

# **Band of Brothers Constitution**

at The Ohio State University

## **Article I: Name**

The name of this organization is Band of Brothers.

## **Article II: Purpose**

Band of Brothers is a social awareness and service organization. The organization will be based on scholarship, service, professional development, and brotherhood to empower the African American male mind at The Ohio State University. The organization shall be a place where people can express pertinent issues that affect and reflect the African American male at The Ohio State University. The organization is a place where all persons can come and express their opinion and share their knowledge for the betterment of their brother.

## **Article III: Membership and Eligibility Criteria**

*This organization and its members shall not discriminate against individual(s) for reason of age, color, disabilities, gender identity and expression, national origin, race, religion, sex, sexual orientation, or veteran status.*

### **Section 1: General Membership**

This organization is open to any enrolled OSU student who is willing and committed to:

- Attending all meetings, programs, and events of the organization while demonstrating active participation
- Pay a membership fee of \$10 to be eligible to vote on proposals and issues. Dues are to be paid by an individual's third meeting in attendance in order to earn voting privileges and priority in all business of the organization.
- Earning a minimum of 25 membership points per semester as defined by the following criteria:
  - o Meetings – 1 point
  - o External Events – 2 to 3
  - o BoB Sponsored events – 3 points

### **Section 2: Disciplinary Action**

- If the membership fee is not paid by the third meeting of the joined semester, the member will not be able to vote on any proposal or issue until financial obligation is fulfilled.
- If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.
- All disciplinary actions will be refreshed at the beginning of each semester.

## **Article IV: Executive Board**

### **Section 1: General Requirements**

The Executive Board shall be responsible for making executive decisions based on a compliance agreed upon by the band as a whole. Members who serve on the executive board are expected to provide guidance and organization within the Band of Brothers in all areas. All executive board members shall keep a book of records for all activities to pass along to the future members of the executive board. Those who serve on the executive board are also required to plan and have a retreat at the end of each semester

to plan for the upcoming semester. Each member of the Executive Board is also charged with maintaining the integrity of the organization through implementation of the four core tiers in all programs and events.

#### Section 2: President

- Oversees all actions of Band of Brothers by delegating responsibilities on the executive board
- Serves as the primary spokesperson of Band of Brothers and carries themselves in a professional manner at all times
- Shall preside at all meetings of the general membership and the executive board members.
- Shall maintain order during all meetings at all times and abstain from voting in any meetings unless there is a tie; In that case, the President will cast the tie-breaking vote
- Shall be responsible for holding one-on-one meetings with each member of the executive board to have an accurate account of the standing condition of each committee

#### Section 3: Vice President

- Desired to be a Sophomore or Junior NO GRADUATING SENIORS
- Assumes the duties of the President in case of absence, or if the position should become vacant
- Shall serve as a spokesperson for the Band of Brothers
- Shall assist the President in delegating responsibilities and facilitating meetings of the Band of Brothers

#### Section 3: Treasurer

- Shall be responsible for all of the financial affairs of the Band of Brothers
- Directs the budget of the Band of Brothers
- Responsible for maintaining all financial records of the Band of Brothers
- Shall be in charge of all fundraising events that raise funds for the Band of Brothers
- Required to meet with the President in a weekly or bi-weekly, one-on-one meeting to discuss the financial affairs of the organization and submit all records of the financial transactions

#### Section 4: Secretary

- Shall be responsible for the recording of minutes of all executive board meetings and general body meetings; The meeting minutes shall be typed and submitted to the President and Advisor(s) no later than two (2) days after the meeting date and time
- Shall serve as a spokesperson for the Band of Brothers
- Shall keep all records for the Band of Brothers up to date
- Shall meet with the President prior to the executive board meeting and general membership meetings to create agendas
- Shall be responsible for emailing all members weekly on updates and current events that will affect the well being of the individual and organization as a whole

#### Section 5: Program Chair

- Shall be responsible for logistics and planning of events
- Shall be responsible for coordinating/collaboration with other organizations and people
- Shall be responsible for providing updates of programming to executive board
- Shall be responsible for program calendar
- Required to meet with Treasurer for program's budget

#### Section 6: Service Chair

- Shall be responsible for all Service Learning activities and projects.

- Responsible for contacting the community in the Columbus, OH vicinity for ways that the organization can give back to surrounding campus and Columbus communities.
- Shall provide at least two (2) Service Learning activities each semester for members of the Band of Brothers to participate in
- Shall meet with the President weekly or bi-weekly to discuss any upcoming service projects as well as any other committee issues

#### Section 7: Marketing Chair

- Shall be responsible for running the social media accounts (Instagram, Twitter, etc.)
- Shall be responsible for creating/posting flyers
- Shall be responsible recording and taking pictures of events
- Shall be responsible for advertising BOB events to the campus community
- Shall serve as a spokesperson for the Band of Brothers

#### Section 8: Ambassador

- Shall be responsible for recruiting new members into the Band of Brothers
- Shall be responsible for making sure that the members are aware of the general body meeting
- Responsible for all membership drives and for providing assistance in any student activities fairs or opportunities to recruit new members
- Shall be responsible for all Public Relations
- Shall meet with the President weekly or bi-weekly to discuss any membership drives or any other issues that pertain to the committee or organization as a whole
- Shall serve as a liaison between the general body members and the executive board members

#### Section 11: Advisor(s)

- There shall be at least one individual from the Todd Anthony Bell National Resource Center on the African American Male to assist the Band of Brothers in helping the organization to succeed to their highest potential. The responsibilities of the advisor are to:
  - o Provide feedback (suggestions & recommendations) to the organization regarding its operations and function
  - o Serve as resources, share knowledge, expertise, and advice upon request
  - o Serve as a non-voting member of the Band of Brothers
  - o Shall meet with the President once a semester and as needed to receive an update on the state of the organization.

#### **Article V: Meetings**

- This organization shall meet on a bi-weekly basis.
- Only members who fulfill membership requirements are eligible to vote and conduct organizational business at the meetings.
- The Executive Board shall meet on a weekly basis. In order for business to be conducted, there shall be a quorum of two-thirds (2/3) of members in good standing present.

#### **Article VI: Election Process for the Executive Board**

- Any member in good standing may nominate another member that has fulfilled membership requirements to run for an Executive Board member position. Self-nominations are accepted.
- Nominees can run for one, and only one, Executive Board position per academic year.
- In order for an election to occur, two-thirds (2/3) of members in good standing must be present.

- The election will take place by secret ballot, in case there is a tie, there will be a re-vote at the following meeting to break the tie.
- The Band of Brothers active members will hold nominations for executive board members at the beginning of the last academic term.
- The Band of Brothers active members will then vote on the executive board midway through the last academic term.
- Each newly elected Executive Board member is required to attend Executive Board meetings following the election for training and begin their transition into their new role.
- The newly elected executive board members shall shadow their predecessor for at least three (3) weeks.

#### **Article VII: Removal of Executive Board Members**

- Any member of the Executive Board who fails to fulfill the responsibilities as stated in this constitution can be removed by the Executive Board.
- Any member of the executive board may notify the President and the Advisor(s) in writing of how the member of the executive board is not fulfilling their responsibilities. In case where it is the President, then it shall go to the 1<sup>st</sup>Vice President and the Advisor(s).
- In order for a member of the Executive Board to be removed from office, a majority vote of Executive Board members and consent of an advisor is required.
- THIS IS TO BE THE LAST RESORT OF CORRECTIVE ACTION FOR REMOVAL FROM OFFICE.

#### **Article VIII: Replacement of Executive Board Members**

- In the event where the office of President is vacated due to resignation, death, or removal, the 1<sup>st</sup>Vice President shall immediately assume the office of the President.
- In the event where the office of the Vice President is vacated due to resignation, death or removal, the Parliamentarian shall immediately assume the office of 1<sup>st</sup>Vice President. The President, with the consent of the Executive Board shall then appoint a member in good standing to serve the remainder of the term.
- For all positions excluding President, Vice President, and Parliamentarian, the assistant to that position shall assume the office of that position for the remainder of that academic term. In the case that there is no assistant to the vacated position, the President, with the consent of the Executive Board, shall then appoint a member in good standing to serve the remainder of the term.

#### **Article IX: Amendments**

- Any member in good standing may suggest additions or changes to the constitution at any time. Suggestions must be presented in a written document along with a case for support for that amendment in a professional manner or it will be dismissed.
- The Executive Board will then determine whether the amendment is valid, and if it is it will be presented to the general membership for a vote.
- There must be a three-fourths (3/4) vote from the general body members in good standing in order to amend the constitution.

#### **Article X: Dissolution**

In the event of the dissolution of The Band of Brothers, any unspent operating funds provided by Student Activities must be returned to Student Activities, and any program funds (raised through fundraisers or reimbursements) will be given as a donation to the Todd Anthony Bell Resource Center.

**Article XI: Ratification**

The constitution for the Band of Brothers at The Ohio State University was approved on the 19th day of May in the year 2019.

Signed by the members of the Executive Board: