Constitution of The Beef Jerky Club

***Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.***

**Section 1: Organization Name: The Beef Jerky Club**

**Section 2 - Purpose:** The purpose of The Beef Jerky Club is to teach people about the joy and utility of drying anything and everything. Fun, good food, and education are paramount.

**Section 3 - Non-Discrimination Policy:**

*“The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university 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.*

*Ohio State 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.”*

*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 Beef Jerky Club 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.*](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*](http://titleix.osu.edu/)*or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu****.***

***Article II - Membership: Qualifications and categories of membership.***

*II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.*

***Article III – Methods for Removing Members and Executive Officers***

III.a. *If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers.*

III.b. *Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board.*

*III.c. In the event that the reason for member removal is protected by the Family Educational Rights and*

*Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending),*

*the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.*

***Article IV - Organization Leadership:*** *Titles, terms of office, type of selection, and duties of the leaders.* Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. The titles of organization leaders, the length of terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified.

Required leadership positions:

Primary Leader:

Title: President

Selection process: Appointed by previous President

Duties: 1. Organize events

2. Coordinate other leaders in the organization

3. Maintain and keep track of all organization equipment (dehydrator etc.)

4. Maintain morale

5. Keep track of upcoming requirements and notify proper leaders

Secondary Leader:

Title: Chef

Selection process: Appointed by previous Chef, in any case when the Chef cannot or will not select a successor this duty falls to the President (in the case that the title of Chef is being transferred and the President is remaining) or the new President (should the titles of Chef and President be transferred in the same year). This appointment must be confirmed by the President (in the case that the title of Chef is being transferred and the President is remaining) or the new President (should the titles of Chef and President be transferred in the same year).

Duties: 1. Keep log of recipes, cooking procedures and outcome of each batch of dehydrated

2. Report purchases of food products to Treasurer

Treasurer:

Title: Treasurer

Selection Process: Appointed by previous Treasurer, in any case when the Treasurer cannot or will not select a successor this duty falls to the President (in the case that the title of Treasurer is being transferred and the President is remaining) or the new President (should the titles of Treasurer and President be transferred in the same year). This appointment must be confirmed by the President (in the case that the title of Treasurer is being transferred and the President is remaining) or the new President (should the titles of Treasurer and President be transferred in the same year).

Duties: 1. Keep log of financial transactions

2. Apply for funding should it be needed

3. Organize fund raising should it be necessary

4. Collect money from members should it be necessary

Advisor

Title: Advisor

Duties: Provide general insight into organization and help leadership deal with difficult personal issues.

Social Chair

Title: Social Chair

Selection Process: Appointed by previous Social Chair, in any case when the Social Chair cannot or will not select a successor this duty falls to the President (in the case that the title of Social Chair is being transferred and the President is remaining) or the new President (should the titles of Social Chair and President be transferred in the same year). This appointment must be confirmed by the President (in the case that the title of Social Chair is being transferred and the President is remaining) or the new President (should the titles of Social Chair and President be transferred in the same year).

Duties: 1. Post updates on social media accounts including Twitter and Instagram.

2. Make posts and spread information about new member recruitment.

3. Use good judgement when posting on social media from the organizations accounts and remove any post that the President requests.

4. Get verbal or written approval of members before posting pictures or information of them.

5. Work with other leadership to get things posted that overlap their duties.

Secretary of Health

Title: Secretary of Health

Selection Process: Appointed by previous Secretary of Health, in any case when the Secretary of Health cannot or will not select a successor this duty falls to the President (in the case that the title of Secretary of Health is being transferred and the President is remaining) or the new President (should the titles of Secretary of Health and President be transferred in the same year). This appointment must be confirmed by the President (in the case that the title of Secretary of Health is being transferred and the President is remaining) or the new President (should the titles of Secretary of Health and President be transferred in the same year).

Duties: 1. Ensure food safety standards are followed according to the FDA.

2. Work with Chef to keep all equipment clean.

3. Ensure all health safety rules and regulations from Ohio State University are followed.

***Article V- Selection of Organization Leadership***

Selection of The Beef Jerky Club’s leadership is outlined for each role above but will be outlined below.

The new President is appointed by the current President. If the current President cannot make the appointment then the current Treasurer, Chef, and Social Chair will vote on the new president requiring 2/3 majority.

All other leadership positions are appointed their predecessor, in any case when the predecessor cannot or will not select a successor this duty falls to the President (in the case that the title is being transferred and the President is remaining) or the new President (should the title and President be transferred in the same year). This appointment must be confirmed by the President (in the case that the title is being transferred and the President is remaining) or the new President (should the titles and President be transferred in the same year).

Appointments for any title may be 1 or 2 people. If 2 people are appointed to the same position, they should discuss which duties they will cover between themselves and notify the President. One of the two must also accept at least 51% of responsibilities and will have final say over the next appointment, although it should be a concerted effort to agree on the same person.

The appoints will be made in April/May and will be announced to the group through written communication (social media posts, GroupMe messages, and/or email). No pressure should be put on anyone to make their appointment until after final exams/projects are completed.

***Article VI - Executive Committee: All Students in Organization Leadership, and Chairpersons of Standing Committees***

The Executive Committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. The Executive Committee should have a group chat separate from the general body group chat. The executive must meet in full, in person no fewer than 1 time per month (acceptable excuses to be determined by the President). Should a member miss 2 meetings per year without valid excuses or 6 meetings total, they must explain their absence, then the rest of the executive committee will vote on whether or not they can remain in their position or immediately begin succession process.

***Article VII – Advisor(s) or Advisory Board: Qualification Criteria.***

Advisors of student organizations must be full-time members of the University faculty or Administrative &

Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The responsibility of the Advisor is to complete the registration for the club every fall and to give advice if a severe personal conflict cannot be resolved by the Executive Committee.

***Article VIII – Meetings and events of the Organization: Required meetings and their frequency.***

Members are required to have contact with the organization at least once every other meeting, approximately 1 time per month. This could be attendance to the a meeting, a message in the GroupMe, or individual contact with a member of the Executive Committee. At the end of every semester the Executive Committee will have a meeting and if no one can remember the member’s contact for at least 2 meetings or a specific contribution made to the organization they will be removed from the roster and will not be re-added until they request or attend a meeting.

***Article IX – Attendees of Events of the Organization: Required events and their frequency.***

The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution. Any member may raise concerns to an Executive Committee member who will either take appropriate action and/or notify the President. The responsibility to take action ultimately falls to the President to take appropriate action. If immediate action is necessary any member of the Executive Committee may take action.

Action may be defined progressively as: 1. Notifying the individual and a requesting they cease the disruptive

behavior

2. Removing the person from the event if the behavior continues.

3. If threat to members or others is imminent a member of the Executive

Committee should contact the proper authorities

***Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.***

Include the method for amending the constitution here. Define the process for proposing an amendment, providing notice to the organization or executive board, and the exact voting procedure for approving the amendment.

1. *Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then posted in the GroupMe and the following general meeting the votes will be taken, and should either require a two-third majority of voting members (a quorum being present). A quorum is defined as 50% of the organization roster. If a quorum is not reached at the following general body meeting the amendment will be proposed by the President in the GrouoMe as a poll and will be live for 24 hours. Amendments can be rejected by a three quarter veto of the organization leadership.*

***Article XII – Method of Dissolution of Organization***

Should the organization become dissolute all debts will be split evenly among all roster members evenly less the advisor. Any assets in the possession of the organization should be thrown out or donated depending on condition of assets as to be judged by the organization leadership at the time of dissolution.

# By-Laws

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. However, most groups keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending.

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

*Article 1 – Parliamentary Authority*

“though the minority shall be heard and absentees protected, the majority will decide”

“The rules contained in the Constitution of The Beef Jerky Club 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.”

*Article II- Membership*

Becoming a member only requires a request to be added to the roster, no dues necessary. A member may be removed should they fail to be active in the club as stated in the constitution above.

*Article III- Election / Appointment of Government Leadership*

Appointment will occur in the summer after classes are finished, any active member can be appointed.

Treasurer: Appointed by previous Treasurer, in any case when the Treasurer cannot or will not select a successor this duty falls to the President (in the case that the title of Treasurer is being transferred and the President is remaining) or the new President (should the titles of Treasurer and President be transferred in the same year). This appointment must be confirmed by the President (in the case that the title of Treasurer is being transferred and the President is remaining) or the new President (should the titles of Treasurer and President be transferred in the same year).

Social Chair: Appointed by previous Social Chair, in any case when the Social Chair cannot or will not select a successor this duty falls to the President (in the case that the title of Social Chair is being transferred and the President is remaining) or the new President (should the titles of Social Chair and President be transferred in the same year). This appointment must be confirmed by the President (in the case that the title of Social Chair is being transferred and the President is remaining) or the new President (should the titles of Social Chair and President be transferred in the same year).

Secretary of Health: Appointed by previous Secretary of Health, in any case when the Secretary of Health cannot or will not select a successor this duty falls to the President (in the case that the title of Secretary of Health is being transferred and the President is remaining) or the new President (should the titles of Secretary of Health and President be transferred in the same year). This appointment must be confirmed by the President (in the case that the title of Secretary of Health is being transferred and the President is remaining) or the new President (should the titles of Secretary of Health and President be transferred in the same year).

*Article IV- Executive Committee*  The Executive Committee exists to help each member achieve their goals as well as achieve the goals of the organization. Members should help each other solve problems and brainstorm as well as listen to what members have to say and address concerns.

*Article V - Advisor/Advisory Board Responsibilities*

The Advisor is welcome to attend meetings, but is only required to step in when all methods of solving personal disputes have been exhausted and the problem cannot be solved. This is the nuclear option, last resort.

*Article VI - Meeting Requirements*

Meetings should be held at least quarterly but frequency can increase with interest and availability of leadership to run said meetings. Due to the nature of dehydration meetings will be very long or in 2 parts so that the food can be prepared then distributed. All meetings are general body unless the Executive Committee should choose that they require an additional separate meeting.

*Article VII - Method of Amending By-Laws*

Amendments to the By-Laws must be presented in writing and will be discussed and voted on at the next general body meeting. They require a 2/3 majority of members present to pass, should fewer than 10 members be present the vote will be postponed, those unable to attend but who reach out to the executive committee in writing shall also count in the vote and the number required to vote.

Some organizations desire a structure that is fundamentally different from the guidelines presented here. The goal would be to incorporate basic principles important to the University while promoting those of the organization.

Constitution Rev.

5/1/2021

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