

## Article I: Name

Section 1: The name of this organization will be the John Glenn Civic Leadership Council.

## Article II: Mission

Section 1: The John Glenn Civic Leadership Council's mission is to transcend the classroom in order to create the next generation of student-leaders by promoting civic-engagement, fostering an active student community, and encouraging open-minded dialogue. It will work to support the John Glenn College of Public Affairs in achieving their mission of inspiring citizenship and developing leadership, and will also seek to encourage participation in civic activities and to produce active citizens in the community.

## Article III: Membership Requirements

Section 1: All currently enrolled undergraduate students in good academic standing at The Ohio State University (as defined by Rule 3335-9-23 in the Ohio Administrative Code and The Ohio State University Code of Student Conduct as a Cumulative Point Hour Ratio of 2.00) are eligible for membership to the John Glenn Civic Leadership Council.

Section 2: The John Glenn Civic Leadership Council does not discriminate on the basis of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

## Article IV: Executive Board

Section 1: The officers of the John Glenn Civic Leadership Council shall consist of a President and a Vice President, in addition to a Chair of Membership, a Chair of Policy, a Chair of Professional Development and Academics, and a Chair of Service. The Executive Board may appoint additional ex-officio members at their discretion. The advisor shall be a staff member appointed by the John Glenn College of Public Affairs.

Section 2: Voting members of the Executive Board shall be the President and a Vice President, in addition to a Chair of Membership, a Chair of Policy, a Chair of Professional Development and Academics, a Chair of Service, a Treasurer, Social Media chair, . All other appointed members and general body members of the John Glenn Civic Leadership Council are free to attend Executive Board meetings.

Section 3: The Executive Board will be responsible for determining direction and

goals of the organization through regularly scheduled meetings and evaluations; hearing problems, complaints, and suggestions, initiating appropriate actions, and proposing possible constitutional changes.

Section 4: The only elected positions to the Executive Board will be the President and Vice President. All other chair positions will be appointed via an application process. The term of office for all Executive Board members, elected and appointed, shall be one year. All officers will either be required to run for re-election or to re-apply for a position in order to continue to hold a previous position. No Executive Board member may hold more than one Executive Board position at a given time.

Section 5: Each Chair will be able to appoint a co-chair to assist them with their duties throughout the year as approved by the Executive Board. This co-chair will also assume the duties of the office if the officer is unable to fulfill them for a quarter. (See line of succession.)

## Article V: Officers

Section 1: The President shall call and chair all general and Executive Board meetings and act as their representative and spokesperson in all external functions. The responsibilities of the President also include setting the agenda for general and executive board meetings and acting as the student organization contact. The President shall maintain communication between The John Glenn College of Public Affairs and Executive Board members. The President shall attend the annual training session proctored by the University. The President will be responsible for ensuring that the organization remains in good standing with the Ohio Union. In addition, the President will work with the Vice President and Advisor on designing and maintaining the website.

Section 2: The Vice President shall assume the responsibilities of the Secretary of the organization. The responsibilities of the Vice President shall include: keeping a record of minutes at Executive Board, taking or collecting attendance at general membership meetings and events, updating any and all revisions to the Constitution and By-Laws, working with the President and the Advisor to design and maintain the website. If the President is absent from a meeting, the Vice President shall call and chair all John Glenn Civic Leadership Council general and Executive board meetings.

Section 3: The Treasurer is responsible keeping track of the annual expenditures and revenues, developing fundraising opportunities for the student organization, working with the advisor to be responsible for obtaining any reimbursements needed for the John Glenn Civic Leadership Council, and reporting to the Executive Board and General Membership regarding the finances of the organization. The Treasurer is responsible for attending all relevant trainings.

Section 4: The Chair of Membership's responsibilities include program planning of various social and group-building activities including the annual retreat. The Chair of Membership is also responsible for implementing a recruitment process for new members. The Chair of Membership is responsible for cultivating a mentorship process

for members of the Civic Leadership Council.

Section 5: The Chair of Service shall be in charge of planning several different types of volunteer activities throughout the academic year, specifically for The John Glenn Civic Leadership Council and in collaboration with other University groups. An advocacy issue shall be chosen each year, and it is the responsibility of the Chair of Service to develop programming focused on this initiative. This person shall also update the general members of volunteer opportunities outside the organization. This person shall also be responsible for reporting member participation in these events to the Vice President.

Section 6: The Chair of Professional Development and Academics shall be in charge of planning educational and career development opportunities. This person will work closely with the John Glenn College of Public Affairs Career Center to develop programming that will enhance the educational and professional networking experience of the members of the John Glenn Civic Leadership Council. This person shall also be responsible for reporting member participation in these events to the Vice President.

Section 7: The Chair of Policy will be in charge of planning policy related activities including speakers, discussions and panels focused on relevant policy issues and current world events. This person will work closely with the John Glenn College of Public Affairs to help enhance the policy awareness of the members of the John Glenn Civic Leadership Council. This person shall also be responsible for reporting member participation in these events to the Vice President.

Section 7: The Social Media chair will manage the CLC's accounts (specifically Instagram and Twitter) and outreach, managing the queue of outreach given to them by other chairs, the President, and Vice President. They will also manage and respond to comments and direct messages of the accounts.

Section 8: The Diversity and Inclusion/Justice and Equity Chair role is to strive for inclusive excellence, collaboration, social justice and equity, respect and civility within the organization. They will also serve as the CLC's representative on the Glenn College's DEI Committee.

## Article VI: Advisor

Section 1: The advisor of the John Glenn Civic Leadership Council will be the Coordinator of Undergraduate Programs for the John Glenn College of Public Affairs, or another faculty or staff member chosen by the John Glenn College of Public Affairs. The advisor may appoint a secondary advisor if he or she chooses, provided this person is a faculty or staff member in good standing with the University. The advisor is responsible for overseeing the group's activities and making sure that the organization is staying within the bounds of its Constitution, and all policies of the Glenn College and Ohio State University. The advisor is also responsible for approving the budget of the Civic Leadership Council and all expenses incurred throughout the year.

## Article VII: Elections and Appointments

Section 1: Elections shall take place during Spring Semester and shall be called by the President. In the event of unforeseen circumstances where the election will not be able to be called in person due to external factors. In these circumstances the election will be held via online polls or postponed until the next semester at the discretion of the current executive board.

Section 2: To nominate or be nominated for the positions of President or Vice President, individuals must be members who have attended a minimum of six events throughout the academic year, including meetings. The nominee must maintain a 2.5 GPA. Members shall be nominated via email sent to the advisor by the specified date. In the case of these nominations, members who choose to accept to run for the position of President or Vice President may also apply for a Chair position.

Section 3: Election of President and Vice President shall take place over two consecutive meetings. At the first meeting, the election of the President will be held. At the second meeting, the elections for the Vice President will take place. The structure of the election meetings will be determined by the Executive Board and the advisor.

Section 4: Chair positions shall be selected through an application process. Applicants will provide a statement as to their qualifications for a given Chair position, and will rank their Chair position preferences on the application. Positions shall be selected by the President, Vice President, Advisor, and any other members deemed necessary by the Advisor. The structure of the application process will be determined by the Executive Board and the advisor.

Section 5: No person shall hold more than one executive board office at the same time.

## Article VIII: Line of Succession

Section 1 In the event that the President is unable to fulfill the duties of the position due to death, resignation, impeachment, or otherwise, a new President shall be selected by a special election among the Executive Board with a majority approval of the Executive Board including the advisor. The Vice President and Chairs of the organization will be the only candidates considered to fill the President's position. Ex-officio members of the Executive Board shall have the ability to cast a vote. In the case that no President is elected in the first round of voting, a second election shall be held between the top two candidates. The candidate with the most votes in the second election shall be President.

Section 2 In the case that the Vice President is unable to fulfill the duties of office due to death, resignation, impeachment, or otherwise, a new Vice President shall be selected. Interested members of the general membership shall submit a statement of intent for the vacant position. The vacant position shall be filled by a majority vote of the general body.

Section 3 If an Executive Board member vacates the position for one academic semester or less, that person shall be entitled to the office upon return. If one of the four

Chair positions must leave for a semester, the Appointed Co-Chair for that office will assume the duties of the office during that time. If an Executive Board member vacates office for more than one academic semester, the absence shall be considered an official resignation.

## Article IX: Rules of Order

Section 1 The John Glenn Civic Leadership Council and its committees shall be governed by Robert's Rules of Order, except in matters specifically provided for by the John Glenn Civic Leadership Council Constitution.

Section 2 A simple majority of the whole membership shall constitute a quorum for voting purposes at a meeting of the entire John Glenn Civic Leadership Council.

## Article X: Amendments

Section 1 The Constitution shall be amended by a majority vote of the John Glenn Civic Leadership Council, provided that a written notice of the proposed amendment is presented at least one meeting prior to the vote.

## Article XI: Adoption

Section 1 The Constitution shall be officially adopted upon its approval by a majority vote of those members in attendance and currently active.

## Article XII: Impeachment

Section 1 Any active member of the Civic Leadership Council can bring forward a written document to impeach an officer to the President. In the case that the President is the person under impeachment, the member would bring the document to the Vice President. Afterwards, the General Body will take a vote to move forward with the impeachment processes, with 2/3 secret ballot vote required to do so. If this takes place, the impeachment will be voted on by the Executive Board, requiring 2/3 votes for passage, minus the person being impeached. The person being impeached would be allowed to make a statement at both stages of the process. Succession would be dealt with in the same manner as if the officer stepped down from the office.

Anything not directly addressed in this Constitution is to be put under the discretion of the current Executive Board and the advisor.