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

**Section 1: Name**

Natural History Collections Club

**Section 2: Purpose**

The Natural History Collections Club is a student-led organization that acts as a hub for students interested in natural history and museum collections. Our goal is to provide undergraduate and graduate students the opportunity to gain valuable career experience working with natural history collections, while also benefiting Ohio State’s own natural history collections by enhancing visibility and encouraging use through increased accessibility for research, teaching, and education.

The organization is organized exclusively for charitable, religious, educational, or scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code

**Section 3: Non-Discrimination Policy**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, the Natural History Collections Club 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 here: 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 [titleIX@osu.edu](mailto:titleIX@osu.edu)**.**

***Article II - Membership: Qualifications and Categories***

*IIa*. The Natural History Collections Club is a non-discriminatory organization, and will therefore accept all potential members possessing active student status at the Ohio State University. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

*IIb.* Voting membership will be limited to currently enrolled Ohio State students. Others non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

*IIc.* As required by the Guidelines for Student Organizations, current Ohio State University students must make up at least 90% of the membership of this organization.

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

*III.a* 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 a majority vote of the officers in consultation with the organization’s advisor.

*III.b* Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or 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. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

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

***Article IV - Organization Leadership***

*IV.a* Organization leaders represent the Executive Committee and general membership and will be elected or appointed from the ranks of the Natural History Collections Club’s voting membership. All organization leaders (president, vice president, treasurer, and advisor) will be elected through a majority vote by the organization’s voting members.

*IV.b* To assist with club continuity, the position of club advisor will have a term length of two years. All other leadership positions within the organization will have a single year term.

*IV.c* Main duties of leadership include:

Primary Leader (President): Duties include planning and organizing club meetings and events (including securing a location, promoting the event, and keeping a record of meeting attendance), working with the vice president on member recruitment and retainment initiatives, and ensuring the club retains active organization status with the Ohio State University. Secondary Leader (Vice President): Duties include assisting club president with member recruitment and retainment initiatives as well as helping to organize club meetings and events. Treasurer: Duties include managing funds and keeping track of club expenses as well as applying for annual operational and programming funds available from the Ohio State University. Advisor: Duties include facilitating communication between club members and relevant faculty and assisting newly elected leadership in understanding the responsibilities and duties associated with their leadership position.

***Article V- Election and Selection of Organization Leadership***

*V.a* All voting members of the Natural History Collections Club are eligible to run for leadership positions within the club. A nomination period will be announced to club members in early Spring semester. During the nomination period members may nominate themselves or other eligible members of the club. At the end of the nomination period, nominees will have the opportunity to accept or decline their nomination. Those who accept their nomination will be put on the ballot, which will then be provided to all voting members of the club. Members will have one week to vote, after which votes will be tallied and newly elected officers will be announced.

***Article VI - Executive Committee: Size and composition of the Committee***

*VI.a* The Executive Committee is comprised of the organization leadership (president, vice president, treasurer, and advisor). This committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership.

***Article VII – Advisor(s) or Advisory Board: Qualification Criteria***

*VII.a* Advisors of the Natural History Collections Club must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

***Article VIII – Attendees of Events of the Organization***

*VIII.a* The Natural History Collections Club reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.

***Article IX – Method of Amending Constitution***

*IX.a* Any proposed amendments must be presented to the Natural History Collections Club in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at the next general meeting in which the votes will be taken, and should require a majority of the entire voting membership of the organization, present or not.

***Article X – Dissolution***

*X.a* Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**By-Laws**

***Article I – Parliamentary Authority***

*I.a* The rules contained in Robert’s Rule of Order shall govern the Natural History Collections Club 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***

*II.a* The Natural History Collections Club is a non-discriminatory organization, and will therefore accept all potential members possessing active student status at the Ohio State University. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

***Article III - Method of Amending By-Laws***

*III.a* By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).