

**Constitution**  
**Cultivate Columbus at The Ohio State University**

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

**Section 1: Name:** Cultivate Columbus

**Section 2 - Purpose:** Working with community organizations to establish community gardens while working with members of the community to the point where they take ownership of the garden.

**Section 3 - Non-Discrimination Policy:**

- I. Cultivate Columbus at The Ohio State University 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.
- II. As a student organization at The Ohio State University, Cultivate Columbus 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](mailto:titleIX@osu.edu).

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

- I. Membership is open to all OSU students and members can either have an administrative role, volunteer role, or both.
- II. Administrators: Focus on the logistics for obtaining and distributing the material resources required for the community garden. Form networks with community organizations, government institutions, and sister programs in the hopes of forming a connection and cooperating with the community members. Ensure all relevant paperwork and legal tasks are completed to proceed with on-site tasks.
- III. Volunteers: Responsible for on-site tasks relevant to garden maintenance along with acting as physical representatives of Cultivate Columbus. Volunteers are also expected to be involved with

community events with connected community organizations acting as representatives to the community we hope to work with.

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

- I. 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, the member may be removed majority vote of the officers in consultation with the organization's advisor.
- II. Any elected officer of the chapter 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 Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.
- III. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

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

- I. **Executive Board (All terms last for a year starting from the 1st of January)**
  - A. Outreach Manager: Responsible for forming a network with community organizations that are representative of the community for which we hope to establish a garden for. Also responsible for forming connections with government institutions and sister programs to learn more about this field and resources available to us.
  - B. Operations Manager: Responsible for controlling the logistics and measuring impact behind the scenes (organizing volunteer shifts, analyzing community impact, obtaining land plots/equipment). Also responsible for setting up business initiatives relevant to community garden produce.

- C. Financial Manager: Responsible for maintaining all the finances within the organization (grant writing, fundraisers, profits from produce) while also addressing legal issues (nonprofit status, community contracts).
- D. Communications Manager: Responsible for conveying information to members of the club while also maintaining a social media presence for the group. Also responsible for branding and marketing efforts.
- E. On-Site Manager: Responsible for on-site activities such as cultivation/maintenance of garden, creation of produce stalls, poster/flyer setting in communities and OSU, and physical prep for community-coordinated activities.

***Article V- Election / Selection of Organization Leadership***

- I. All executive board positions will be elected on the 1st of September through a majority of all active members. A member may run for a maximum of three positions. The Executive Board shall interview for candidacy and are expected to show understanding of the organization as a whole. Candidacy for election can be vetoed by consensus of the Executive Board when a member in question did not participate in committee activities.

***Article VI - Executive Committee: Size and composition of the Committee.***

- I. Executive committee will be formed of 5 individuals: Operations Manager, Financial Manager, On-Site Manager, Communication Manager, Logistics Manager

***Article VII - Standing Committees (if needed): Names, purposes, and composition.***

- I. Operations Committee: Responsible for controlling the logistics and measuring impact behind the scenes (organizing volunteer shifts, analyzing community impact, obtaining land plots/equipment). Also responsible for setting up business initiatives relevant to community garden produce.
- II. Outreach Manager: Responsible for forming a network with community organizations that are representative of the community for which we hope to establish a garden for. Also responsible for forming connections with government institutions and sister programs to learn more about this field and resources available to us.

- III. Communications Committee: Responsible for conveying information to members of the club while also maintaining a social media presence for the group. Also responsible for branding and marketing efforts.
- IV. On-Site Committee: Responsible for on-site activities such as cultivation/maintenance of garden, creation of produce stalls, poster/flyer setting in communities and OSU, and physical prep for community-coordinated activities.
- V. Financial Manager: Responsible for maintaining all the finances within the organization (grant writing, fundraisers, profits from produce) while also addressing legal issues (nonprofit status, community contracts).

Composition: Any member (volunteer or administrator) can be part of these committees.

**Composition:**

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

- I. Advisor - Serves as a liaison between Vocalize and the university administration.

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

- I. One general meeting per month and attendance is required for membership each academic term except for summer. Attending committee meetings, while highly encouraged and can be contingent towards election candidacy, are optional. Committee meetings are to be set up at the discretion of the respective head of that committee with the guideline of one to two meetings per month. Executive Board members are required to have one private meeting per month to ensure committee-committee communication. Committee meetings can be combined in the case of tasks within both committee's scope.
- II. General Meetings: Consist of reports from each committee given by each committee head. General member concerns can be voiced in an Q and A period. Meetings end by an assignment of actionable items for each committee that should be fulfilled by the next general meeting.
- III. Required Meetings: Introduction Meeting (1st meeting)
- IV. The Executive Board reserves the right to call a general meeting with a notice of three days disregarding schedule.

***Article X – Attendees of Events of the Organization: Required events and their frequency.***

- I. The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution. Such actions will be reported to the Executive Board who will take action at their discretion.
- II. Meeting times will be dictated clearly to members and held to rigorously and attendance, when required, shall only be counted if participant arrives within 10 minutes of starting time, otherwise counted as absent. Members are given 3 absences from mandatory meetings for a single academic year. If exceeded, said member will be reported to the Outreach Manager who will take action at his/her/their discretion.

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

- I. Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third majority of voting members, a quorum being present. The Executive Board can veto amendments with quorum only through complete consensus amongst board members.

***Article XII – Method of Dissolution of Organization***

- I. If membership falls below five people, all members vote on whether to dissolve the organization. In the event of dissolution, the officers take on the responsibility for any debts they have incurred since their term began. Assets will be used to cover past debts. Anything left over will be either returned to its source or donated to a non-profit supporting free clinic operations.