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Article I - Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1 - Name: Environmental Protection Student Association

Section 2 - Purpose: The Environmental Protection Student Association (EPSA) is the student-run organization at the Ohio State University that facilitates the development of the next generation of environmental policy leaders. We partner with regional leaders, like the Ohio Environmental Council, to introduce students to government relations and environmental lobbying. Our mission is to promote the success of individuals committed to climate reform by providing the opportunity to network with industry leaders and practice valuable skills such as policy writing, media outreach, community engagement, and presenting proposals to elected officials. We lead our organization with the following values at the forefront of all that we aspire to achieve: social and environmental responsibility, ethical strength, total transparency, empathy, inclusion of varying perspectives, and climate justice. We are unique because of the unparalleled access we provide young climate advocates to leadership development and opportunities to advance their careers. By way of embodying environmental activism, EPSA endeavors to bridge the gap in terms of student involvement in politics and creating innovative legislature; for the environment is one thing that we all have in common.

The Environmental Protection Student Association (EPSA) is the student-run, pre-professional organization at the Ohio State University that facilitates the development of the next generation of environmental leaders. We serve as an advocate for the people and groups driving the environmental movement forward across the entire landscape of studies and professions. It is our belief that the best way to combat climate change is by working together so we strive to connect practitioners of environmental policy, sustainable business, public health, law, economics, green agriculture, clean energy, climate journalism, environmental science and engineering, and all of the other fields that support climate reform in one unified effort. Our mission is to promote the success of individuals and groups committed to climate reform by providing the opportunity to network with industry leaders and practice valuable skills such as policy writing, media outreach, community engagement, and presenting proposals to elected officials. We lead our organization with the following values at the forefront of all that we aspire to achieve: social and environmental responsibility, ethical strength, total transparency, empathy, inclusion of varying perspectives, and climate justice.

Section 3 - Non-Discrimination Policy: The Environmental Protection Student Association and its members shall not discriminate against any individual(s) for reason of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, genetic information, ancestry, or veteran status. Our mission is preventing and preparing for climate change and anyone who supports this cause is welcome.

As a student organization at The Ohio State University, The Environmental Protection Student Association 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 at the following site: 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 titleXI@osu.edu.

**Article II - Membership: Qualifications and categories of membership**

To be considered a member, you must pay the required dues, fill out a membership form, perform a brief interview with an executive board member, be in good academic standing with the university, and participate in EPSA meetings and events. People may attend open EPSA meetings and open events without being a member, but first priority on select opportunities are reserved for members. Admission will be open throughout the semester. Only those that are currently Ohio State enrolled students are able to become members capable of voting. Non-student members, such as alumni, faculty, professionals, etc., may become honorary members with the approval of the executive board. Honorary members are required to pay dues, fill out the membership form, and fulfill all the requirements of normal membership. In return, they gain access to all events and opportunities that are exclusive to members, but may not hold leadership positions or vote in elections. In terms of student membership, 90% of the membership must include current Ohio State University students, as is required by the Guidelines for Student Organizations. The executive board preserves the right to make decisions regarding the membership of community and other non-student honorary members, who may be temporarily suspended with a majority vote of the Executive Committee.

**Article III - Methods for Removing Members and Executive Officers**

**Section 1 - Removal of members:** 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 the majority vote of the executive board in consultation with the organization’s advisor. The executive has the right to revoke membership or ban individuals from meetings or events on the grounds that core values of the organization were breached. The executive board may issue a formal warning to provide the opportunity for correction, however they may bypass a formal warning if warranted.

Proper procedure for removal of a member is as follows: complaint is brought to the internal affairs director; internal affairs director alerts executive board and schedules judicial meeting between executive board and the concerned parties; the internal affairs director moderates a civil discussion regarding the issue in question; the executive board decides whether the situation calls for removal or a formal warning. It is the responsibility of the executive board to investigate the issue and

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 (i.e. while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend member or executive officer.

**Section 2 - Removal of officers or committee members from their positions:** Any appointed officer or committee member of the organization may be removed from their position for cause.
Cause for removal includes, but is not limited to: violation of the constitution or its 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.

Proper procedure for the removal of an appointed officer or committee member is as follows: upon the proposal of removal, the executive board meets with the officer or committee member in question any any relevant parties to discuss the reason for removal; should the executive board feel the removal is warranted, they may vote to remove. A ⅔’s vote by the executive board is required for the removal of an officer or committee member. Upon passage, removal is immediate. The duties of the vacant office are to be filled by the superior officer or executive board member until such time that it is filled. The executive board may appoint an interim to serve as the acting officer until such time that the position can be filled.

Removal from an appointed office or committee does not affect your membership status nor disqualify you from running for or being appointed to any positions of leadership within the organization.

Section 3 - Removal of executive board members from their positions: Any executive member of the board may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or its 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.

Proper procedure for removing is as follows: member with complaint contacts internal affairs director and expresses their interest in removal of executive board member; internal affairs director schedules and moderates meeting between executive board and all interested parties at the first possible opportunity; meeting is held; complaint is discussed and resolutions are proposed in a respectful, professional manner; ending with either the member and the executive board member reaching a compromise, or the member calling for a vote for removal by the general assembly of members. The member may bring their complaint directly to the executive board, but the internal affairs director must be made aware of the complaint and the need for moderation. In the instance where a compromise is met, a follow up meeting may be scheduled to review the success of the compromise or the member may call a second meeting should they feel their request has not been upheld. Upon any follow up meeting, the member may call for a vote to remove. No member may call for a vote to remove without having held a meeting to discuss their complaint in a civil forum. Any due paying member may attend such meetings and voice their opinion. Should the member call for a vote to remove, the internal affairs director must schedule a special election of the general assembly of members at the first possible opportunity. The election will be moderated by the internal affairs director and concerned parties are provided the opportunity to state their case to the general assembly of members. Upon hearing all sides, the general assembly must vote either to remove or not to remove the current executive board member. A vote of ⅔’s of the general assembly of members is required for removal, every due paying member may vote including the executive board member in question and the internal affairs director.
In the instance where the general assembly of members votes for the removal of an executive board member, removal is immediate. The President is responsible for the duties of the vacant office until such time that an election can be held. Should the vacant position be that of the president, the vice president, followed by the secretary then the treasurer, will act as interim president on top of their prior responsibilities until such time that an election can be held. The executive board may appoint an officer to act as an interim for any executive board position except the president until such time that an election can be held.

Removal from an executive board office does not affect your membership status nor disqualify you from running for or being appointed to any positions of leadership within the organization.

*Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders*

**Section 1 - Executive Board (Elected Positions):** The leadership of EPSA will be made up of an executive board that is elected by a general assembly of all due paying members. The executive board will be presided over by a president and includes the positions of Vice President, Secretary, and Treasurer. In the absence of the president, order of succession is Vice President then Secretary then Treasurer. In the absence of Vice President, Secretary, or Treasurer, the President becomes responsible for the duties of the vacant office until such time that the office is filled. If an executive board position becomes vacant, the executive board must schedule a special election to fill the office, no member of the executive board is permitted to hold more than one executive position concurrently unless it is as interim until a special election can be held. The executive board may appoint an acting officer to serve as a temporary executive board member in the case of vacancies, but must schedule a special election to decide if that individual may stay in office.

1.a - President: responsible for the group
Presides over meetings, final approval of executive board decisions.
Responsible for education and management of Vice President, Secretary, and Treasurer.
Elected by the general assembly of members, term is 1 academic year, 2 term maximum.

1.b - Vice President: responsible for the offices
Reports to the president.
Presides over appointed offices and committees.
Responsible for appointment, education, and management of offices
Responsible for the duties of any vacant offices.
Elected by general assembly of members, term is 1 academic year, no term maximum.

1.c - Secretary: responsible for the meetings
Reports to president.
Responsible for recording minutes at meetings, ensuring that meeting procedures are upheld, organization of group materials, planning/scheduling group meetings and events, and reserving meeting space for group meetings and events.
Elected by general assembly of members, term is 1 academic year, no term maximum.

1.d - Treasurer: responsible for the finances
Reports to president
Responsible for setting financial vision, budget allocation, spending approval, building and maintaining a budget, approving and monitoring spending, leading fundraising efforts, collecting
dues, keeping records of cash flow (income and spending) for long-term financial security, applying for funding (Only one who is able to apply for CSA Operating and Programming Funds).

Elected by general assembly of members, term is 1 academic year, no term maximum.

Section 2 - Officers (Appointed Positions): In addition to the executive board, EPSA will have appointed officer positions that report directly to the Vice President unless otherwise specified. Officer positions are to be formed by the executive board to serve essential functions within the organization. In the instance of an officer vacancy, the Vice President is responsible for the duties of the vacant office until such time that the position is filled. A member may hold multiple officer positions, with approval from the executive board. Officers are required to attend Executive Board meetings and group meetings. If the officer is unable to attend, they must report to the Vice President in advance.

2.a - Internal Affairs Director
Special office autonomous from the executive board, position must be filled by non-executive board member.
Responsible for issues of group conflict, and scheduling, overseeing, and moderating judicial meetings. Presides over elections.
Appointed by executive board, term is 1 semester, no term limit.

2.b - Communication Director:
Reports to Vice President.
Responsible for planning and managing all group internal and external communication channels and designing promotional material for the group and events.
Must be due paying member, vice president appoints director from interested members with the approval of elected offices. Term is 1 semester, no term limit.

2.c - Social Media Manager:
Reports to Communication Director.
Executive board may appoint an officer that reports to a higher officer that is responsible for assisting the superior officer or for conducting duties that fall under the scope of the superior officer. It is the responsibility of the superior officer to manage all subordinate offices.
Appointed by executive board, term is 1 semester, no term limit.

2.d - Fundraising Director:
Reports to the Treasurer.
Executive board may appoint an officer that reports to the treasurer, or any other executive board position, that is responsible for assisting the executive board member or for conducting duties that fall under the scope of an executive board position such as fundraising.
Appointed by executive board, term is 1 semester, no term limit.

Section 3 - Committees: Similar to officer positions, committees are formed, amended, and dissolved by the executive board and report to the Vice President or appointed officer.
Committees are to be proposed to the executive board, drafted by the Vice President, and approved by the executive board. A committee is made up of members under the authority of the Committee Chair, who is appointed by the executive board. The committee chair is to report to their superior officer or executive board member. The committee chair must attend executive and
regular meetings, but committee members are not required. If the committee chair is unable to attend a meeting they must report to the Vice President or their appointed officer in advance.

Article V - Election / Selection of Organizational Leadership

Section 1 - Election of Executive Board Positions: To be eligible for an executive board position, candidates must be due-paying members of the club and have held an officer or committee position prior to the election. Candidates must be enrolled in an entire academic school year (2 semesters) for the following year, students graduating after one semester are not eligible for executive board positions. Candidates must also attend an executive meeting hosted by the current executive board that’s purpose is to educate potential candidates on the functions and duties of each office. Having met these requirements, candidates may express their interest in an executive office.

Elections are to be presided over by the internal affairs director unless the internal affairs director is a candidate for a position, in which case a replacement will be selected by the executive board for that race. The order of offices to be voted on is as following; treasurer, secretary, vice president, then president. A candidate may only run for one executive board position. Each candidate will be allowed to present why they would be best suited for the position that they are being considered for, followed by a brief Q&A by the previous executive board and general assembly of members relevant to their ability to perform the duties tasked to them. Once all the candidates have been heard for a position, an anonymous vote shall be cast and the candidate with the most votes will be elected as the new executive board member. In the case of a tie for first, a recall will be made. All candidates, even those running unopposed, must present and participate in the Q&A before they can be considered in the vote.

Elections shall be held in late March/early April. The term will begin at the beginning of the following fall semester and carry through to the end of the academic school year. During the time from elections to the beginning of the new term, the previous executive board member retains their office and is responsible for training their replacement and overseeing the transition. Once elected, executive board members are required to attend executive board meetings and participate in training events designed by their predecessors. Once the new term begins, previous executive board members may serve in an advisory capacity to newly elected board members, but hold no authority over group decision making.

Section 2 - Selection of Officers and Committee Members: To form an Officer or Committee position, an executive board member must submit a proposal, or second a member’s proposal, for an Officer Position to be created to the other executive board members. Upon approval, the Vice President is responsible for drafting the functions and specifications of the office to be submitted to the executive board for final approval. The executive board has the power to form, amend, and dissolve Officer Positions. An executive board member, other than the Vice President, may additionally serve as an officer with the approval of the rest of the executive board.

Officers are to be appointed by the executive board each semester. An officer may maintain their position through multiple semesters, but each semester all officer positions must be opened to
any due paying member of the general assembly of members for consideration. Officer candidates are to submit an officer form to the executive board signalling their interest and detailing their qualification. The executive board preserves the right to appoint whichever candidate they feel is most qualified for the position. The executive board may conduct follow up interviews should they choose to do so, but are not obliged to. The executive board may appoint officers to any vacant office at any point in the semester.

An Amendment of the constitution is not needed to form, amend, or dissolve an officer or committee position. Instead, the Vice President is responsible for keeping and maintaining a document that details the specific duties, functions, goals, and objectives of each office.

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

The faculty advisor is responsible for approving organizational goals and constitutional amendments. The faculty advisor is not required to, but is highly encouraged to attend or participate in any of the organization’s meetings, events, or decision making. The faculty advisor has all of the authority and access of a due-paying executive board member. The faculty advisor is not required to pay dues, attend executive board meetings, or vote in executive or general elections. However, they may if they choose and their vote will carry all the weight of an executive board member.

The faculty advisor is to be chosen by a ¾’s vote of the executive board with the approval of the general assembly of members. Should a faculty advisor no long wish to serve as the advisor to the group, they may resign, in which case the executive board is responsible for selecting a new faculty advisor at the first possible opportunity. The executive board may remove the current faculty advisor with a majority vote, but must appoint a new Faculty Advisor at the first possible opportunity.

**Article VII – Meetings and events of the Organization**

Unless otherwise agreed upon, Executive board meetings are to proceed as follows:

- President calls to open
- Secretary conducts roll call
- Secretary presents old news (Old news is either resolved, moved to docket, or tabled)
- Vice president presents position/committee appointment nominations for approval
- VP leads Officers report
- Treasurer approves spending requests
- President remarks
- Round table discussion (time for proposing and discussing docket items)
- Voting on docket issues (issues are discussed then voted on, tabled if decision isn’t reached)
- Open floor (open discussion)
- Secretary wrap up (reviews meeting, reports tabled items)
- President calls to close

**Article VIII – Method of Amending Constitution**
Amendments to the constitution may be proposed by any due paying member of the Environmental Protection Student Association must be approved by the majority of the executive committee. Once approved, the proposed amendment must be presented to the general assembly of members and receive a majority vote to pass.

After being passed, amendments are to be added to the end of the constitution as part of the Amendments Section including the signed approval of passage. Amended portions of the constitution are not to be deleted or erased. Instead, amended portions are to be struck through and followed by a supertext numeral signifying the amendment number. Example amendment 0.

For Amendments that only add to and do not edit the original constitution, simple insert the supertext numeral where the amendment would be located in the text. Proper format for the amendment section is as follows:

*Beginning of Example*

**Amendment 0 - (Article VIII, Section and subsection if applicable)**

(Text in parenthesis is to be replaced.)

**Approval of Passage**

On this date, (Date of passage), we, the executive board of the Environmental Protection Student Association, do hereby approve the passage of, and swear to uphold, this amendment to the constitution.

President: ___________________________ (President’s name typed)

Vice President: ______________________ (Vice President’s name typed)

Secretary: ___________________________ (Secretary’s name typed)

Treasurer: ___________________________ (Treasurer’s name typed)

Faculty Advisor: _____________________ (Faculty Advisor’s name typed)

*End of Example*

Under no circumstance is the constitution to be changed, edited, modified, or in any way adulterated without the passage of an amendment. Amendments of amendments are to follow the same format as standard amendments.

**Article IX – Method of Dissolution of Organization**

If the situation is to arise in which the Environmental Protection Student Association is no longer able to operate, the executive board must approve a proposal to dissolve which is then voted on
by the general assembly of members. Once dissolved, the executive board is responsible for indexing and storage of any and all organizational material so that it may be accessible should the group be reactivated in the future.

Approval of Passage
On this date, May 2nd, 2019, we, the founders and first executive board of the Environmental Protection Student Association, do hereby approve the passage of, and swear to uphold, this constitution.

President: _______________________________________________________ Christianna Dyer
Vice President: ___________________________________________________ Alden Shepherd
Secretary: ____________________________________________________________ Ava Lewis
Treasurer: ____________________________________________________________ Riya Patel
Faculty Advisor: _______________________________________________________ Karry Ard