The Logistics Association Constitution

 *Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.*

Section 1: The Logistics Association at The Ohio State University

Section 2: The Logistics Association strives daily to achieve our vision; to become the most admired business student organization among students and the most respected among professionals by building a cohesive network of companies and connecting people together.

Section 3: The Logistics Association and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

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

Section 1: An official member of The Logistics Association is considered to be a currently enrolled student at The Ohio State University, and has attended 2 general meetings. Membership status must be renewed every semester.

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

Section 1: The Logistics Association’s returning leaders will be elected every fall semester by current E-board members. On the first or second week in November, all E-board members will vote for current officer roles and the votes will be counted and the officer positions will be awarded to the candidate with the most votes. To hold an organizational leadership position, the person(s) must be a current enrolled student at The Ohio State University. Each organizational leadership position will last 1 year from the date of election. TLA E-board applications for all other open positions will be determined at the start of the Spring Semester. Interviews and selection of new E-board members will take place the second week in January in spring semester. All duties will be shared in January as senior officers train and transition the new officers. New officers will take full responsibility of all duties the first week in February. Every officer position will be up for re-election during the first or second week of November; current officers that are set to graduate will be removed from their current position and replaced by a new officer. If officers wish to stay for another term, they must be re-elected. Below are officer positions and descriptions:

**President**

* Touches all aspects of TLA and drives the organization toward a collective vision
* Oversees the TLA budget and large investments
* Manages company relations and membership relations to provide a face for the organization within Fisher and Ohio State
* Ensures all officers receive the necessary support to complete their tasks in a timely fashion
* Collaborates with the VP to develop new initiatives for TLA
* Organizes Professional Headshot Event

**Vice President/VP of Outreach & Engagement**

* Touches all aspects of TLA and drives the organization toward a collective vision
* Collaborates with the President to develop new initiatives for TLA
* Ensures all officers receive the necessary support to complete their tasks in a timely fashion
* Plans and executes the Casual Networking Night event
* Plans and excutes TLA bonding activities such as leadership retreats
* Responsible for TLA’s presence at the Student Involvement Fair and Fisher Fall Frenzy
* Responsible for the success of TLA’s Marketing

**VP of Finance**

* Handles all TLA finances
	+ Depositing company payments
	+ Records all TLA expenses from each account and provides month balance updates to Faculty Advisor, President, and Vice President
* Analyzes TLA funds and creates a budget before each semester from each TLA account:
	+ University Gift Fund Account
	+ TLA 5/3rd Account
	+ PayPal Account
	+ Venmo Account
* Handle all W9 forms for “Friends Program”
* Coordinates with VP of Company Relations to ensure food is present at each meeting
* Makes all purchases and reimbursement payments with another TLA officer present
* Provides companies with invoices when requested

**VP of Company Relations**

* Manages the Friends of TLA program and other sources of Sponsorship
* Ensures that each company’s needs are meet or delegated to the correct officer
* Aids in the implementation and execution of events
* Schedules company speakers to come present every week beginning with the second week of the semester
* Provides a tentative semester schedule for to the TLA Executive Board for marketing purposes.
* Oversees Director of Programming and Director of Development

**VP of Special Events**

* Responsible to for planning and executing the TLA Career Fair in the Autumn Semester
* Responsible for planning and executing the TLA Case Competition in the Spring Semester
* Responsible for planning and executing the TLA End of the Year Banquet at the conclusion on the Spring Semester

**VP of Marketing**

* Creates fliers and communication materials, as needed, for:
	+ Weekly meetings, tours, TLA career fair, End of the Year Banquet, Friend’s of TLA, etc.
* Distributes fliers for upcoming events and tours to:
	+ Director of Membership
	+ Schoenbaum Hall Bulletin Board
	+ Schoenbaum Hall Video Screens
	+ Facebook
* Maintains the TLA website

**VP of Outreach and Engagement**

* Plans and executes the Casual Networking Night event
* Plans and executes TLA bonding activities such as leadership retreats
* Responsible for TLA’s presence at the Student Involvement Fair and Fisher Fall Frenzy
* Responsible for creating and ordering marketing materials to hand out (pens, stress balls, cups, etc.)
* Posts events to social media (Facebook, Twitter, & Instagram)
	+ Takes pictures/video of meetings and events to post

**Director of Development**

* Responsible for planning and executing 2 Distribution Center tours for TLA members each semester.

**Director of Membership**

* Sends out weekly emails to the TLA Email List to advertise all events and TLA News
* Record attendance at weekly meetings and relays information to professors who give extra credit

*Article IV – Adviser(s) or Advisory Board: Qualification Criteria.*

Section 1: Advisers of student organizations must be full-time members of the University faculty or Administrative & Professional staff. Responsibilities of the advisor are to assist each officer in performing their duties and keep a strong relationship with the faculty at Fisher.

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

Section 1: As stated above, two general meetings are required for membership status. General meetings are held on Wednesdays at 7:30pm in Schoenbaum Hall 330.

Article VI-*Removal from the Association both Officer and Member.*

Section1: Officer’s that have completed their term and would like to continue on for another term will have to be re-elected into their position. If an officer is not fulfilling their duties, the President has the right to petition for an impeachment of that officer. This has to be voted on and approved from the officer core.

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

Section 1: Proposed amendments will be discussed at an exclusive Executive Board meeting. Proposed amendments require a two-thirds majority vote from the Executive Board.. The constitution should not be amended easily or frequently.

Updated: 01/11/2018