**Constitution of Buckeyes First Student Organization**

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

**Section 1-Name**: Buckeyes First Student Organization

**Section 2-Purpose:** The Buckeyes First student organization is intended for first-generation college students. We will meet regularly throughout the year, discussing topics that support the academic and social transition of first-generation students. We will connect with faculty, staff, and community members to help students develop a social network of support. We will develop relationships with nonprofit community organizations that combat education inequality. Finally, Buckeyes First will host a variety of awareness events to acknowledge the intersecting identities and interests in our community to foster a sense of belonging. Our cornerstone day will be November 8th, which is the National First-Generation College Student Day.

**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, Buckeyes First Student Organization 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.*

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

**Section 1- Active Membership:** Any (first-generation) student currently enrolled at The Ohio State University who have attended two meetings. Buckeyes First defines first-generation as a student whose parents and/or guardian did not complete a four-year college degree and/or who did not attend a college in the United States.

**Section 2-Non-voting Associate Membership:** Any faculty, staff, graduate students, alumni, and professionals can become members but as non-voting members.

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

**Section 1- Removing Members:** 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, this member will be placed on a probation period. The probation period for a general body member is defined as one month (30 days). If the general body member continues to fall below this standard after the probation period is over the executive officers will vote on removing the member through a majority vote of the officers in consultation with the organization’s advisor.

**Section 2- Removing Executive Officers:** Any elected officer of the organization 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 Team may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor. In the event that an executive member does not meet those expectations, the executive member will be placed on a probation period. The probation period for an officer is defined by what the executive team deems necessary. If the executive team member continues to fall below these standards after the probation period is over, the executive officers and advisor will vote on removing said officer.

**Executive Team**

Section 1: The officers of the executive team shall consist of the following offices: President, Vice President, Secretary, Treasurer, Marketing Director, Director of New Membership, Director of Campus Outreach, Director of Community Outreach and the Advisor.

Section 2: The President position is open to any member who has served on the leadership team of the Buckeyes First Student Organization. The Vice President Position is open to any member who has previously held a leadership position in any student organization. Any student who is a current member of the Buckeyes First Student Organization can be elected to any other position on the executive team. No officer shall hold more than one office.

Section 3: Officers shall meet the following standards:

1. Be enrolled at least part time at The Ohio State University.
2. Not be on disciplinary probation as defined in the Student Code of Conduct.

**Article IV – Duties of Officers**

Section 1: The President:

* Attends required University training.
* Works with executive team to establish and execute a collective vision for the academic year.
* Identifies ways to improve the organization.
* Oversees actions of all other club members.
* Holds executive board members accountable for actions related to and or impacting Buckeyes First Student Organization.
* Serves as Figurehead and liaison for club on and off campus.
* Manges club-advisor relationship.
* Meets with advisor once per week.
* Works with advisor to create a planning committee from the leadership team for the National First-Gen Celebration.
* Organizes general body member and executive member meetings structure
* Approves any spending of the organization’s funds.
* Assists leadership team where needed.

Section 2: The Vice President:

* Serves as a liaison to executive team members.
* Assists with duties of the president.
* Assists in organizing executive and general body member meetings.
* Helps manage club-advisor relationship.
* Meets with advisor once per week.
* Assumes the duties of the President in their absence.
* Responsible for booking rooms for meetings.
* Conducts surveys and feedback from general body members.
* Manages merchandise if necessary.
* Reports back to executive board.

Section 3: The Secretary:

* Takes diligent minutes at all club and executive board meetings and reports back to membership accordingly.
* Assists other executive members with tasks as needed.
* Responsible for club emails and sending out information to general body members as needed.
* Maintain student organization history for that academic year via Box account.
* Collaborates with Director of New Membership with attendance efforts.
* Keeps roster updated on the Student Directory
* Reports back to executive team.
* Oversees and assists secretary assistant.

Section 4: The Treasurer:

* Attends required University training.
* Works closely with advisor to keep financial records.
* Manages club finances.
* Responsible for producing and planning fundraising ideas.
* Reports back to executive board.

Section 5: The Marketing Director:

* Responsible for all advertisement of club and activities on and off campus.
* Responsible for collecting marketing materials.
* Collaborates with Director of New Membership for Involvement Fair.
* Responsible for developing a strategic plan to use social media and managing all social media outlets.
* Oversees and assist marketing subcommittee.
* Reports back to executive board.

Section 6: The Director of New Membership:

* Responsible for outreach and recruitment of new members; continued membership development; responsible for all involvement fairs.
* Develops programs and initiatives to increase membership and keep current membership attendance constant.
* Manages all sign in and sign up lists to keep track of overall attendance at general body meetings, socials, awareness events, etc.
* Updates Secretary on new members to be added to our listserv and roster.
* Collaborates with Marketing Director for Involvement Fair.
* Oversees and assists new membership subcommittee.
* Reports back to executive team.

Section 7: The Director of Campus Outreach:

* Responsible for forming lasting partnerships with departments, colleges, student organizations, etc. on campus.
* Duties include coordinating events with other organizations on campus and supporting other organizations on campus.

Section 8: The Director of Community Outreach:

* Responsible for forming lasting partnerships with businesses and non-profit groups, in Central Ohio.
* Works with Treasurer to set up fundraisers with varying businesses.
* Search and set up volunteer opportunities.

**Article V – Subcommittee Positions**

Section 1: Names of Positions: Under the Marketing Director there is the Assistant Marketing Director and the Creative/Artistic Director. Under the Secretary there is the Assistant Secretary. Under the Director of New Membership there is the Assistant Director of New Membership.

Section 2: The Assistant Marketing Director:

* Assists in the realization and achievement of the Marketing Director’s goals and duties.
* Assumes duties of Marketing Director in their absence.

Section 3: The Creative/Artistic Director:

* Responsible for carrying out any creative tasks directed by the Marketing Director.

Section 4: The Assistant Secretary:

* Assists secretary with responsibilities.
* Assumes duties of secretary in their absence.

Section 5: Assistant Director of New Membership:

* Assistant in the goals of the Director of New Membership.
* Helps reach out to new members to keep them active and involved.
* Encourages everyone to attend all meetings and social events planned.

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

Section 1: The advisor of Buckeyes First Student Organization shall be a faculty, staff, or administrator. The current advisor of Buckeyes First Student Organization is Ivory Levert. The President and Advisor will agree on a role for the advisor prior to the start of their term. The duties of the advisor can include, but are not limited to: listener, historian, policy interpreter, mediator, mentor, teacher, motivator, financial advisor, editor, and support. Advisors are required to complete advisor training every two years, submit online approval of the organization’s registration every year, and submit online approval of the organization’s goals every year.

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

Section 1: During both Autumn and Spring semesters, the general body meetings will be every other week and the executive team will meet every other week during the off week of the general body meetings. Any deviation away from this would be determined by the executive team.

Section 2: Planning of programs for general body meetings will be planned by two executive members in rotating rank (President, Vice President, etc.). Should an executive need assistance when planning their general body meeting, that member should ask any of the other executive and leadership members, or the advisors for help.

**By-Laws**

Article I – Parliamentary Authority

Section 1: 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

Section 1: To become a member, a prospective member must attend two meetings and sign on to the club’s email listserv. To terminate membership, a member needs only to alert the executive officers and give a reason for needing to leave the organization.

Article III- Election / Appointment of Government Leadership

Section 1: To be elected a member of the executive team, an active general body member or current executive member hoping to be reelected into their current position or a different position, must go through an application process. Applications will be reviewed by a committee consisting of the advisors and non-returning members of the executive team.

Section 2: Elections of officers will be determined by slated nominations by the reviewing committee. Candidates are allowed to apply for two positions and rank them in the order of which they prefer. The committee will then evaluate the applications and place the candidates in the positions that they see fit for the nominations.

Section 3: Members will be presented the slated nominations with the top candidates slated for each position; members will proceed to vote. A general body vote will select the positions.

Section 4: Application for officer positions will be due the Friday before spring break. New officers will be installed at the second to last meeting of spring semester. New officers will then run the final meeting of spring semester.

Section 5: The Friday of when the executive team is decided, subcommittee applications will be sent out and will be due in a week. The executive team for the next year will review the applications and decide on the subcommittee positions.

Section 5: If an executive team member should have to step down from their position during any point of the school year for any reason, if that executive member has an assistant then they will take their place. If there is not an assistant, the general body members will be able to nominate themselves for the position and the executive team will select an intern to replace them for the rest of their term.

Article IV – Advisor(s)/Advisory Board Responsibilities

Section 1: The advisor for the First-Generation Students at Ohio State is Ivory Levert. The advisor is responsible for working with the executive team to make sure that the standards of the organization are being upheld and may attend general body meetings, executive committee meetings, and events as available or necessary.

Article V - Meeting Requirements

Section 1: The Buckeyes First Student Organization does not have a maximum size requirement.

Article VI- Disbandment or Dismemberment of Buckeyes First Student Organization

Section 1: Under certain conditions, Buckeyes First Student Organization may be placed in a position where it may decide to disband or dismember. If the organization should ever disband, the organization will cease to exist and will not be reinstated under the same name. If the organization should ever decide to dismember, current active members will be asked to resign membership to the organization. Conditions under which the advisors and/or executive team may consider disbandment or dismemberment include:

a. No acting President and Treasurer for 4 semesters (2 academic years)

b. No faculty or staff member acting as at least 1 Advisor for 4 semesters (2 academic years)

Section 2: In the case of considering dismemberment or disbandment, the Advisors will decide the course of action on a case by case basis. If they feel it appropriate, the decision is left with them to decide to include the executive team in the decision-making process. If the executive team is included in the consideration process, a vote will be held among the executive members and Advisors. Favor of decision will be given to the choice with the majority vote among the executive committee.

Section 3: *Only* in the case of disbandment will consideration be made about what to do with the organization’s assets (organization funds, etc.). If the organization should need to be disband for any reason at all, 75% of the assets will be donated to the Tally Hart First Generation Emergency Fund, and the remaining 25% will be given to one deserving active member of the organization in the form of an academic scholarship to be used in whatever way they see fit (tuition, books, etc.).

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