

Constitution – Geocaching at Ohio State

Article 1: Name, Purpose, and Non-Discrimination Policy

Section 1: Name: Geocaching at Ohio State. This organization affiliates itself with Groundspeak® and complies with all registered trademarks upheld by it and its associates. This organization does not own any rights to the Geocaching name or the founding of the game.

Section 2: Purpose: The Geocaching Association at The Ohio State University serves as an organization whose responsibility is to expose individuals to the idea and methods of Geocaching. Its objective is to peak the interests of individuals who enjoy hiking, puzzles, and the outdoors. Geocaching is a real-world, outdoor treasure hunting game using GPS-enabled devices. Participants navigate to a specific set of GPS coordinates and then attempt to find the geocache (container) hidden at that location.

Section 3: Non-Discrimination Policy: This organization 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

Membership is limited to currently enrolled Ohio State students. The makeup of the organization is primarily undergraduate students. Faculty, alumni and professionals are encouraged to become honorary members. This organization recognizes Ohio State's attempt to keep student organizations student initiated, run, and led.

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

There will be three leadership positions in the organization (President, Vice President, Treasurer). Persons who hold a leadership position in the organization are responsible for representing the organization and conducting the group in a professional and organized manner. All of the members who hold a Leadership Position must have a working knowledge of the Geocaching Game and must become a member of the International Geocaching Community. During the 2019-2020 school year, these individuals will be appointed by the founder of the group. Subsequent to the 2019-2020 school year, these individuals will be determined as described below.

Notice: The Organization Leaders reserve the right to create new leadership roles as issues arise and new obligations become apparent, which need to be met. Once the organization has above 25 members, a secretarial position will be required to be created (otherwise it is up to discretion of current leaders).

Section 1: President: Persons who hold the President position are responsible for planning and conducting routine meetings. He/she/they must uphold the integrity of the group and always

represent the organization in a professional and positive manner. The president is also responsible for overseeing the financial plan for the year and must cooperate with the other leaders of the group to plan group outings. He/she/they shall also be responsible for helping recruit new members via promoting the group at rallies, fall and spring involvement fairs, and other promotional events. The president shall serve for an entire school year (Ex. August 15, 2020 – August 14 2021). If there are 25 or more general members in February of any school year, an in person closed ballot election will be held in March to determine the president to serve for the succeeding school year. If there are not 25 or more general members in February of any school year, the President may serve another term or appoint a new President to take his/her/their place for the upcoming school year. Therefore, the President can, if he/she/they chooses, serve continually as long as there are less than 25 general members and, he/she/they continues enrollment at The Ohio State University. Otherwise, an election will be held as described above.

Section 2: Vice President: The Vice President must be appointed by the current serving President, whether that President has been elected or appointed due to lack of members. The Vice President must work directly with the President to assist him/her/them in conducting meetings, communicating with members and planning group outings. The Vice President will serve 1 term for an entire academic school year (Ex. Aug 2020 - Aug 2021). The Vice President may be appointed continually as long as there are under 25 members, they continue enrollment at The Ohio State University, and if he/she/they chooses. Otherwise, an election will be held and the Vice President will be chosen by the active members (25 members or more).

Section 3: Treasurer: Persons holding the Treasurer position shall take the responsibility of managing all of the finances for the organization. While the Treasurer records and logs all of the finances that take place in the group, all spending of funds must be made by the Organizational Leaders as a whole. Precedent will be given to group outings, as is the reason and purpose for the creation of the geocaching group (an exposure to the Geocaching Game and Community). It is noted that funds are necessary to actually purchase equipment such as GPS navigation systems; if such funds exist they shall be used to purchase such equipment so that outings can occur. Otherwise, equipment must be purchased by individuals in the group or provided by volunteers if they are willing to comply. The Treasurer will serve 1 term for an entire academic school year (Ex. Aug 2020 - Aug 2021). He/she/they may be appointed continually as long as there are under 25 members, they continue enrollment at The Ohio State University, and if he/she/they chooses. Otherwise, an election will be held and the Treasurer will be chosen by the active members (25 members or more).

Section 4: Secretary: Persons holding the optional Secretary position must take the responsibility of recording meeting minutes, document all events that the organization participates in, and cooperating in financial planning. He/she/they must also keep current membership records and contact information for each individual up to date. The individual must also collaborate with other organizational leaders to assist with obligations such as the setup of meeting dates and ensuring that communication between members is efficient and professional. The secretary must also be responsible for taking comments and complaints from the members and bringing them to the attention of the other organizational leaders. The secretary shall also

assist the other members with access to the resource center and help coordinate events and other activities with the other leaders. The secretary will serve 1 term for an entire academic school year (Ex. Aug 2020 - Aug 2021). An in person closed ballot election will be held in March and the Treasurer will be chosen by the active members if there are 25 members or more. All secretarial responsibilities will become responsibilities of the serving President unless there are 25 active members, or the position is deemed necessary by the current leadership.

Article IV – Method of Selecting and/or Removing Officers and Members

Section 1: Selection: As previous articles suggest, Organizational Leaders will be continually appointed by previous leaders or continue to serve as long as they are full-time students, unless the group grows to over 25 *active* members. Active members will be classified by the serving organizational leaders. Active members must be attending group meetings and have a certain percentage of meetings attended, which will be set by the serving organizational leaders serving for that academic year. If the group exceeds 25 active members, there will be an election every academic year to determine the organizational leaders who aren't appointed (Vice President, Treasurer). The members will vote before the election to see if the majority would like the organizational leaders to serve another academic year. They will vote for each leadership position. If the majority agrees, then that person may serve another year or voluntarily step down. Elections will occur between the current serving member (if they choose) and up to 3 additional active members (4 total). The challengers must have been active members in the previous academic year in order to compete in the election.

Section 2: Removing: In order for an organizational leader to be removed from Office, there must be 'Just Cause' for removal. Reasons include a lack of leadership with given specific reasons or events such as acting in an unprofessional manner that tarnishes the reputation of the group. A council will meet that will consist of the organizational leaders and any members willing to speak upon the behalf of the accused or the accuser. The accuser will have a chance to speak for themselves and attempt to express his/her viewpoint. After the hearing, all attending members will vote to either remove the individual from office or keep them. There must be over 75% of members who vote to remove the leader in order for the removal to be successful. Also, all of the other leaders must be in agreement to remove their colleague. If not, the council must meet again. If there is not a unified decision between the members and the other leaders then no removal can proceed. If the removal is successful, then the accused must step down from his/her position. They do have the option of becoming a general member, and they do have the option of running for a leadership position in the following academic year as long as the requirements in Article IV, Section 1 are met. As stated by Article I, Section 3 the Non-discrimination policy prevents members from removal based on the listed statuses.

Article V- Advisor: Qualification Criteria

This organization complies with all expectations of The Ohio State University and its student run organizations. Advisors of all student organizations at The Ohio State University must be members of the University faculty or Administrative and Professional staff. Advisors must review and approve the organization's annual goals. Advisors for this organization reserve the right to oversee all group activities and meetings. They may or may not attend group meetings, discuss

obligations with group leaders, assist in formulating goals, assist with the budget, or help with communication between the university. The advisor also reserves the right to let the organization thrive or decline on its own merits.

Article VI- Meetings of the Organization: Required Meetings and their Frequency

The Organization Leaders and its members must meet and discuss relevant information amongst one another at least two times per semester (Summer Semester excluded). Organization leaders are responsible for setting up meetings and carrying them out. They must communicate with general members via E-mail, website, social media when they feel it is necessary.

Article VII- Method of Amending Constitution

Proposed amendments shall be brought to the attention of Organizational Leaders at a time that proves convenient for most of the current members, which would be during scheduled meetings. Organizational Leaders are responsible for bringing the issues to the attention of current members either during informational meetings or via e-mail. After the issue has been addressed to the entire organizational body, a vote will be held in a meeting which must be different from when the proposal was made to the group. Votes will be taken and approval of the proposal for amendment of the constitution requires at least 2/3 of the members present. At least 75% of the members must approve the proposal for the change to occur if there are less than 25 total members in the organization. If there are more than 25 total **General** (not including organizational leaders) members, then the requirement will be 50% approval for the amendment to take place. There can only be two proposals to change the constitution per academic year whether the proposals take place or not.

Article VIII- Dissolution of Organization

A final general meeting shall be held and **ALL** organizational leaders (advisor is optional) must be present in order to communicate the decision to disassemble to all members who wish to be present. Including to the final meeting, a mass e-mail must be sent to all members communicating that the organization will cease to exist and will follow policy according to Article VIII of the Organizational Constitution. If there are any assets or debts accrued by the organization, then they shall be split up among all members of the group in an equal fashion and shall be a part of the "dues" for the academic year. If there are individuals who will not/ cannot comply then the remaining debt must be paid for in some other manner such as fundraising, or organizational leaders must discuss options with the organizational faculty advisor. **Notice:** the faculty advisor shall not be responsible for any outstanding debt that the organization may have accrued since operation. The list that contains the names and e-mail addresses of all the members must be disposed of in a proper fashion so that the information is not accessible to any one.