**The Fisher Citizenship Program**

**Article 1:** **Name**

The name of this organization will be the Fisher Citizenship Program at The Ohio State University.

**Article 2:** **Purpose**

To provide an opportunity for undergraduate business students to play an active role in the Fisher community, foster student involvement, build core values, and create a strong connection to the Fisher College of Business.

**Article 3:** **Membership**

All incoming future Fisher students at The Ohio State University are eligible for membership and all benefits associated with membership. 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.

**Article 4:** **Officers**

***Section 1: Organization***

The executive officers shall consist of President, Executive Vice President of Membership & Recruitment, Vice President of Marketing, Vice President of Outreach, Executive Vice President of External Operations, Vice President of Corporate Relations/Outreach, Executive Vice President of Mentorship, Vice President of Mentorship Communications, Vice President of Special Events, Executive Vice President of Internal Operations, Vice President of Internal Programming/Organization Relations, Vice President of Finance and Strategic Consultant. There shall be two Co-Advisors to the organization.

***Section 2: Executive Board Selection Process***

All executive board members (standing or ad hoc) shall go through an interview processing with the executive board. Any executive board member shall be interviewed by the outgoing executive board membership and/or incoming President and Executive Vice Presidents.

***Section 3: Requirements***

Each committee member must be a graduate of the Fisher Citizenship Program and must show sincere dedication into the improvement of the program for future students. Each committee will report and work closely with the appropriate committee members in making adequate decisions.

***Section 4: The President***

The President of the organization has the responsibilities of overseeing all events, activities, and meetings. Problems should be directed to the President as the President has the responsibility to find a solution to the best of his/her ability. The President is also responsible for working with the executive board in all aspects and forming a close relationship with the Advisors. S/he is responsible for keeping his/her training updated on a yearly basis through the Ohio Union.

***Section 5: Succession to the Presidency***

In the event the President is unable to fulfill his/her duties, the Executive Vice President of Internal Operations shall preside at the next meeting with Advisor assistance, and a new President will be recommended and voted on. That person will fulfill the role and duties of the President for the remainder of the year and will continue with the roles of their position unless it is not manageable; then the duties will be delegated amongst the rest of the executive board, specifically the Executive Vice Presidents.

***Section 6: Vice President of Finance***

The Vice President of Administration/Finance is responsible for financial bookkeeping. S/he is expected to show honesty and accuracy in the area of finances. S/he is responsible for keeping his/her training updated on a yearly basis through the Ohio Union. S/he is responsible for recording all meeting minutes and distributing the minutes to the appropriate members. S/he will also take pictures at FCP events, maintain the FCP storage room in Schoenbaum, and manage room reservation needs for each semester. S/he is also tasked with planning FCP branded events that focus on citizen personal development (Student Leadership Advocates, Lunch & Learns, etc.).

**Section 7: Strategic Consultant**

The Strategic Consultant is responsible for providing guidance and experiential knowledge to the current executive board as needed. S/he is required to attend all general meetings and at least the final half of all EVP meetings unless otherwise specified by the presiding president. S/he should be highly visible within the organization and will manage work designed to improve the organization as a whole.

***Section 8: Executive Vice President of Membership & Recruitment***

The Executive Vice President of Membership & Recruitment manages the operations and goals of the Vice President of Marketing and Vice President of Outreach. S/he will have a vision of how FCP is to be represented to all citizens, corporations, sponsors, organizations, and Fisher offices and will develop a strategy to ensure this vision is executed. S/he will order the shirts over the summer and report regularly to the President ensuring achievement of all FCP short- and long-term goals.

***Section 9: Vice President of Marketing***

The Vice President of Marketing is responsible for creating a strategy to retain citizens through graduation. S/he will work closely with the Fisher offices for recruiting and will send weekly citizen emails and keep the executive board updated on citizen’s concerns. S/he will be the main point of contact for all citizen communications via email.

The Vice President of Marketing is responsible for creating a strategy to recruit first year future business students for the program, including collaborating with the Vice President of Outreach to focus on retention through graduation. S/he will develop and execute a fully comprehensive marketing plan to increase FCP exposure to Fisher students, organizations, offices, and corporations. S/he is in charge of promoting the FCP Kick-Off Event, any follow up kick-off events, and FCP information sessions.

***Section 10: Vice President of Outreach***

The Vice President of Outreach is responsible for creating a strategy to recruit first year future business students for the program, including collaborating with the Vice President of Marketing to focus on retention through graduation. S/he will develop and execute a fully comprehensive marketing plan to increase FCP exposure to Fisher students, organizations, offices, and corporations. S/he is in charge of promoting the FCP Kick-Off Event, any follow up kick-off events, and FCP information sessions.

***Section 11: Executive Vice President of Internal Operations***

The Executive Vice President of Internal Operations manages the operations and goals for the Vice President of Administration/Finance, Vice President of Technology, Vice President of Diversity Outreach/College Relations, and Vice President of Internal Programming. This includes establishing a balance between Fisher College of Business office and FCP internal events. S/he will be responsible for ensuring FCP’s personal brand is evolving and growing through various internal events. S/he will communicate and report regularly to the President ensuring achievement of all FCP short- and long-term goals.

***Section 12: Vice President of Internal Programming/Organization Relations***

The Vice President of Internal Programming/Organization is in charge of planning the Kickoff, Winter Civic Responsibility Event, and the Fisher Recognition Banquet/Graduation. S/he will collaborate with the Vice President of Marketing and the Vice President of Outreach in planning the Kickoff and information sessions. S/he will also build relations with other Fisher Organizations and collaborate on creating events with those organizations.

***Section 13: Executive Vice President of External Operations***

The Executive Vice President of External Operations manages the operations and goals of the Vice President of Corporate Relations/Outreach. This includes establishing a balance between corporate, organization, and sponsor sanctioned events. S/he will pursue all potential new sponsorship opportunities and s/he will communicate and report regularly to the President ensuring achievement of all FCP short- and long-term goals. The EVP of External Operations will play an active role in the syndication of these activities as well.

***Section 14: Vice President of Corporate Program Relations/Outreach***

The Vice President of Corporate Program Relations will maintain contact with our highest level sponsors. S/he will coordinate events for FCP sponsors and will incorporate the sponsors into FCP Signature Events, such as the Company Expo, Q&A Panel, Philanthropy event, and Graduation Banquet, etc.  This includes full correspondence and regular communication with company recruiters for workshops, programs, and events to be planned throughout the year. S/he will also create contact with other companies in an effort to get more sponsors.

***Section 15: Executive Vice President of Mentorship***

The Executive Vice President of Mentorship will lead the organization’s mentorship program. They will lead the Vice President of Mentorship Communications and Vice President of Special Events in order to engage members within the program. This includes setting up venues to hold events, tracking of participation, and matchmaking of mentors and mentees. This person will also be a point of contact for issues within program.

***Section 16: Vice President of Mentorship Communications***

The Vice President of Mentorship Communications will be the key point of contact for all events put on for mentors and mentees. This person will send out at least a monthly email, including additional information at the beginning of the year. They will also be the first point of troubleshooting for all members of the program and will direct any further difficulties to the Executive Vice President of Mentorship.

***Section 17: Vice President of Special Events***

The Vice President of Special Events will orchestrate events for the mentorship program. This includes a variety of events, such as the mentor mixer at the beginning of the year and Mocha Monday’s throughout the year. They will also communicate with the vice president of mentorship communications to give them the details of said events. They will also be in charge of matchmaking of mentors and mentees at the beginning of the year.

***Section 18: Advisor(s)***

The Advisor(s) must be a full-time member of the university faculty or administrative and professional staff. The Advisor(s) must be in close contact with the President and the Fisher College of Business. S/he is expected to supervise all executive board decisions regarding programming, membership, and finance.

The Advisor(s) is/are responsible for serving as the oversight for the firm and provides guidance and support for partners and consultants. S/he will also be involved in the sales of projects. Finally, s/he will serve as the liaison with the school administration.

***Section 19: Succession to an Executive Board Position***

In the event any member other than the President is not able to fulfill his/her duties, be that s/he stepped down or was asked to leave by majority vote, the President shall appoint someone(s) to fulfill their job responsibilities. That position will be promoted from within the departure’s committee, usually with a Vice President taking over an Executive Vice President’s role and a Vice President taking over another Vice President’s role. This is subject for the discretion of the president depending on the circumstances.

**Article 5: By-Laws**

***Section 20 – Parliamentary Authority***

The rules contained in Roberts Rules of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

***Section 21 - Meeting Requirements***

Any meeting for a change in by-laws or the constitution must have a majority (greater than 50%) of current Executive Vice Presidents present.

***Section 22 - Method of Amending By-Laws***

Proposed amend­ments will be in writing and will not be acted upon but read in the general meeting in which they are proposed. A proposed amendment will be read again at the next partners and votes will be taken. A simple majority of the entire voting membership of the organization present for the amendment to pass. The consti­tution is not intended to be amended easily or frequently.

**Article 6: Quorum**

A quorum shall constitute two-thirds of the eligible voting membership. A quorum shall be necessary to vote on any business of the association to set-policies, to direct, to distribute assets and the like.

**Article 7: Amendments**

This constitution may be amended by first substituting a written proposal to the Executive Board and then by approval of the membership at the next open meeting by quorum approval.

**Article 8: Attendance**

All members of the executive board must attend 100% of meetings unless s/he has a legitimate excuse and informs the President and their Executive Vice President at least 24 hours in advance that they will not be there listing their legitimate excuse. Legitimate excuses are a family emergency, general emergency, exam during meeting, interview, and serious illness. Also, each member of the executive board is allotted two unexcused absences per semester. Missing meetings because of class is discouraged but if class time is unavoidable, the executive board member must email and/or meet with the President or their point person (a council member or someone s/he is working with on a project) within that week to update him/her on their tasks and position.

***Section 23 – Additional Duties***

If removal of an executive board member by vote does occur, his/her duties will be divided up according to Section XX in Article IV.

***Section 24 – Membership Removal***

Removal of a general member shall be as a result of the failure to complete program requirements by the end of the prescribed timeline.

**Article 9: Dissolution**

Should this student association decide by majority vote to dissolve at any time in the future, the voting eligible membership shall decide on the distribution of the assets. Any distribution of assets must be made with the approval of the organization’s Advisor(s) and the Associate Dean of Undergraduate Programs.