

Constitution for Citizens' Climate Lobby (CCL) at The Ohio State University

Article I – Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1 – Name: The name of this organization is Citizens' Climate Lobby (CCL) at The Ohio State University. It may be alternatively referred to as Citizens' Climate Lobby: The Ohio State University Chapter.

This student organization is one chapter of an international organization. Citizens' Climate Lobby (CCL) is a nonprofit, nonpartisan, grassroots climate advocacy organization focused on national climate legislation.

Section 2 – Purpose: The goal of CCL, and therefore the goal of CCL at The Ohio State University, is to build the political will necessary to enact climate legislation that is appropriate in the face of the climate crisis. In pursuit of this goal, we lobby our representatives in the government and educate people in our community about the climate crisis. We help our members develop the skills and knowledge base they need to become effective climate advocates.

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, elections, and communications. Moreover, as CCL prides itself on being a nonpartisan organization, neither does this chapter discriminate on the basis of members' or potential members' political party.

Article II – Membership: Qualifications and categories of membership.

Voting membership is limited to those who are currently enrolled as students at The Ohio State University and who have paid whatever dues are owed to CCL at The Ohio State University. Faculty, alumni, professionals, etc. are encouraged to become members but can only be non-voting associate or honorary members.

Article III – Methods for Removing Members and Executive Officers.

III.a. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of The Ohio State University Student Code of Conduct, they can be removed through a majority vote of the other voting membership or a unanimous vote of the organization leadership, with the consultation of the advisor.

III.b. Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to, violation of the constitution or demonstration of any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action

is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two thirds affirmative vote which comprises the votes of the Committee members and the advisor(s).

Article IV – Required Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

Organization leaders, collectively called the Executive Committee, represent the general membership of the organization and are elected or appointed from the ranks of the organization's voting membership. The Committee conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. The Committee must always include a president, a vice president, a treasurer, and a secretary. The suggested duties of each of these leadership positions are as follows:

- President: Presides at meetings; should be given precedence over other Committee member concerning the scheduling of meetings; should be given precedence over other Committee members concerning the creation of meeting agendas, unless the meeting concerns removal of the President; communicates with Citizens' Climate Lobby's Higher Education Action Team; keeps up with national and international news regarding climate legislation and climate science; communicates with the general body members via email and/or group chat when best suited for or best able to carry out the task.
- Vice President: Keeps up with national and international news regarding climate legislation and climate science; communicates with the general body members via email and/or group chat when best suited for or best able to carry out the task; fills in for the President when the President is unable to carry out a duty or needs assistance carrying out a duty; takes on the title of President when the situation necessitates it.
- Treasurer: Carries out all actions required to secure and maintain funding for the organization; communicates with the general body members via email and/or group chat when best suited for or best able to carry out the task.
- Secretary: Records and keeps the minutes of all meetings; maintains the membership list; should be given precedence over other Committee members concerning maintenance of the organization's social media presence, unless another Committee position has been created for this purpose; should be given precedence over other Committee members concerning the physical writing or typing of any documents for the organization; communicates with the general body members via email and/or group chat when best suited for or best able to carry out the task.

Executive Committee elections must be held at the end of every spring semester, and each member elected at this event must serve in their elected position for the length of one full school year unless they are either removed in accordance with Article III or deem themselves unable to carry on with their duties due to external circumstances (course load, family troubles,

or any other reason that the rest of the Executive Committee deems acceptable reason for retirement). Each member selected at the end-of-year elections must be elected by the existing body of chapter members by a majority vote, and each must also be granted unanimous approval by the existing Executive Committee. The in-person elections should be conducted by means of a “heads down, hands up” system or by means of a written ballot system. The existing leadership may essentially conduct the vote, though an advisor of the organization must be present in order to ensure fairness.

Article V – Optional Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

A new position or two may be added to the Executive Committee if this would allow the organization to function more effectively. Position titles common in other student organizations and acceptable for the purposes of CCL at The Ohio State University include, but are not limited to, Outreach Coordinator, Event Organizer, and Social Media Manager. No more than six people may serve on the Executive Committee at a time. All Committee members must be elected by the process outlined in Article IV and must serve on the Committee for a full school year, with the exception of anyone who takes on the title of Spring Project Leader (see next paragraph).

CCL at The Ohio State University may sometimes wish to carry out a relatively large project during the spring semester. If this is scheduled for early in the spring semester, then the person(s) assigned to lead the project must be an Executive Committee member elected at the end of the previous spring semester. However, if the project is scheduled for later during the spring semester and does not require planning during the autumn semester, a Spring Project Leader may be appointed at the end of the autumn semester or start of the spring semester. If the existing Executive Committee has any interest in appointing someone to this position, it must communicate this to the general body during the autumn semester, or if any member of the general body has an interest in joining the Executive Committee as leader of a spring project, they must communicate their interest to the Executive Committee at some point during the autumn semester or after such a call has made by the Executive Committee. If the general body of the organization does not demonstrate enough interest to produce a candidate for Spring Project Leader, then the Executive Committee can only choose someone who is already a Committee member to lead the project. However, if one or two general body members step forward as candidates, then their addition to the Committee must be unanimously approved by the existing members of the Executive Committee as well as the organization advisor(s), and it must also be approved by a majority vote of the general body of the organization. If there are more than two candidates, or if the existing Executive Committee decides to offer only one new leadership position while there is more than one interested candidate, then elections must be conducted in the usual manner outlined in Article IV. The vote for Spring Project Leader must take place no later than the final exam day of the autumn semester.

Article VI – Advisor(s) or Advisory Board: Qualification Criteria.

The advisor of this student organization must be a full-time member of the University faculty or Administrative & Professional staff, or, 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. The advisor(s) must monitor Executive Committee elections, approve all leadership positions, and approve all decisions of the Executive Committee. The advisor(s) must always be available to be reached by the Executive Committee via email. Moreover, the advisor(s) must be willing and able to set aside regular office hours (whether virtual or in-person) for meetings with the Executive Committee if the Committee deems this action necessary. Any other responsibilities of the advisor(s) are determined by conversation between the Executive Committee and the advisor(s).

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

CCL at The Ohio State University should aim for two general meetings of its members each month, though it requires only one. This does not apply to summer months and any months during which the school is not in session. The organization also requires one meeting of the Executive Committee between each meeting of the general body.

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

Proposed amendments should be in writing; should not be immediately acted upon but read in the general meeting in which they are proposed; should be noted in email or text to all members of the organization as well as the advisor(s); should be read again at a subsequent general meeting in which the votes will be tallied; and should require a two-third majority of those voting members who are either present or who have communicated their vote to an Executive Committee member prior to the election day. The constitution should not be amended frequently.

Article IX – Method of Dissolution of Organization.

If the population of active general members ever reaches a number lower than that of the Executive Committee members, then a vote of the active general members and the Executive Committee members must be held to determine whether a temporary dissolution of the organization is appropriate. Such a dissolution requires a unanimous vote of said people. If the vote was in favor of temporary dissolution, the Executive Committee, in consultation with the advisor(s), must take the remainder of the semester to reevaluate and improve their plans before starting up again the next semester. Whatever the outcome of the vote, the Committee should consult with the advisor(s) and with the existing or previously existing general body in order to determine how to boost student participation in the organization.

Permanent dissolution may be voted upon in the same way as outlined in the above paragraph. Such a vote may only take place after all reasonable attempts have been made to revive the organization, including consultation with the Columbus chapter of Citizens' Climate Lobby.

In the case of either temporary or permanent dissolution, all available funds must be donated to Citizens' Climate Lobby and/or its sister organization, Citizens' Climate Education.

Signatures and University Email Addresses of the Four Founding Members

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