**THE OHIO UNION ACTIVITIES BOARD**

**CONSTITUTION**

**THE OHIO STATE UNIVERSITY**

**ARTICLE I: TITLE**

The name of this organization shall be the Ohio Union Activities Board, also referred to as OUAB.

### **ARTICLE II: PURPOSE**

**Section 1:** **General Purpose and Mission**

**1.A** The mission of the Ohio Union Activities Board is to be the main student programming organization at The Ohio State University, to provide diverse programs and events that are educational, entertaining, and thought provoking for the students of the Columbus campus and to create a fun, accessible, and challenging environment for its members that empowers each member to change and shape the lives of fellow students while strengthening their own leadership skills and fostering personal growth.

## **Section 2: External Affiliations**

**2.A** OUAB will remain actively associated by networking with other Universities, attending conferences, and considering NACA recommended agents and talent.

**ARTICLE III: FUNDING**

**Section 1: Sources**

**1.A** 54.02 percent of the Student Activity Fee paid by Ohio State students at the Columbus campus funds the activities and events provided by OUAB.

**1.B** The profits from the annual Dates & Data student planner will provide funding to support the professional development of OUAB members.

**1.C** Signature Events funding through the Student Activity Fee for Spirits & Traditions events, upon Student Activities approval every three years.

**Section 2: Usage**

**2.A** Collaborative Events must be events planned in conjunction between OUAB and another group(s). Funds are not to be transferred to another organization.

2**.B** A Program Proposal outlining a program budget must be approved before planning an event. A post-event evaluation completed by the committee director of the event must update this proposal to reflect the actual budget of the completed event.

**2.C** Funding cannot be granted to support any activity contrary to the statutes of The Ohio State University, the State of Ohio, or the Federal Government.

**2.D** Any OUAB funded program must have the OUAB logo on all promotional materials for the funded event.

**2.E** Production expenditures must go out to bid (if anticipated to be over $2500) before a contract is selected. Records of these quotes should be kept by the organization.

**2.F** The OUAB Advisor(s) must approve all expenses before they are incurred.

**ARTICLE IV: ADVISORY BOARDS**

The Ohio Union Council and Council on Student Affairs will serve as advisory boards for OUAB.

## **Section 1: Ohio Union Council**

**1.A** The Ohio Union Council will provide ongoing feedback and advice to OUAB via the OUAB President.

**1.B** The OUAB President, or a designee by the President, will make monthly reports to the Ohio Union Council.

**Section 2: Council on Student Affairs (CSA)**

**2.A** OUAB will inform CSA of the semester calendar as events are released throughout each semester.

**2.B** OUAB will make an end of the year report to CSA.

**2.C** A representative from the OUAB Executive Board will serve on the CSA Allocations Committee.

**ARTICLE V: MEMBERSHIP**

In accordance with the University’s Policy on discrimination, membership for any individual in OUAB shall not be determined on the basis of race, color, creed, religion, sexual orientation, national origin, sex, age, height, weight, marital status, handicap, or Veteran status. The programs organized by the group shall reflect these non-discriminatory values.

**Section 1: Committee Membership**

**1.A** Any part-time or full-time undergraduate, graduate, and professional students enrolled at The Ohio State University-Columbus campus are eligible for membership in the Ohio Union Activities Board in accordance to the membership criteria outlined in the By-Laws.

**1.B** Honorary Members may be voted into the group by the general membership and may consist of faculty, staff, professionals, or alumni of The Ohio State University and the Ohio Union for a designated period of time determined by the Executive Board.

**1.C** To be considered an active and voting member, individuals must meet the membership requirements established in the By-Laws by the Executive Board.

**1.D**  This 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.

**Section 2: Removal**

**2.A** A member may be removed from the organization for the following reasons:

**2.A.1** Failure to adhere to general membership requirements established in the By-Laws by the Executive Board.

**2.A.2** Behavioral issues including verbal and non-verbal communication which disrupts the committee and/or organization’s productivity which will be dealt with on a case-by-case basis at the discretion of the Advisor(s), Vice President, and Committee Director

**2.B** The removal process for general members is as follows:

**2.B.1** Member must have been on probation for AT LEAST one semester to be considered for removal(see 2.C for probation guidelines).

**2.B.2** Member will meet with committee director, Director of Operations, and advisor for membership review.

**2.B.3** Membership review will consist of a review of OUAB's requirements and membership expectations.

**2.B.4** Member, committee director, Director of Operations, and advisor will discuss probation/pattern of missed requirements.

**2.B.5** Acknowledgement of Probation or Removal will be signed by member at conclusion of membership review

**2.B.6** DOPS will convene with the President and Vice President to make a final membership decision and notify the executive board of member decisions.

**2.B.7** Member will be removed if they have been on probation for two semesters; member may be given another semester of probation or removed if this is their first offense depending on membership review and decision of President, Vice President and Director of Operations.

**2.B.8** Acknowledgement of Probation or Removal will be signed by President, VP, DOPS, committee director, and advisor and member will determine whether they have been given probation or have been removed via email.

**2.C** The probation process for general members is as follows:

**2.C.1** One semester of unfulfilled requirements prompts probation.

**2.C.2** Member will meet with the committee director, Director of Operations, and advisor for membership review at conclusion of the semester in which requirements were not met.

**2.C.3** Terms and length of probation will be shared in the membership review.

**2.C.4** Acknowledgement of Probation or Removal will be signed by member,

director, DOPS, and advisor at conclusion of membership review.

**2.C.5** Member must adhere to terms of probation and fulfill probation

requirements, otherwise, probation will not be lifted.

**2.C.6** Member is allowed to remain on probation for two semesters before removal.

**ARTICLE VI: ORGANIZATION LEADERSHIP**

## **Section 1: Officers**

**1.A** The Executive Board of OUAB shall consist of the officers outlined in the By-Laws. The following positions will be executive officers: President, Vice President and Director of Operations.

**1.B** Committee Directors and Co-Directors of Marketing, as outlined in the By-Laws, shall also serve on the Executive Board.

**1.C** The Advisor(s), Graduate Advisor(s) and arranged visitors may sit ex-officio on the Executive Board.

**1.D** All events shall have committee leadership roles that report to the committee director.

**1.E** All events shall have selected persons who report to Co-Directors of Marketing to lead marketing efforts for events.

**1.F** Initial chain of command at events includes committee leadership role, committee director of event, and the rest of the executive board. If a more serious issue escalates to President/Vice President/Director of Operations and then the Advisor(s).

### **Section 2: Eligibility**

**2.A** Officers must maintain a semester and cumulative grade point average and enrollment status consistent with student organization academic requirements as outlined in the student organization requirements**.**

**2.B** The Advisor(s) will assess grades each semester. If an officer’s cumulative grade point average falls below the academic requirements, he/she will discuss with the Advisor(s) and if determined, will be removed from the officer position.

**2.C** No members of the Executive Board may be selected to more than one officer position concurrently.

**Section 3: Selection Process**

**3.A** Officers shall be selected through an application, interview, and general body vote process conducted by the Associate Director of Student Activities, OUAB Advisor(s), OUAB Graduate Advisor(s), the outgoing OUAB President, outgoing non-returning executive board members of OUAB, and a representative elected by the general body, as approved by the Advisor(s) and, if possible, a selected member of the Ohio Union Council or Council on Student Affairs.

**3.B** The Executive Board will be selected at the beginning of each spring semester of each year. The selection process will be conducted through a weighted proportion based on the application, interview and general body vote. The application will be worth 30% of the total applicant score, the interview 36%, and the general body vote is worth 34%. Advisors and president will read through applications and determine candidates to continue on to the interview process and general body vote. Candidates selected to move on to the general body vote will be presented in two different manners. The first slate will allow general body members to vote based on platform summaries and 3 goals for the board without any names attached. The second slate will allow the general body to select 12 individuals they believe would be a good fit for The Executive Board.

**3. C** The process of giving each candidate a final score out of 100 will be as follows:

3.C.1. Application: Up to 30 points

1. points --> personal statement
2. points --> platform summary and goals
3. points --> resume (completion)
4. points --> letter of recommendation

3.C.2. Interview: Up to 36 points

3.C.3. General Body Vote: Up to 34 points

First Slate: Up to a total of 17 points

* 100%-81%: 17 points
* 80%-61%: 15 points
* 60%-51%: 12 points
* 50%-41%: 8 points
* 40%-21%: 4 points
* 20%-11%: 2 points
* 10%-0%: 0 points

Second Slate: Up to a total of 17 points

* 100%-81%: 17 points
* 80%-61%: 15 points
* 60%-51%: 12 points
* 50%-41%: 8 points
* 40%-21%: 4 points
* 20%-11%: 2 points
* 10%-0%: 0 points

**3.D**  Voting for The Executive Board will be carried out only by the student representatives on the selection committee including the outgoing President.The slating process for the next Executive Board will be carried out only by the student representatives on the selection committee including the outgoing President, Based on the final applicant score, if this committee does not feel like the candidate is best fit for the position, a vote of no confidence can be used in the final selection process.

## **Section 4: Term of Office**

**4.A** **T**erm of office for an OUAB Executive Board Officer shall be from upon completion of training program set forth by the advisor(s) in the Spring Semester of the year they accept the position and for the following academic year unless it is deemed necessary to revoke the position.

## **Section 5: Approval of Events**

**5.A** A program proposal and Campus Context Review must be submitted for all events and activities provided by the Ohio Union Activities Board. Each committee’s proposals must provide a reasonable range of pricing in events.

**5.B** A Collaborative Event application must be submitted for all collaborative events, in accordance with the By-Laws, prior to any commitment being made between OUAB and any other group(s).

**5.C** The Executive Board of OUAB will review the program proposals and collaborative programming applications for approval. A quorum must be present at the time of the approval meeting.

**5.D** A quorum will consist of the entire executive board minus those who have excused absences.

**5.E** If a proposal is not approved by a simple majority, an officer may resubmit the proposal to the Executive Board.

**5.F**  The President will not be voting member of the quorum

**Section 6: Duties**

**6.A** The Executive Board shall determine the goals and direction of the organization as outlined in the contract signed by the Executive Board at the beginning of their term on the Board. Other responsibilities shall be met as outlined in the By-Laws.

**6.B** Leadership positions in OUAB shall have the following general responsibilities. Specific duties are outlined in the By-Laws:

*All executive officers shall:*

**6.B.1** Recruit active members for the Ohio Union Activities Board

**6.B.2** Inform other executive officers of committee updates or overall happenings

**6.B.3** Communicate weekly with the Advisor(s) or Graduate Advisor(s) to OUAB

**6.B.4** Actively participate in proposal review, providing critical feedback where necessary and answering in full all questions on their committee’s proposals

**6.B.5** Seek approval of all events and activities from the OUAB Executive Board and Advisor(s). Distribute pertinent information to all Executive Board members in the case of any event changes.

**6.B.6** Delegate tasks to committee leadership positions and active members

**6.B.7** Program and seek out diverse events in an attempt to appeal to all OSU students

**6.B.8** Adhere to all responsibilities and duties as set forth in the By-Laws

**6.B.9** Serve as mentor and actively train incoming Executive Board membersupon announcement of incoming board

**6.B.10** Attend weekly office hours

### **Section 7: Attendance**

**7.A** All Executive Board Officers shall attend all required OUAB meetings.

**7.B** Required OUAB meetings include but are not limited to Membership meetings and Executive Board meetings.

**7.C** If an officer misses 1 meeting (Membership and/or Executive Board), per semester, unexcused, they could be removed from the Executive Board after evaluation.

**7.D** All Executive Board officers shall attend: mandatoryOUAB Retreat, new member retreat, all Executive Board trainings, reorientation retreat during Fall semester, team building exercise at the beginning of Spring semester, all voted on OUAB programming (as determined by President and Advisor(s)), unless there is an unavoidable conflict as detailed in section 7.E.

**7.E** Excused absences shall include:

**7.E.1** Requiredclasses which are unable to be scheduled at any other time for that semester.

**7.E.2** Midterms or exams scheduled during a meeting time.

**7.E.3** Family or medical emergencies.

**7.E.4** Other exceptions approved by the President and Advisor(s).

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### **Section 8: Inabilities**

**8.A** If the President is unable to fulfill a length of term, the Vice President shall assume the office of President.

**8.B** Other vacancies shall be filled as necessary at the discretion of the President and the Advisor(s).

**Section 9: Removal from Office**

**9.A** An officer may be removed from office for the following reasons:

**9.A.1** Failure to fulfill the basic requirements of Article VI, Section 6 or Section 7.

**9.A.2** Failure to carry out that officer’s duties as outlined in the By-Laws.

**9.B** An officer’s removal shall be subject to a two-thirds majority approval by the executive board of OUAB following a discussion facilitated by the President and/or Advisor(s) and is subject to appeal via a written appeal by the general members.

**9.C** If an officer’s removal is due to the unexcused absence as outlined in Article VI, Section 7, the President, the Advisor(s), and the Associate Director of Student Activities shall remove the officer from the Executive Board.

**9.D**  If and only if OUAB cannot end a destructive dispute within the organization that is hindering the performance of the group, the Advisor(s) and the Associate Director of Student Activities may remove an officer, without a two-thirds majority approval by the Executive Board.

**ARTICLE VII: Advisors**

**Section 1: Eligibility**

**1.A** The Advisor(s) to the Ohio Union Activities Board shall be a full-time employee of the Ohio Union and will serve as the direct Advisor(s).

**1.B.** The Graduate Advisor(s) to the Ohio Union Activities Board shall be (a) graduate employee(s) of the Ohio Union. Graduate Advisor(s) will work cooperatively with the Advisor(s).

**1.C** The Director of Student Activities may designate additional advisory support.

### **Section 2: Duties**

**2.A** The OUAB Advisor(s) will oversee the functions of OUAB and will approve all funding expenditures.

**2.B.** The Graduate Advisor(s) will advise designated committees, as determined by Advisor.

**2.C** Advisors will ensure proper execution of University policies and responsible utilization of the student activity fee funding.

**ARTICLE VIII: Meetings**

**Section 1: Membership Meeting**

**1.A** Shall be held once a week at a consistent time**.**

**1.B** Shall be organized and run by the Vice President.

**1.C** Shall conduct general OUAB business.

**1.D** Shall improve the membership through leadership development.

**Section 2: Executive Board Meeting**

**2.A** Shall be held once a week at a time seen fit by the officers.

**2.B** Shall be organized and run by the President.

**2.C** Shall conduct the executive business of OUAB.

**2.D** Shall improve OUAB officers through leadership development.

**2.E** All officers present shall report their (committee’s) activities pertaining to OUAB since the last meeting.

**ARTICLE IX: Constitutional Amendment**

**Section 1: Procedure**

**1.A** Proposed amendments to the OUAB Constitution must be submitted in writing or in discussion.

**1.B.** Proposed amendments to the OUAB Constitution must outline exact wording and indicate where in the constitution it will be placed (ex. Article V, Section 6).

**1.C** A vote on a proposed amendment must be introduced and discussed one week before the vote is taken.

**1.D** An amendment may only be brought to the voting membership of OUAB after a two-thirds approval by the Executive Board.

**1.E** The Constitution may then be amended by two-thirds of the voting membership of OUAB, subject to final approval of the Advisor(s).

### **ARTICLE X: Constitution Maintenance**

**Section 1: Review**

**1.A** The Constitution and By-laws will be reviewed every year in Spring semester by the outgoing OUAB Executive Board, beginning Spring 2017.

## **Section 2: Approval**

**2.A** By the final meeting of every second Spring Semester beginning Spring 2006, the revised OUAB Constitution shall be presented to the OUAB executive board for discussion and approval by majority of voting members.

**ARTICLE XI: Initial Ratification**

This Constitution shall be ratified by a majority vote of the executive board of OUAB, the Advisor(s), and the Associate Director of the Ohio Union, at which time the previous Constitution shall be rendered null and void.