

## **Article I - Name**

The name of this student organization shall be Under the Sea: Marine Biology.

## **Article II - Area**

The headquarter of this student organization shall be The Ohio State University in Columbus, Ohio.

## **Article III - Objectives**

Section 1. Enrolling our members in activities related to marine biology ranging from academic interests, conservation agendas, and fieldwork.

Section 2. Promoting awareness and interest in ocean and marine life.

Section 3. Fundraising to support ocean conservation efforts and members' fieldwork experiences.

## **Article IV – Membership**

Section 1. Under the SEA and its members shall not discriminate against any individual for reasons of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or protected veteran status.

Section 2. New members and membership renewal shall be accepted at any time during the academic year upon submitting the appropriate membership payment.

## **Article V - Termination of Membership**

Membership shall be terminated upon failure of membership renewal specified in Article IV, voluntary resignation, or automatic dismissal sanctioned by a two-thirds vote of the total membership of the student organization. Grounds for dismissal shall be any activity that is detrimental to Under the SEA.

## **Article VI - Officers**

Section 1. The officers of Under the SEA shall include a President, Vice President, Secretary, Treasurer, Fundraising/Marketing Director, Social Director, Programs/Events Director, and at least one Faculty Advisor.

Section 2. All offices, excluding President, shall be open to all paid members of the student organization with academic standing in accordance with school policies.

Section 3. The President shall be elected by the current executive board. The candidate must have had a previous position on the executive board for Under the Sea.

Section 4. The President shall be responsible for the initiation and development of programs and trips, determination that other officers perform their duties in a satisfactory manner, and coordination of member participation in the Columbus and Ohio State community. The president shall preside at all meetings, assume active leadership, secure projects for Under the SEA to be involved with, and perform other customary duties of the office, such as keeping active standing with the Ohio Union.

Section 5. The Vice-President shall provide information of forthcoming events to the secretary for inclusion in meeting notices/newsletters, provide mentorship for new officers, preside in the absence of the president, and assist the President in planning meetings/events and contacting presenters. They will have secondary leadership status with the Ohio Union and act as President in the absence of the official President.

Section 6. The Secretary shall keep the minutes and official records of Under the SEA, advertise meetings, and shall handle all correspondence between Under the SEA and professional organizations. They shall maintain a roster and attendance of officers and general members. They shall also handle all correspondence of the club and keep records of it, including but not limited to, sending weekly and reminder emails, checking/responding to emails frequently, creating and sending out any information/forms necessary.

Section 7. The Treasurer shall collect and receive all membership payments, fees, and other funds, shall properly care for such funds, and, upon authorization, disburse them to meet obligations of Under the SEA. They shall also keep accurate financial records and account for all the funds according to school rules, as well as keep an updated club roster. They shall collect funding requests from other officers. They shall assist the President and other officers in preparing program budgets and financial controls and also apply for operating and programming funds by the deadlines.

Section 8. The Events Director shall collaborate with other members of the executive board to create and execute exciting, interesting events for the club related to marine biology and/or related to community building within the club.. They shall ensure the fiscal viability of all events, maintain a list of events and statistics throughout the year, and work closely with the secretary and social director to communicate these events to members. If funding is needed, one must correspond with the treasurer to ensure these funds by the appropriate deadline.

Section 9. The Social Media Director shall publicize club activities on social media, and develop and maintain the club's social media. Social media includes: Facebook, Instagram, Twitter, and others. If funding is needed, one must correspond with the treasurer to ensure these funds by the appropriate deadline. They shall also maintain the club's website.

Section 10. The Fundraising/Marketing Director shall set up a variety of several fundraisers throughout the year including the coordination of volunteers/shifts for these fundraisers. They must check that the desired fundraisers and locations are legal. All proper documentation must be completed. They shall correspond with the secretary to properly advertise the upcoming fundraisers and correspond with the treasurer to record and transfer profits. They are also in charge of all marketing and advertisement for the club, including but not limited to, flyers, buttons, t-shirts, etc.

Section 11. The Faculty Advisor(s) shall be the official representative(s) between Under the SEA and the school administration; shall counsel with the officers, members, and committees of Under the SEA and assist toward the highest accomplishment of the organization. The faculty advisor(s) must be an active member of the teaching staff or administration office of the school.

Section 12. Holding an officer position is a full academic year commitment, barring exceptional circumstances. If one shall need to resign, a resignation form must be filled out and the resignation must be voted upon by the current executive board. Majority will determine the result.

Section 13. Attendance to meetings, events, socials, etc. is mandatory for executive members. If an absence is necessary, it must be discussed with the President at least three days in advance of the missed event. For emergency or unforeseen circumstances, a direct message to the President must be sent as soon as possible.

## **Article VII - Elections**

Section 1. Candidates for offices shall volunteer and will complete and send in the online application by the deadline.

Section 2. All votes casted will be online and must come from members of Under the Sea.

Section 3. All officers shall be elected annually during spring semester, barring exceptional circumstances. New officers will be trained by current officers for the remainder of the semester. New officers officially begin their term at the end of spring semester and are elected for one year.

Section 4. Any officer of the student organization may be brought upon impeachment charges if 1) he or she is acting detrimentally to Under the SEA or 2) he or she has significantly disregarded the major

responsibilities of his or her office. Processes of impeachment for the President include: 1) a list of charges must be submitted to the Vice-President and be signed by three-fourths of the officers and/or the active membership 2) the Vice-President will then hold impeachment hearings, allowing the accused officer to defend his or herself, followed by a vote by the active membership 3) a three-fourths vote results in the impeachment of the President 4) the Vice-President takes over the responsibilities of the President and a special election is held the next meeting to elect a replacement Vice-President. Processes of impeachment for other officers include: 1) a list of charges must be submitted to the President and be signed by three-fourths of the officers and/or the active membership, 2) the President will then hold impeachment hearings, allowing the accused officer to defend himself or herself, followed by a vote by the active membership, 3) a three-fourths vote results in the impeachment of the officer, 4) a special election is held the next meeting to elect a replacement officer.

### **Article VIII - Committees**

An Executive Committee shall consist of the elected officers and the faculty advisor(s). All other committees, including marketing, activities, and fundraising committees, shall be appointed by the President as needed.

### **Article IX - Meetings**

Section 1. General body meetings will be open to all interested students. Those that pay the semester \$15 or the annual \$25 dues will have priority during event registration.

Section 2. General body meetings shall be conducted biweekly during the academic year. These meetings will be open to members of Under the SEA and the Ohio State student body.

Section 3. Executive meetings shall be held twice a month to discuss Under the SEA's activities, upcoming events, fundraising, and any other issues raised by the members of the student organization. All officers and advisors will attend each business meeting.

### **Article X - Quorum**

The executive members of Under the SEA shall constitute the quorum necessary for voting procedures. A majority vote shall constitute a decision. The President shall cast the decisive ballot in the event of a tie.

### **Article XI - Amendment of Bylaws**

Section 1. This document may be amended by regular voting procedure as stated in Article X.

Section 2. Any proposed amendment must be presented to Under the SEA at least one regular meeting before being acted upon.

#### **Article XII - Dissolution**

Section 1. Under the SEA may be dissolved by its members in accordance with the rules proposed for amending the Bylaws (Article XI) or by authorities of The Ohio State University.

Section 2. Upon dissolution, all just debts shall be paid out of the funds of Under the SEA. Any remaining funds and assets shall be transferred to a nonprofit environmental organization. All records shall be submitted to the school administration for filing or disposal.