

# Buckeyes for Accessibility Constitution

## **Article I: Name and Purpose.**

Section 1: The name of the organization shall be Buckeyes for Accessibility, abbreviated as B4A.

Section 2: B4A is an alliance among students with and without disabilities for the purpose of spreading positive awareness about disability through a variety of means.

## **Article II. Membership.**

Section 1: (General Members)

In order to become a general member of B4A, potential members must attend at least one meeting. To maintain their status, they must attend 4 total meetings per semester. The group recognizes that members might have preferences, accessibility needs, and outside responsibilities that determine their means of participation and will work with members to meet their access needs. If attending in person or virtual meetings is not the most accessible form of participation, regular participation in the B4A's online platforms such as GroupMe is acceptable.

Section 2: (Rights of regular members)

Active members of B4A have the following rights:

1. Freedom to speak and give input at meetings.
2. Suggest new projects or events that further the aim of the organization.
3. Attend any service or educational event hosted by B4A.
4. Run for an B4A officer position.
5. Vote for officers and for amendments to the by-laws.
6. Receive reasonable accommodations to allow the greatest possible participation.

Active membership will be reviewed at the end of each semester and their names will be listed on the Carmen website.

(Inactive members are welcome to attend all events but not participate in elections or decision making.)

## **Article III. Officers.**

Section 1: (Responsibilities)

Each officer will be given a list of duties and responsibilities at the start of his/her term. However, a summary of officers' titles and main duties are listed below. In addition to these tasks, additional tasks may be added throughout the year as identified by the active members.

1. Co-Presidents:
  - i) Set and develop vision, direction, and goals for the organization.
  - ii) Preside at all meetings of the organization.
  - iii) Call special meetings for the organization.
  - iv) Represent the organization at official functions.
  - v) Act as liaison between organization and University officials.
  - vi) Organize and delegate responsibilities for all events.
  - vii) Work closely with the club advisor.

3. Treasurer:

- i) Manage all financial matters of the organization.
- ii) Work with other officers to establish how organization funds are managed, used, and reconciled.
- iii) Act as steward of all student money.
- iv) Request any necessary funds.
- v) Keep detailed records of all expenses.
- vi) Compile expense reports and end-of-the-year audit.
- vii) Collect dues (if applicable).
- viii) Appoint and coordinate a fundraising committee.

#### 4. Secretary:

- i) Take detailed notes during all meetings.
- ii) Help schedule events with outside correspondents.
- iii) Keep track of the status of members (active vs regular).
- iv) Record the proceedings of all votes cast for events.

#### 5. Communications Director:

- i) Maintains the online presence of the organization (Facebook, website, etc).
- ii) Contacts and works with other student organizations to organize joint events.
- iii) Sends emails detailing the events of meetings.
- iv) Identifies advocacy events for the group
- v) Works with the Office of Disability Services to Insure Access to all events
- vi) Works with other diversity-related groups on campus to coordinate events and promote awareness of B4A

### Section 2: (Common responsibilities for officers)

B4A is an organization in which all officers should play an equal role. As such, common responsibilities for all officers are:

1. Attend all meetings and club events, if possible.
2. Search actively for new members and new ways to further the mission of B4A.
3. Treat all members with courtesy and respect.
4. Work closely with each other; each officer will have times during which he/she may be unable to complete his/her responsibilities, and in these times, the other officers should help if possible.
5. Will have instructor access to Carmen site.

### Section 3: (Procedures for filling and vacating offices)

1. Officers for the coming academic year will be elected towards the end of Spring semester the previous year. The election procedure will be as follows:
  - i) Eligibility: Only active members (cf. Article II, Section 3) may vote and run for office.
  - ii) The secretary or communications director sends an email to active members with information about each officer position. Active members will respond with the office for which they would like to run.
  - iii) Elections can be held in face-to-face meetings or through email.
  - iv) The club advisor sends an official email to the active members of the organization calling for self-nominations or nominations of others and setting the deadline for nominations.
  - v) Each active member who wishes to run for office sends a position statement to the secretary who posts position statements on the website.
  - vi) Voting occurs by emails sent to the group advisor. If a tie occurs between several members, a revote is cast between those members only. If there is still a tie, the candidates may choose either to run the position jointly, or ask the club advisor to break the tie.

- vii) New officers are given the official descriptions of their positions and are encouraged to discuss any matters concerning their office with their previous year's counterpart.
  - viii) The position of president will be a shared position. Any other position can be shared.
  - ix) Any officer can decide to delegate responsibilities.
2. An officer may be dropped for excess absences from his or her office if he or she has several unexcused absences from meetings in a year. An officer may also be removed under the following circumstances:
    - i) Consistent failure to complete his/her duties, as listed about.
    - ii) Discourteous conduct towards members.
    - iii) Any action that damages the credibility of the B4A organization or actively sabotages or inhibits its goals.
  3. In the event that an officer (henceforth referred to as the targeted officer) is under consideration for being dropped, a formal written statement must be made to the club advisor. This statement should reflect the reasons for which the targeted officer should be removed. The advisor will then call an officers' meeting in which the targeted officer can respond to the accusations. The other officers will then vote, with the decision to remove the targeted officer decided by the majority rule. In the case of a tie, the advisor has the final say.
  4. If an officer position becomes vacant during the course of the year, an election may be held immediately after the vacancy occurs, and shall be subject to the election guidelines listed above.

#### **Article 4: Decision-Making.**

##### Section 1: (Guidelines)

In general, all decisions about events will be made in conversation at meetings.

All proposed activities and events costing more than \$100 will be approved in the following manner:

1. The proposed activity or event must be submitted verbally or in writing to all active members of the group. This can be done either at a meeting or through email.
2. The event shall be enacted if one of the following criteria is met:
  - i) If the event is brought up at a meeting, and least 75% of the active members are in attendance, the outcome shall be determined subject to majority rule.
  - ii) If the event is brought up via email, any active member may cast his/her vote electronically or in person at the following meeting. If at least 75% of active members respond, either in person or electronically, in reasonable time, the outcome shall be determined subject to majority rule.
  - iii) If the event is urgent or there is insufficient response, the event will be enacted if all officers vote, the majority of the officers agree, and the club advisor gives written approval for events costing less than \$100.
  - iv) In general, use open communication for problem solving.

##### Section 2: Amendments to the By-laws.

Any active member will have the right to suggest revisions to the by-laws. Should the need arise to alter or add to the By-laws, the following procedure must be followed:

- i) An active member must submit the proposed change in the by-laws to the club advisor.
- ii) The advisor sends an official email to all active members with the proposed change.
- iii) The active members cast a vote, either electronically, or at the next meeting.
- iv) The proposed change is enacted if after a reasonable time (at least one week), 75% of the active membership has voted, with the majority favoring the change.

### Section 3: (Items not covered in the By-laws)

In the event that a situation is not covered in the By-laws, the group may either use the decision-making procedure described above to resolve it or may amend the by-laws, using the procedure listed above, to include it.

### Section 4: (Review of the By-laws)

At the end of each year, the by-laws should be examined and reevaluated.

### Section 5: Problem Solving/Conflict Resolution Process:

First, the advisor will call a face-to-face meeting among those involved (whether officers, members, or the entire group) to discuss the issue. If the issue is not resolved in this meeting, those involved will agree to 1) describe their concerns in writing and submit a letter to the advisor; and 2) participate in peer mediation coordinated through the Office of Student Life.

### Section 6: Anti-Discrimination Policy

Buckeye for Accessibility is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. B4A is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. B4A 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.

### Section 7: Removal procedure for officers and members

A committee of three members, not including the person whose behavior is in question, will be formed to consider requests to remove a member or officer. The faculty advisor will be present at meetings of this committee. If the committee decides to remove the member, he or she will be informed in writing of the complaint and will have a chance to meet with the committee to discuss it. As needed, the committee will meet with peer mediation counselors from Student Life. If the member cannot or will not change the behaviors found to be contrary to the mission of the group, he or she will be asked, in writing, to leave the group either temporarily or permanently.