



*Article I: Nomenclature, Purpose, and Non-Discriminatory Policy*

# Nomenclature

The full official name of the organization is “The Journal of Undergraduate Research at Ohio State Editorial Board,” abbreviated “JUROS Editorial Board.”

# Purpose

The purpose of the JUROS Editorial Board is to organize and promote The Journal of Undergraduate Research at Ohio State. The JUROS Editorial Board focuses on promoting research opportunities and innovation on The Ohio State University campus by hosting educational events and publishing an online and print edition journal annually.

# Non-Discriminatory Policy

The JUROS Editorial Board and its members shall not discriminate against individual(s) for reasons including, but not limited to age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

## Article II: Membership – Election Procedures, Qualifications, Categories of Membership, and Requirements

## General Member Voting: Voting for general body and committee members will be determined by a majority Executive Board vote. The Executive Board will review applications together during meeting times and complete a vote. Voting will take place once after each major involvement fair during the Fall and Spring semesters.

Executive Board Voting: Executive Member voting will be held by the senior members of the Executive Board along with the Advisor based on a majority vote. A document will be used to list the members’ previous required tasks and if they were completed for evaluation. Application will be sent in January/February, voting will take place in March, and training will begin in April.

Membership Qualifications: Members must be an undergraduate student at The Ohio State University in good academic standing. Members must be enrolled in at least 6 credit hours. Members must maintain a GPA of 3.0 or higher.

Membership Categories: Members will be given a membership category when they are accepted into JUROS Editorial Board. The categories include: general editors, event committee members, marketing committee members, layout members, and Executive Board members.

Membership Requirements: Members are required to submit assignments by the designated deadlines and uphold professional integrity. Members will demonstrate respect and professionalism with all members, faculty, and property of JUROS. Member attendance is mandatory for events and meeting. Missing events and meeting due to academic engagements, such as class, or emergencies will be excused. Members will be given two skips from meetings and a one-week notice is required for missing a minor event per semester. Members are required to provide their best quality work to represent the organization and ensure all work is original and credit is given where it is due. Members need to be actively participating in meetings and activities. Members are required to read and adhere to the JUROS staff Manual.

## Article III: Organization Leadership – Titles, Terms of Office, and Duties of the Leaders

Seven officers shall be elected yearly following the election procedures. The term of office is one academic year, May-April. There is no limit to the number of consecutive terms an officer can serve, if he/she remains enrolled as an undergraduate at Ohio State and adheres to the above qualifications.

# Editor-in-Chief of Logistics (President)

The Editor-in-Chief shall act as the main contact, facilitate the development and administrative management, and be active in the promotion of the Journal of Undergraduate Research at Ohio State. The EIC of Logistics will be responsible for overseeing the organization of various events and will be responsible for overseeing all members but will specifically oversee the actions of the Event Coordinator, Financial Chair, Marketing Chair, and their respective committees. The EIC will be the first point of contact for any event requiring a signature of contact person. This EIC will be added to the bank account and be responsible for managing the funds for the organization with the Financial Chair. The EIC will be responsible for adhering to Ohio Union rules and regulations. The EIC will be responsible for registering the organization each Fall semester and applying to the involvement fairs. The EIC will lead Executive Board meetings and help develop leadership skills. The EIC is responsible for attending president training in the Ohio Union in August.

# Editor-in-Chief of Journal Publication (Vice-President)

The Editor-in-Chief shall act as the secondary contact, facilitate the development and administrative management, and be active in the promotion of the Journal of Undergraduate Research at Ohio State. The EIC of Journal Publication will be responsible for promoting JUROS to student researchers who are ready to publish their research. This position also includes meeting with potential authors, discussing the benefits of publishing with JUROS, and answering any questions about the submission, editing, and publication processes. This EIC will be responsible for overseeing the Layout Chair, Editing Adviser, General Members, and Layout Committee. The EIC will help lead Executive Board meetings and assist the Editing Adviser in leading General Body meetings. The EIC will create a productive timeline with the Layout Chair and assist with obtaining funding for the journal. The EIC will also serve as penultimate readers on all papers selected for publication final review and handle all website edits needed.

# Editing Adviser

The Editing Adviser is responsible for coordinating the initial paper review process, leading deliberations regarding the selection of the top papers for publication and distributing the selected papers among the Manuscript Editors in their section for revision. The Editing Adviser will also serve as penultimate readers on all papers selected for publication, before those papers are passed on to the Editor-in-Chief for final review and then to the production team for publication. The Editing Adviser is responsible for planning 1-2 training events per month run by faculty or the Editing Advisor. The Editing Adviser should prepare an orientation training to cover editing and website use in August and January.

# Events Coordinator

The Events Coordinator will work with the events committee and EIC of Logistics to plan events to increase JUROS presence on the OSU campus. The Event Coordinator will work with the Financial Chair to obtain funding requests for events and host fundraisers. The Events Coordinator will work with other organizations on campus i.e. the writing center to host events to support research and academic writing on campus. The Event Coordinator will also plan for the involvement fairs and End of Year party. The Event Coordinator will also be responsible for social events.

# Layout Chair

# Layout chair utilizes Adobe InDesign and Photoshop to create both the online and print editions. Layout editors are responsible for individual author’s spreads which include the author’s final edits, graphics and images related to the research, and ensuring that things like citations and wording are aligned properly. The Layout Chair will follow the layout timeline and discuss the process with the EIC of Journal Publication.

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# Financial Chair

The Financial Chair shall keep track of all funds acquired and spent by the organization and oversee applying for organizational and event funding from the university and other sources. The Financial Chair will plan fundraising opportunities and focus on obtaining funds for events and for journal publication. The Financial Chair will work with the other Executive Board members to create a budget for the year in August. The Financial Chair will work with the EICs to obtain 501C3 status. The Financial Chair will keep a binder with all financial paperwork in the office i.e. receipts, budgets, bank statements, etc. and create a copy for online storage in the Gdrive. The Financial Chair is responsible for attending treasurer training in the Ohio Union in August.

**Marketing Chair**

Marketing and advertising involves alerting the public about different JUROS events and assisting with the events. The Marketing Chair will also find innovative ways to alert the community of JUROS events and maintain our web presence via social media accounts. The Marketing Chair will work with the Events Coordinator and Financial Chair to ensure that signature events are being properly advertised to remain eligible for the event funding. The Marketing Chair will work with the Layout Chair and EIC of Journal Publication to obtain new submissions. The Marketing Chair will work with the EIC of Logistics to obtain new members at involvement fairs. The Marketing Chair will handle sponsor promotions such as; thank you notes, social media thank you posts, fliers, etc. and will handle distribution and creation of new fliers and advertisements.

## Article IV: Advisory Board

The organization shall have an Advisory Board composed of full-time University faculty or Administrative & Professional staff. The Advisory Broad will be responsible for guiding the direction and activities of the organization, especially the planning of major events. This should consist of at least two primary Faculty Advisers. The Faculty Advisers must complete registration paperwork and training as determined by the Ohio Union. The Adviser(s) should have access to the organization email and be responsible for adding new EIC’s yearly. A meeting with the Editor-in-Chiefs and the Adviser(s) should occur once per month.

## Article V: Meetings

The dates, times, and frequencies of general organizational meetings will be decided by the organization’s seven officers at the beginning of each academic semester, and this information will be made available to all current members of the organization at that time. The dates, times, and locations should be consistently updated on the organization google calendar for member use.

## Article VI: Method of Amending Constitution

Proposed amendments to the organization’s constitution should be submitted in writing to the Executive Board of the organization. The proposal shall be read at the first and last General Body meetings of each semester and all voting members present shall have the opportunity to comment on the proposed amendment. All voting members will then be notified of the proposed amendment via the organization’s mailing list and final voting on the proposal will take place in an online survey the same day. A two-thirds majority of voting members present shall be required to approve the amendment (and to conduct any business, quorum should be present at a business meeting, which is at minimum 50% + 1 of total organization members).

*Article VII: Removal of Membership*

# Membership Revocation

Any member who participates in any controversial or discriminatory practices while representing the organization will have their membership revoked after review and a majority vote by the Executive Board. Any member who uses money from the organization’s account or programming funds for any unauthorized use, will have their membership revoked immediately. Membership may be voted on for revocation if the member fails to meet their requirements at the end of the semester. The Executive Board and the Faculty Adviser(s) will determine if further actions or ramifications are necessary including university involvement. Revocation can be temporary for a semester due to not meeting membership requirements or permanent for the duration of their time at OSU for more serious cases. This will be determined by the Executive Board and the Faculty Adviser(s). If a member is removed for the duration of their time at OSU, which will be outlined in their dismissal letter, they will never be accepted as a member of the organization.

# Executive Board Member Removal

An officer may voluntarily resign from their position with a two-week notice presented in advance to both Editor-in-Chiefs. An officer who fails to perform their ascribed duties or meet member requirements will be subject to forced removal of office by a majority vote by the Executive Board and Faculty Adviser(s). Any officer who participates in any controversial or discriminatory practices while representing the organization will have their membership revoked after review and a majority vote by the Executive Board. Any officer who uses money from the organization’s account or programming funds for any unauthorized use, will have their membership revoked immediately. The Executive Board and Faculty Adviser(s) will determine based on severity of the case to remove the officer from their role and revert them to a general member position, remove them from their role and suspend them for a semester from participating in the organization, or complete and permanent removal for the duration of their time at OSU. If an officer is removed for the duration of their time at OSU, which will be outlined in their dismissal letter, they will never be accepted as a member of the organization.

# Adviser Removal

An adviser may voluntarily resign from his or her position with a one-month notice presented in advance to either of the Editor-in-Chiefs. If the association adviser fails to perform their ascribed duties, they will be subject to forced removal of office by a majority vote by the Executive Board.

## Article VIII: Method of Dissolution of the Organization

Should it become necessary to dissolve the organization, a meeting of the organization’s Executive Board and Adviser(s) shall be held to discuss the exact procedures for said dissolution. Should any assets exist, they shall be donated to an organization decided upon by the officers at the time of dissolution. No debts should be allowed to accrue during the existence of the organization and thus a method for disposing of such debts is not necessary.