

Out of Office (OoO)
(At the Fisher College of Business, Ohio State University)
Organizational Charter

Section I. Name

The name of the organization is “*Out of Office*” (the “OoO” or the “Organization”).

Section II. Purpose

The purpose of the OoO is as follows:

0. Create a cohort of business professionals that fosters an environment of inclusivity where students can support and provide a safe space for LGBTQ+ students and allies;
1. Create open discussion about business and how it relates to the LGBTQ+ community;
2. Provide networking and learning opportunities with local companies and FCOB LGBTQ+ alumni; and
3. Create a platform to educate FCOB students about the LGBTQ+ community and how to provide allyship;
4. Serve as a conduit between organizations seeking LGBTQ talent and members seeking to connect with such organizations;
5. Officially serve as a Reaching Out MBA (“ROMBA”) affiliate and encourage students to fully leverage any and all resources available as a result of this affiliation.

Section III. Non-Discrimination Policy

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.

As a student organization at The Ohio State University, the OoO 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.

Section IV. Membership and Eligibility Criteria

Any Fisher College of Business OSU Graduate Student interested in promoting the LGBTQ+ community and awareness may join the OoO. OoO members will not discriminate against any individual(s) on the basis of color, ethnicity, national origin, religion, sexual orientation, sex/gender, age, military veteran, or disability.

Membership is open to any enrolled Fisher College of Business OSU Graduate Student who is willing and committed to:

- Pay yearly membership dues (if implemented);
- Attend mandatory meetings (unless emergency circumstances exist);
- Actively participate in events; and
- Vote on issues proposed to the general membership.

Section V. Membership Requirements

Any student can become a member of the organization by paying dues to OoO and enrolling with the executive team.

Members of the OoO shall automatically lose membership in the Organization: (1) upon graduating from the Fisher College of Business; or (2) if circumstances arise such that the member is no longer enrolled in a graduate or above program in the Fisher College of Business.

If members conduct themselves in a manner deemed to be detrimental to advancing the purpose of this Organization or in violation of the OSU Student Code of Conduct, such members can be removed from the Organization through either (1) a majority vote of the other voting membership or (2) unanimous vote of the officers of the Organization, upon the consultation and approval of the Organization's Advisor.

If an Officer conducts themselves in a manner deemed to be detrimental to advancing the purpose of this Organization, delinquent in performing their officer duties, or in violation of the OSU Student Code of Conduct, such Officer can be removed through either (1) a majority vote of the voting membership or (2) unanimous vote of the other officers, upon the consultation and approval of the advisor.

Members are expected to participate in at least one event organized by the OoO throughout an academic year.

Section VI. Membership Dues

At this time there are no organizational dues. The Executive Committee reserves the power to enact dues at any future time, per the terms of Section XII below.

Section VII. Executive Committee; Officer Positions; Officer Responsibilities

The Executive Committee of the OoO shall consist of the Officers of the Organization, as set forth below. Such Officers shall be elected for a term of one year by the voting members of the Organization. The election for the Officers will be held during Spring Semester every year.

Upon its creation, the Executive Committee shall include the following Officer positions:

- The **President**, who shall be responsible for all activities, day-to-day operations, and overall direction of the Organization. The President can delegate organizational work among members of the Executive Committee as required. The President shall chair any and all Executive Committee meetings.
- One or more **Vice-Presidents**, who shall assume the duties of the President in the President's absence or at the President's request. If the President should vacate or is removed from his or her office for any reason, the remaining Officers shall vote, by simple majority, for who will become the President for the remainder of the vacating President's term. Multiple Vice-President positions may be created to fulfill various functions, and such responsibilities for each position shall be specified at the time such position is created. In the event that the Executive Committee consists of multiple

Vice-Presidents for various functions, any such Vice-President may step in and assume the duties of the President in the President's absence.

- The **Treasurer**, who shall be responsible for managing the financial affairs of the Organization. The Treasurer shall prepare budget reports for the Organization at the request of the Executive Committee or the Advisor, in accordance with all University requirements. The Treasurer shall keep an accurate account of the Organization's finances. As needed, the Treasurer shall advise the Executive Committee and all standing committees (if any) on relevant financial matters.

Additional Officer positions may be created, removed, titled, and have duties assigned or modified by a two-thirds vote of the Executive Committee. Any such created Officer positions will remain in place until such positions are removed by a two-thirds vote of the Executive Committee. Creation or modification of the Executive Committee may occur once per academic year prior to the officer application process for such position. Removal of any Officer positions will take effect at the conclusion of the current office holder's term.

The OoO will maintain an ongoing Executive Committee with at least 3 members. The size of the Executive Committee shall be limited to a maximum of 7 members.

Section VIII. Standing Committees

Subject to approval by a majority of the Executive Committee, the President may establish such special committees or task forces as deemed necessary or appropriate for the effective and efficient operation of the organization. Each such special committee shall consist of such number of persons as the President shall determine, with no less than one (1) Executive Committee Member serving on each committee. The President shall appoint the committee members for such term and upon such conditions as the Executive Committee shall determine. However, the term of existence of a special committee, and the term of office of a committee member, shall not extend beyond the term of the President establishing such a committee or appointing such a member.

Section IX. Appointment of Officers

Officers shall be appointed by the current Executive Committee during the Spring Semester each year. Prior to April 15 of each year, any member of the organization, along with any current Executive Committee, may nominate themselves to an Officer position by submitting an application for the role to the Executive Committee. The Executive Committee shall review each application and shall appoint members to each position on the Executive Committee as they best see fit.

Section X. Advisor

The Advisor shall be a full-time member of the faculty or staff of the Fisher College of Business at the Ohio State University. The Advisor shall be approved by a two-thirds majority vote of the Executive Committee. The Executive Committee can choose to replace the Advisor by two-thirds majority vote.

The duty of the Advisor is to consult and offer advice to the Executive Committee. At the request of the Executive Committee, the Advisor may represent the Organization at specific official functions within The Ohio State University and beyond.

Section XI. Meetings of the Organization; Quorum

The Executive Committee shall meet on a monthly basis to discuss day-to-day operations and upcoming events or projects. These meetings will be held through the academic year, except during holiday breaks and the Summer Term. The date and time of such meetings will be decided on a quarterly basis and accommodate schedules of all Executive Committee members.

Three-fourths attendance of current Executive Committee members will constitute a quorum for any meeting of the Organization. The Executive Committee shall make decisions by a simple majority vote. Executive Committee members who cannot be present in a meeting can cast absentee ballots within one week of a vote or may, in writing, identify a proxy for their vote.

In case of an even split, a second meeting for discussing the issue will be called and opinions of all Executive Committee members sought. If the impasse cannot still be resolved, the President will seek advice from the Advisor and cast a second ballot to resolve the tie.

Section XII. Amendment

In order to amend the Organizational Charter during the year, the amendment must be proposed in writing and read at an Executive Committee meeting. At the next available Executive Committee meeting, the Executive Committee shall vote on the amendment. The constitution shall be amended by two-thirds majority vote of all Executive Committee members. Voting members do not need to be present at the meeting to register their vote, but they must have registered their vote before the second meeting after the vote is held.

Section XIII. Dissolution

The Organization can be dissolved through one of two following methods:

- The Executive Committee can propose the dissolution of the Organization. This will be treated as an amendment to the Organizational Charter. Such dissolution of the Organization must be approved by unanimous vote of the Executive Committee. The Advisor must also approve the dissolution.
- If the Executive Committee does not meet for four consecutive quarters, the Organization shall be dissolved automatically.

In the event the Organization is dissolved, all assets and debts of the Organization at such time shall be transferred to the Graduate Programs Office in the Fisher College of Business at The Ohio State University.

Effective Date: _____