

**Bylaws of
Buckeye Brighters: Fulbright Student/Scholar Organization
The Ohio State University**

Sample: <https://activities.osu.edu/posts/documents/sample-constitution-revised-021517.pdf>

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

Section 1: Name

The name of organization shall be the **Buckeye Brighters: Fulbright Student/Scholar Organization** hereinafter referred to as the **Buckeye Brighters (BB)**.

Section 2: Purpose:

The mission of **Buckeye Brighters (BB)** is to promote the goals of the Fulbright Program by increasing mutual understanding between the people of the United States and other countries and to provide a peer support network for current, former, and upcoming Fulbright students and scholars at The Ohio State University. To this end, the Buckeye Brighters' goals are:

1. To provide assistance to new students and scholars prior to, in the moment of their arrival, and throughout their degree progress at The OSU.
2. To provide Fulbright scholars and students with a platform to meet, learn, and share information and knowledge with their peers.
3. To organize events that promote camaraderie among Fulbright scholars and students.
4. To promote the opportunities the Fulbright Program offers.
5. To provide opportunities for cultural exchange and service with the local community.

Section 3: Non-Discrimination Policy

Buckeye Brighters: Fulbright Student/Scholar 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, **Buckeye Brighters: Fulbright Student/Scholar Organization (BB)** 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.

II. a. Membership is open to all those interested in promoting the values of the Fulbright program: past, current, and future Fulbrighters. These include international Fulbright scholars and students at the OSU, OSU domestic students who may have received Fulbright scholarships to go abroad, and those who are past Fulbrighters currently affiliated with the OSU. We also welcome non-Fulbright grantees/alumni with interest in applying to become grantees in the future.

II. b. The organization's voting membership is limited to currently enrolled Ohio State students. Other non-student members, such as faculty, alumni, professionals, etc., are members, but only as non-voting associates or honorary members.

II. c. Fulbright "Inactive" or "Non-voting associates" can be members who have returned back to their home countries, other institutions in the USA or elsewhere. These members will remain in the database of the organization. They may be informed of events/programs sponsored by Buckeye Brighters and may be invited to participate in some of the events online.

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

III. a. 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 through a majority vote of the officers in consultation with the organization's advisor.

III. b. 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 Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

III. c. 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.

III. d. The President should be presiding over the meeting. If the President is the officer whose actions were seen inappropriate, then the Vice President should preside.

III. e. The officer is permitted to defend themselves and speak before the BB board and (if applicable) the general membership about the charges made concerning their performance. The board is allowed to ask additional questions to the officer and witnesses to investigate the case.

III. f. After completing questions and answers session, BB board/ general membership is allowed to take time to discuss the case. The officer is not permitted to participate in this deliberation, and therefore, has to leave the room.

III. g. The board/general membership should vote through a secret ballot. They may vote on the same day, or take up to a week to collect more evidence prior voting.

III. h. The decision should be announced by the presiding officer to the present at the voting procedure and via email to the rest of BB group. A re-election date should be announced within the same week.

Article IV - Organization Leadership and the Duties:

Primary Leader (President):

- Organize board meetings, and set agendas;
- Preside over all meetings, facilitate open discussion leading to decisions, organization of events, set tasks and deadlines;
- Coordinate the work of the organization;

- Develop strategy for the organization;
- Represent Buckeye Brighters on the OSU campus and off-campus events;

Secondary Leader (Vice-President):

- Assist the President in doing the duties;
- Execute duties of president in their absence;
- Assist in organizing Buckeye Brighters' events;
- Represent Buckeye Brighters on the OSU campus and off-campus events.
- Maintain communication with Buckeye Brighters' members;

Treasurer

- Create an annual operating budget for the organization;
- Keep an accurate record of Buckeye Brighters' finances;
- Approve all the Buckeye Brighters' expenditures;
- Report on the expenditures during monthly meetings;
- Formulate an annual report of the organization's expenditures at the end of the budget year;
- Attend workshops for treasurers through Council of Graduate Students at the OSU (<https://cgs.osu.edu/funding-opportunities>);
- Develop financial strategy for fundraising (OSU student organization funding, external funding, sponsorship, grants etc.)

Secretary

- Keep the minutes of the meetings of the Buckeye Brighters' and its Board, for maintaining records, and for conducting correspondence;
- Maintain attendance records and determining quorum at the board meetings;
- Preside over meetings of the board in the absence of the President and Vice President;
- Maintain a record of all decisions that has been passed throughout the academic year, and that this record is formally passed to the next incumbent Board;
- Ensure that all governing documents (Constitution, Bylaws, and Standing Rules) are updated at the end of every semester of all legislative amendments;
- Maintain and update Buckeye Brighters' contact database in MS Excel (names, phones, emails, etc);
- Assist in organizing Buckeye Brighters' events, primary getting in touch with

people via email/phone/messengers.

Marketing and Outreach Officer

- Promote Buckeye Brighters, spreading the word about Buckeye Brighters' events, and maintaining a high level of interest in Fulbright organization values and goals among students at the OSU;
- Frame issues, events and opportunities in a digestible and condensed newsletter that members can share with a broader audience;
- Update and maintain Buckeye Brighters' website;
- Create surveys/registration forms for the events at osu.qualtrics.com, www.doodle.com or through other effective technical means;
- Report monthly on outreach and marketing activities for promotion Buckeye Brighters' organization;
- Update listserv/mailling list;
- Attend CGS workshops on marketing and web/social media representation.

Advisor

- Maintain communication and meet with officer(s) regularly;
- Reply to the requests for an advice on running the organization;
- Ensure that Buckeye Brighters' is operating in conformity with the standards set forth by the OSU;
- Be aware of and approve documents issued by Buckeye Brighters' board;
- Inform the board about opportunities to represent Buckeye Brighters' on and off campus.

Article V- Election / Selection of Organization Leadership

Elections

V. a. The Elections of the Buckeye Brighters' (BB) leadership shall be held annually. Part of the officers shall be elected by the end of April (before graduating students leave). As a result of elections by the end of April, BB should have at least 3 officers to provide continuity. Among the officers there should be President, Vice President, and any other officer. Remaining officers should be elected by the end of August.

V. b. For the first round of elections, members interested in becoming an officer must meet the following requirements: be a current Fulbright member who plans to stay at OSU at least one academic year (full Fall and Spring semesters) after the elections. In the event there is no one among current Fulbright members to be nominated for

positions on the BB board, a second round of elections will take place. In this round, these positions can be opened for senior active members who are not current Fulbrighters but are current OSU students. Each member can be nominated for only one position. Should some of the positions remain open still, the minimum number of elected officers that are current Fulbrighters has to be at least two.

V. c. The President shall announce the election date at least two weeks before elections are held. Nominations should be sent to the board online, either via email or electronic survey, at least 3 days before the election date. Members can nominate themselves or others, and should explain why they think their nominees will be good officers in the chosen positions. If a member was nominated by others but did not nominate themselves, the President should contact the nominee and ask if they agree with the nomination and would like to be elected. The list of candidates is formed by only nominees who agree to run for positions. In case there are not enough candidates, members should be encouraged to run for the positions from the floor at the elections.

V. d. The current President shall be the presiding officer for the elections. In case the President is running for any other BB position, a member appointed by BB Board shall preside over the elections.

V. e. During elections, candidates for each of the positions shall give a short speech with a description of their background, achievements and skills that may be helpful to them on the new positions. Members shall be given time to ask questions to the candidates before voting begins. Each member is entitled to vote once for each position.

V. f. In case, there is more than one candidate per position, the voting process shall be held office by office through a secret paper ballot. Each officer shall be elected by a majority vote from the general members present at the elections. In case of a short tie between two candidates, the presiding officer shall call on an additional vote for the particular two candidates.

V. g. In case, there is only one candidate for a certain position, the voting process should still be through a secret yes/no ballot. If the only candidate is rejected by the majority of members, and the board still needs an officer according to the requirements (BB should have in total 3 officers by the end of April, and 5 officers by the end of August), they shall organize a re-election for this position.

V. h. The presiding officer shall announce the results of the elections verbally to the candidates and the voters at the conclusion of the election proceedings, and in written form by email to the rest of the BB members who were not present at the meeting.

V. i. Outgoing officers shall delegate power and transfer all related materials to the newly elected officers within two weeks.

Replacement

In case, an officer has to resign before the end of the term (one academic year) due to unforeseen circumstances (e.g.: severe sudden disease, physical or psychological trauma, not enough time to complete the duties, has to leave studies at the university for more than a month), BB board should inform members about the case and organize a special election for this position.

Article VI - Terms

VI. a. The tenure for all officers of Buckeye Brighters' board shall be limited to two years, depending on eligibility. For the position of Treasurer and Marketing and Outreach officer re-election is not needed, if an officer is willing to stay in the same position for the second year. However, re-election should be held in case officers want to stay for the second year in the position of President, Vice President or Secretary.

VI. b. Current officers should stand for election in case they would like to be nominated for other than their current positions.

VI. c. There is no limit for tenure of advisory board officers, as they are there to provide continuity and longevity of the group. The advisory board officers are nominated by the current board members, and may resign any time they wish.

Article VII - Executive Committee: Size and Responsibilities

The Executive Committee:

- Conduct the business of BB between meetings and reports back to the members regarding its actions and progress;
- Set the agenda for BB meetings and prepare necessary items (e.g., acts, resolutions, etc.);
- Meet at least four times during a semester (though two of these can be canceled during summer term);

- Work to identify areas where programming and actions for members are needed and coordinate and lead events.

Composition:

President

Vice President

Treasurer

Secretary

Marketing and Outreach Officer

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

The advisor should be a faculty or staff member at OSU who is willing and able to devote time and talents to assisting the executive committee with the operation of Buckeye Brighters. The advisor must be willing to attend meetings (in-person and online), provide guidance via email, offer feedback, and attend official club-sponsored events.

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

General members with voting privileges must attend one yearly general body meeting for installation of new officers (typically held in April). If a member cannot attend in-person, they must submit proxy attendance verification and proxy votes that are given to a general member with voting privileges.

Members of the executive board shall attend at a minimum 75% of scheduled executive and general body meetings unless they have a compelling, emergent reason to not attend. If an executive member fails to fulfill this, then they will be subject to disciplinary action. Special events (e.g., guest speakers, social outings, community service events, dinners) require the attendance of at least 2 out of the 5 executive committee members.

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

There are no required events/frequency for attendees of events of Buckeye Brighters. Buckeye Brighters 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.

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

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Simple majority votes cannot change the constitution. 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 require a two-third majority of voting members who are present or have submitted proxy votes. The changes of the constitution will apply starting the term after the changes were voted on. The reasons for changing the constitution should be discussed with the Executive Committee first and the proposer of the changes has to write down the motion before the meeting.

Article XII – Method of Dissolution of Organization

This organization may be dissolved if there is a lapse in activity for greater than 3 years, a unanimous vote by all voting members, or dissolution of the Fulbright Program. Before the organization is dissolved, a "sleeping body" consisting of two members should go over the reasons for the dissolution and advise potential solutions to salvage the organization. The sleeping body is not an active body with voting rights and should ideally consist of a minimum of one active member and a minimum of one alum with two being welcomed. The sleeping body does not need to change often and the members should be appointed by the voting members.

All assets will be returned to the OSU Office of Student Activities. Then, the organization's email/social media accounts will be closed and the organization will be removed from the OSU website.

Last edited by Gates Failing, Goran Stevanovski, and Gala Korniyenko, 9/2020