor(s) shall be the same as those established in the current “The Ohio State University’s Student Organization Handbook.”

**ARTICLE VIII: Constitutional Amendement**

**Section 1. Procedure**

**1A.** Proposed amendments to the Block O Constitution must be submitted in writing to the Block O President prior to an Executive Board meeting, and can be proposed by any current Block O member.

**1B.** Proposed amendments to the Block O Constitution must outline exact wording and indicate where in the Constitution it will be placed (ex. Article V, Section 6).

**1C.** A vote on a proposed amendment must be introduced and discussed one week before the vote is taken.

**1D.** The Constitution may then be amended by 3/4 of the Executive Board.

### ARTICLE IX: Constitution Maintenance

**Section 1. Review**

**1A.** The Constitution will be reviewed twice a year, once in Spring Semester by the outgoing Block O Executive Board, and once in Fall Semester by the new Executive Board.

## Section 2. Approval

**2A.** At the end of Spring Semester, the Constitution will be read by the Executive Board for discussion and approval by 3/4 majority vote.

Block O Bylaws

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1. **Mission Statement**
	1. Block O is the Official Student Section of Ohio State Athletics. We actively strive to support our student athletes on the field and our members off it by upholding the spirit and tradition of The Ohio State University, building community, and making lasting memories.
2. **Organization structure** – will be comprised of four categories: Executive Directors, Directors of Sport Operations, Committee Members, and General Members. Each category contributes to the operations and success of Block O with increasing responsibilities and more clearly defined roles. The mission of this structure provides a path for increasing responsibility and involvement of members in the leadership of Block O.
	1. **Category 1: Executive Directors** – comprised of the following positions, who hold voting rights (in order of succession):
		1. President
		2. Vice President
		3. Treasurer
		4. Secretary
		5. Membership Director
		6. Program Director
		7. Marketing Director
		8. Director of Football Operations
		9. NutHouse Director
		10. Note: Sports that are adjudged by the Ohio State Department of Athletics as a revenue sport will be recognized by Block O to require a director position for that sport within the Executive Directors Category. The order of succession will accommodate Revenue Sports Directors chronologically by the date that their sport acquired revenue status.
		11. Note: The following positions and their subsequent committees fall under the Administrative branch of the organization and are overseen by the President:
			1. Vice President, Treasurer, Secretary, Membership Director, Program Director, & Marketing Director
			2. All other positions from Categories 1 and 2 and their subsequent committees fall under the Sports branch of the organization and are overseen by the Vice President.
	2. **Category 2: Directors of Sport Operations** – will be comprised of any member that desires to lead a student section in a non-revenue sport. Members wishing to form and/or continue a non-revenue student section must apply annually through the election process, demonstrate interest for a Block O section in that given sport, and provide a plan for section operations. Any NCAA recognized sport is eligible to have a Director of Sport Operations.
	3. **Category 3: Committee Members** – will be comprised of general members who are selected by Executive Directors and Directors of Sport Operations in his/her individual position to assist with the roles and responsibilities of said position.
	4. **Category 4: General Members** – will be comprised of students who purchase a Block O membership for a given academic year.
3. **Election Procedures**
	1. Time of election:
		1. Elections for President and Vice President will take place during spring semester, prior to elections for all other positions and categories.
		2. Elections for all other Executive Directors and Directors of Sport Operations will take place during spring semester after the President and Vice President are elected.
		3. Committee elections will take place throughout the year, based on the time the committee will be operating.
			1. Executive Directors and Directors of Sport Operations for all seasons will select committees during the spring semester, after Categories 1 and 2 have been elected.
			2. If desired, Executive Directors and Directors of Sport Operations for fall sports may make additional committee selections during the beginning of the fall semester.
		4. Elections shall be publicly announced to the general membership at least two weeks prior to the election date and at least one week prior to the application due date.
	2. Requirements:
		1. Each candidate for an Executive Director, Director of Sport Operations, or Committee Member position must meet each of the following requirements:
			1. Must be a full time student (12 credit hours per semester) at The Ohio State University or have a documented exception.
			2. Must have a minimum cumulative GPA of 2.00 at time of election, as verified by a University official.
			3. Candidates for President and Vice President must be a current Executive Director or Director of Sport Operations at the time of his/her election.
	3. Applications
		1. Applications will be released at least two weeks prior to elections/committee selection in the Election Packet by the Executive Board during the defined semesters. Additionally, applications will be collected at least one week before elections/committee selections are held.
		2. All applicants must complete an application to be eligible for a position.
		3. Applications for Categories 1 and 2 will be reviewed by the incumbent Executive Board, who will determine which candidates will move onto the interview round.
		4. Applications for Category 3: Committee Members will be reviewed by the respective director who will determine which candidates will move onto the interview round.
	4. Eligibility
		1. Any current full-time student who is in good standing at The Ohio State University and an official member of Block O may apply to be a director.
		2. Each elected director may serve on no more than one committee, unless agreed upon by the director of said committee and the President.
		3. Members may only run for one director position per year, with the exception of candidates for President, Vice President, or Executive Director positions. Candidates for President and Vice President are permitted to run for a different position in Categories 1 and 2. Also, candidates for Executive Director positions are permitted to run for a different position in Category 2.
		4. Committee members may serve on a maximum of two committees; either one year-long and one sport committee OR two sport committees provided the two sports occur in different seasons. If a sport committee extends over the bulk of two seasons (i.e. Hockey, Volleyball, Men’s and Women’s Basketball), it counts as the year-long committee.
		5. All interested candidates for Categories 1 and 2 will uphold the spirit of Block O and the commitments of a director position, including but not limited to, attending the executive retreat.
		6. All interested candidates for Category 3 will uphold the spirit of Block O and the commitments of a committee member position, including but not limited to, attending the committee retreat.
	5. Interviews
		1. The top candidates who applied for each director position will be given an opportunity to interview for the position.
		2. Interviews for President and Vice President positions will consist of a 10 minute presentation by the candidate followed by a 10 minute question & answer period between the Executive Directors and the candidate. Interviews for other Executive positions will consist of a 7.5 minute presentation by the candidate, followed by a 7.5 minute question & answer period between the Executive Directors and the candidate. Interviews for non-revenue Director of Sports Operations positions will consist of a 5 minute presentation by the candidate, followed by a 5 minute question & answer period between the Executive Directors and the candidate.
		3. Executive Directors and Advisors are permitted in the election room, with the President leading the session. Additionally, the incumbent Director of Sport Operations is permitted in the election room for the candidates running for their specific position, if Sections II, e, iv and II, f, ii are not violated.
		4. No director may sit as an interviewer during an interview for an office for which he/she is under consideration.
		5. If a director is not present for the entire interview of a certain office, he/she may not vote for that office. No proxy voting will be allowed.
	6. Election of Directors
		1. Each Executive Director shall have one vote for each position.
		2. A director running for a position is not permitted to vote for any office for which he/she is under consideration.
		3. Candidates shall be elected with a simple majority of the voting board. In the event that a candidate does not win the majority, a run-off election between the top candidates will occur until a simple majority is achieved amongst the remaining candidates.
		4. The board may vote “no confidence” for any candidate/position. In the event that a simple majority is not achieved due to no confidence, the position shall be re-opened for applications. Applicants may re-apply under the re-opened process.
		5. At least one advisor or an individual appointed by the advisors shall be present for all elections. All votes will be counted and verified by the attending advisor or appointed individual.
	7. Vacant/Unfilled Positions
		1. If there are no applicants for a position in Categories 1 or 2, special elections will be held at the discretion of the incumbent Executive Board until that position is filled.
	8. Installation of Directors
		1. New directors shall officially assume his/her position immediately upon the completion of the Oath of Office by all Executive Board members. Prior to that time, new directors shall shadow the current Executive Board member who holds their respective position, until it is determined that the transitioning process has been completed.
4. **Roles and Responsibilities**
	1. **Executive Directors**
		1. **President** –serves as the executive head of Block O and all of its activities. The President represents the spirit, mission, and vision of Block O throughout the university and community, oversees the Executive Board, manages all daily operations, and serves as a liaison to external university affiliates. Roles and responsibilities include:
			1. Maintaining the Block O Constitution and Bylaws
			2. Maintaining relations with University and Athletic departments
			3. Planning and running Executive Board meetings
			4. Planning executive retreats
			5. Scheduling all Executive Board and Committee Meetings
			6. Overseeing ticket operations
			7. Holding 1 on 1 meetings with the Administrative branch
			8. Holding 1 on 1 meetings with Block O Advisors
			9. Archiving historical documents
		2. **Vice President** – is responsible for collaborating with the President in managing all daily operations and the entirety of the organization. The Vice President is responsible for serving as a liaison to external university affiliates, overseeing the operations of the organization’s directors of sports sections, and maintaining relations with Block O alumni. Roles and responsibilities include:
			1. Organizing events for Block O alumni
			2. Maintaining the alumni database and Block O address book
			3. Assisting in the planning of all road trips
			4. Holding 1 on 1 meetings with the Sport branch
			5. Maintaining relations with University and Athletic departments
			6. Serving as the Executive Head of Block O in the President’s absence
			7. Designing, ordering, and mailing the Block O holiday card
			8. Working with Athletics and Directors of Sport Operations to select the Games of the Week.
		3. **Treasurer** – is responsible for the supervision and management of all financial matters of Block O Additionally, the Treasurer must provide a monthly budget, oversee compliance with sponsorship agreements, and approve and record all purchases made with the Block O budget. Roles and responsibilities include:
			1. Handling all financial matters of Block O
			2. Creating and maintaining a budget, which can be made available upon request
			3. Overseeing, acquiring, and complying with all sponsorship agreements
			4. Planning all revenue sport viewing parties in partnership with Program Director and applicable Director of Sport Operation
			5. Fulfilling all Signature Event requirements, as defined by The Ohio State University
			6. Ordering game day food and refreshments
		4. **Secretary** – is responsible for keeping the records for Block O, including attendance records, communication of activities, and minutes at each board meeting. Roles and responsibilities include:
			1. Taking attendance at all Executive Board meetings
			2. Taking comprehensive minutes at all meetings
			3. E-mailing a copy of minutes and action items to all directors and advisors in a timely manner
			4. Presenting the minutes for approval at the beginning of each executive meeting
			5. Maintaining a permanent record of past Block O documentation
			6. Setting up office hours each semester
			7. Informing all members of meeting dates and locations
			8. Recording Blockie Points
			9. Maintaining an official calendar of all Block O events
			10. Maintaining the Block O listserv
			11. Producing a regular Block O Newsletter
			12. Maintaining relations with local and national media
			13. Fulfilling all Union tenant requirements
		5. **Membership Director** – is responsible for all member-related programs, including recruitment, retention, and philanthropic efforts. Roles and responsibilities include:
			1. Creating, planning, and managing all Block O intramural teams
			2. Working with the Block O student sections in running spirit groups and providing the appropriate supplies
			3. Registering and attending the fall and spring involvement fairs
			4. Coordinating Block O philanthropy and service initiatives
			5. Coordinating all Homecoming activities
		6. **Program Director** – is responsible for the planning and preparation of all Block O events, not defined under other positions’ roles and responsibilities. Roles and responsibilities include:
			1. Scheduling, planning, and running of all Block O events
			2. Planning the Block O Banquet
			3. Updating the honor award plaques
			4. Coordinating with the Membership Director on all Homecoming events
			5. Coordinating Block O philanthropy and service events with the Membership Director
			6. Planning all revenue sport viewing parties in partnership with Treasurer and applicable Director of Sport Operations
		7. **Marketing Director** – is responsible for advertising all Block O games, events, promotions, and other news to campus. This position manages the Block O website and corresponding social media. The Marketing Director is accountable for all Block O photography and/or videography responsibilities at each Block O event throughout the year. Roles and responsibilities include:
			1. Executing all Block O marketing and advertising efforts and campaigns throughout campus
			2. Managing the Block O website
			3. Taking photos/videos at all Block O events
			4. Uploading photos/videos to website and social media outlets
			5. Creating the end-of-the-year slide show for the Block O Banquet
			6. Ordering all promotional items
		8. **Director of Football Operations** – is responsible for the preparation and facilitation of all home Block O football games. The Director of Football Operations coordinates card stunt designs, setups, and shows. He/she serves as a liaison for collaboration for the annual Buckeye Kickoff Event. In addition, the Director of Football Operations must maintain relations with the Fan Experience staff, stadium operations, and game day personnel. Roles and responsibilities include:
			1. Preparing for and executing all home Block O football game operations
			2. Collaborating with the Department of Athletics to better the atmosphere of all games
			3. Maintaining Block O cards and capes
			4. Creating new card stunts
			5. Archiving all card stunts used throughout the year
			6. Providing game day information to ticket holders in Block O
			7. Serving as a liaison for collaboration for Buckeye Kickoff
			8. Planning all football road trips in cooperation with the Program Director
		9. **NutHouse Director** – is responsible for the preparation and facilitation of all home basketball games within the student season ticket package. The NutHouse Director coordinates marketing efforts and in-game promotions and organizes the annual NutHouse Tipoff. In addition, the NutHouse Director must maintain relations with the Fan Experience staff, arena operations, and game day personnel. Roles and responsibilities include:
			1. Preparing for and executing all home NutHouse basketball game operations
			2. Collaborating with the Department of Athletics, Fan Experience, team, fans, sponsors, band, cheerleaders, and the ticket office
			3. Providing game day information to all ticket holders in the NutHouse
			4. Organizing NutHouse Tipoff
			5. Planning all basketball road trips in cooperation with the Program Director
	2. **Directors of Sport Operations**
		1. Vary by each sport, but should include:
			1. Creating an exciting atmosphere within the student section
			2. Collaborating with the Athletic Department and Fan Experience to coordinate promotions and special events and better advance the student section
			3. Organizing pre-game and post-game events
			4. Promoting the student section through various forms of media and marketing
	3. **Committees**
		1. Vary by committee, but should include:
			1. Meeting regularly with the director in charge
			2. Assisting the director with his/her tasks given to further benefit the organization
	4. **General Members**
		1. General members are the base of the organization, comprised of any student that purchases a membership for the year.
5. **Attendance Requirements**
	1. The newly elected Executive Board will determine attendance requirements annually.
6. **Absence Policy**
	1. The Absence Policy applies to Executive Directors and Directors of Sport Operations. For Executive Board meetings.
	2. The Secretary must be notified with at least 48 hours advance in order for an excused absence to be accepted.
	3. Excused absences include:
		1. Academic conflict (class, exam)
		2. Family obligation (case by case)
		3. Religious obligation (case by case)
		4. Extenuating circumstance (case by case)
		5. Emergency (case by case)
		6. Attendance at OSU away game
			1. Does not apply for Signature Events (will count as unexcused)
	4. Unexcused absences include:
		1. Studying/homework
		2. Less than proper notice
		3. Other organization conflict (case by case)
		4. No show
		5. Late (at least 10 minutes without proper notice)
7. **Disciplinary Actions**
	1. A member found in violation of the Block O Constitution, Bylaws, and/or the rules and regulations of The Ohio State University, may be removed from the organization. Additionally, any member found to participate in any unbecoming behavior, may be subject to disciplinary action and/or removal.
	2. Removal from the organization includes, but is not limited to, the following:
		1. Removal from any organizational form or list
		2. Removal from a specific Block O event
		3. Inability to attend Block O sanctioned events
		4. Inability to obtain any promotional item given by Block O
		5. Inability to purchase membership in all subsequent years as a student
	3. The removal process includes the following:
		1. Member in question must be notified by the Advisor and be given documentation of any violation.
		2. At the subsequent Executive Board meeting, the member in question may present his/her case for why he/she should not be removed for 10 minutes, which will then be followed by a 10-minute question & answer session with the board. The Executive Directors and Advisors may only attend this session.
		3. After the session, the Executive Directors will deliberate and vote by an anonymous ballot to determine if the violator should be removed. ¾ vote is required for removal.

Block O Executive Board Attendance Policy

Established 1938 | The Ohio State University

For The 2016-2017 Academic Year

1. **Attendance Requirements**
	1. Expected to attend 4 large-scale events as defined at the spring retreat by the Executive board.
	2. Block O Organizational Signature Events/Large-Scale Events
		1. As defined by and voted on by the Executive Board.
			1. Executive Directors
			2. Directors of Sport Operations
		2. Examples include, but are not limited to:
			1. Buckeye Kickoff
			2. Block Opening Night
	3. Other Block O events
		1. Weekly Executive Board meetings
			1. Executive Directors
			2. In-season Director of Sports Operations
		2. General Meetings
			1. Executive Directors
			2. Directors of Sport Operations: IF he/she has a committee at that time during the school year
			3. Committee Members
		3. 1:1 Meetings between President/Vice President & Respective Directors
			1. Executive Directors: 1/semester
			2. Director of Sport Operations: 1 prior to beginning of season
		4. Games of the Week (GotW)
			1. Executive Directors: 5 GotW’s for each semester
			2. Directors of Sport Operations: IF the GotW is his/her event and 3 off-season GotW
		5. Office Hours
			1. Executive Directors: 2hrs/week
			2. Directors of Sport Operations: 1hr/week
		6. Home Football Game Setup
			1. Football Committee Members (can also include positions below)
			2. President
			3. Marketing Director
			4. Membership Director
		7. Involvement Fair
			1. Executive Directors, Directors of Sport Operations: one shift
		8. Non-Revenue Sporting Games (non GotW)
			1. Directors of Sport Operations: All non-GotW for their section for which classes are in session, or committee representation if director has excused absence\*
			2. \*Please note that Director of Sport Operations are responsible for recording attendance at all games (including non-GotW and GotW).
2. **Absence Policy (Attendance policy will be determined on a yearly basis)**
	1. Policy applies to Executive Directors and Directors of Sport Operations
	2. Excused absences include (with at least 48 hours notice sent to the Secretary):
		1. Academic conflict (class, exam)
		2. Family obligation (case by case)
		3. Religious obligation (case by case)
		4. Extenuating circumstance (case by case)
		5. Attendance at OSU away game
			1. Does not apply for Organizational Signature Events (will count as unexcused)
			2. See I.b.i for examples.
	3. Unexcused absences include:
		1. Studying/homework
		2. Less than proper notice
		3. Other organization conflict (case by case)
		4. No show
		5. Late (at least 10 minutes without proper notice)
3. **Director Accountability**
	1. Applies to Executive Directors and Directors of Sport Operations
	2. Reimbursement System
		1. All unexcused absences will be penalized with the following deductions to their reimbursement checks, which are to be given at the end of the term of the Executive Board to each director.
		2. In order to be considered for attendance at an event, the Executive Directors and Directors of Sport Operations must be present at the event no later than 30 minutes after the start time of the event.
		3. Missed Event: Penalty
			1. Signature Event/Large-Scale Event: $15
			2. Executive Meeting: $10
			3. Committee Meeting: $10
			4. 1:1 Meeting: $5
			5. GotW Requirement: $10 (for every game missed under the defined GotW requirement)
			6. Office Hours: $5
			7. Home Football Game Setup: $10
			8. Involvement Fair: $10
			9. Other Attendance Requirement penalty not previously defined: $5