**Constitution and By-Laws Guidelines for Magic The Gathering at the Ohio State University**

**Constitution**

*Article l - Name, Purpose, and Non-Discrimination Policy of Magic the Gathering @ Ohio State*

Section 1- Name: Magic the Gathering @ Ohio State, or MTG@OSU. Colloquially referred to as “Mana Dorks”.

Section 2 - Purpose: To provide students and faculty at The Ohio State University with a high-quality Magic the Gathering experience for social and competitive purposes.

Section 3 - Non-Discrimination Policy: MTG@OSU appreciates all prospective and current members and refuses to discriminate against anyone based on race, religion, gender, ethnicity, sexual orientation, beliefs, age, social class, color, sex, disability, national origin, gender identity or expression, veteran status, or any other distinguishing characteristics. If any member is found to be in violation of this policy, they will lose their membership and all fees associated with that membership will be forfeit. No hazing will be tolerated in any capacity.

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

The current officers will select a MTG@OSU meeting during Spring semester, within the month of March or April, in which to hold elections and will inform the membership of the election meeting no less than two weeks in advance. During the election meeting only full members of MTG@OSU can vote for the full undergraduate student members which are standing for each officer position.

Each elected member begins their term of office with the beginning of Summer semester ending at the end of the following Spring semester. Each elected position is determined by majority vote. Elections shall be run by the Advisor of MTG@OSU.

Section 1 – Co-Presidents: Acts as the guiding heads of the organization. They represent MTG@OSU at official Ohio State University functions as well as those off-campus functions at which MTG@OSU wishes to have a representative. The presidents puts ideas into motion in order to lead the club. The Presidents must complete President training as offered by The Ohio State University, and must work together to plan events for the club.

Each Co-President, while sharing many roles, has their own individual roles. These roles are guidelines, and the Co-Presidents can choose to delegate specific responsibilities to each other as they both agree to and see fit. The two kinds of presidents are as follows:

1a) Membership President: This officer shall be one of the most social faces of the club. It is their responsibility to make the club environment a welcoming and fun environment for everyone. It is the Membership President’s job to welcome new attendees to the club and teach the game to members. They are the head of networking for the club, and help train prospective officers every February.

1b) Event President: This officer shall be responsible for booking spaces for events, including meetings, registering the club in any Involvement Fairs hosted by The Ohio State University, and applying for office and/or locker space through the Union every Spring Semester or delegating these same duties to other officers. This officer also runs the weekly email and sets up announcements for the club.

Section 2 – Treasurer: The Treasurer oversees the finances of MTG@OSU and must approve all purchases. They are responsible for all financial transactions. Any purchases from the club account must be approved by the Treasurer, either in writing or via a majority vote of the officers in which the Treasurer is present. They are responsible for ensuring that members are reimbursed properly and that the other officers have up to date information on club finances.

In addition, the Treasurer must keep a record of all members who have paid their dues and update the records and mailing lists accordingly. The Treasurer must complete Treasurer training as offered by The Ohio State University.

*Article III – Method of Removing Officers and Members.*

Section 1 – Permanent Removal of a Member

An officer who is deemed to not be fulfilling their responsibilities may be removed via a 2/3rds vote of the officers or a majority vote of the membership. An officer who wishes to resign their office voluntarily must notify the Council and will be replaced by a vote.

In the case of an issue arising by, for or against members or attendees of MTG@OSU meetings, a few methods of recourse may be pursued.

1) If the person against whom a complaint is made is a general attendee or member:

a. The officers shall be left responsible for discussing and resolving the issue as they deem reasonable. It is strongly encouraged that the offices meet with those filing a complaint in order to obtain additional information and produce an informed decision. If it is felt necessary, the officers may then remove a member through a 2/3rds blind vote of the officers.

2) If the member against whom a complaint is made is a member of the Council itself:

a. The member may request a special meeting with the Council in which only the other members of the Council may attend. Following this meeting a blind grand majority vote will be taken of the officers and advisor (or co-advisor) and will determine whether the member or attendee against whom the complaint is made will be allowed to continue attending MTG@OSU meetings. This vote will not include the Council member against whom the complaint is made.

Section 2 – Suspension of a Member

In extreme cases, where there is a concern for safety or dignity, a member may request a meeting with the Council to request the temporary suspension of another member or attendee. The Council, may take a blind majority vote to suspend a member’s attendance privileges. Suspensions are inherently temporary and may be followed up by a formal removal process as outlined above.

If the Council is unwilling or unable to meet in a timely manner (defined as no longer than the period of time between when the complaint is made and the next club meeting or affiliated event), the Advisor or either Co-President is empowered to suspend any member’s attendance privileges for a period of no longer than three club meetings or affiliated events pending a meeting to formally instate a suspension or undertaking a formal removal processes as outlined in the previous section.

The Director of Student Activities must be informed of any suspension and the circumstances surrounding it. The Council is strongly recommended to consult with the OSU Office of Student Activities regarding any ongoing circumstances threatening the health, safety or dignity of a MTG@OSU member.

*Article IV – Advisor*

The Advisor is the overseer of elections for the Council and is responsible in conjunction with the Treasurer for management of the club finances. The Advisor is also responsible for advising the Council on the prudence and particulars of the events and courses of action that the club has planned.

Each Advisor must complete the requisite training as required by the Ohio State University

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

Meetings will be held on a weekly basis at a time, place, and day of the week as decided by the Council (possibly at the recommendation of the General Members) during spring and fall semesters. Meetings may be held throughout the summer or during breaks on a less regular frequency as decided by Council. If a meeting must be canceled, all members must be notified of the cancellation as expediently as possible.

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

All amendment proposals must be submitted to the council at minimum one week before a special or voting meeting in electronic form. The text of the amendment will be emailed to all members, along with notification of when the vote will take place on the amendment.

*Article VII - Club Assets*

The purchase of food and promotional materials such as fliers or signage for club events can be voted on by the Council and does not require a full membership vote.

 In the instance that MTG@OSU disbands all club assets; including any loaner decks; will become the property of The Ohio State University.

**By-Laws**

*Article I – Parliamentary Authority*

Under most circumstances, a simple motion/second/vote system will apply for both Council and General meetings.

If necessary or requested, the rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

*Article II- Membership*

Full membership is open to all and requires only a ten-dollar payment to the club once a year. Membership is maintained for the semester in which the dues are paid and the following semester. The benefits of being a member are numerous and include, but are not limited to, voting rights, being able to participate in tournaments, and win prizes through said tournaments.

*Article III- Election / Appointment of Government Leadership*

In order to run for a position, one must be a paid member of the club and be an undergraduate student.

*Article IV - Method of Amending By-Laws*

To amend or add on a By-Law the same process is followed as for amending the constitution (Article VI)