

THE CONSTITUTION OF SERVitecture

1 September 2017

Article I - Name, Purpose, and Non-Discrimination Policy

Section 1 - Name: SERVitecture

Section 2 - Purpose: It shall be the purpose of SERVitecture to encourage and promote Knowlton School of Architecture student and faculty involvement through community service opportunities related to the fields of Architecture, Landscape Architecture, and City and Regional Planning.

Section 3 - Non-Discrimination Clause: This organization and its members shall not discriminate against any individual(s) 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 or any other basis in accordance with the guidelines.

Article II - Membership: Qualifications and categories of membership

Currently enrolled undergraduate students are eligible for becoming members, which would let them vote or run for an executive or committee position. All other members would be volunteer members, which would include faculty, non-enrolled students, and graduate students.

Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

SERVitecture shall have a President, Vice President, Treasurer, Communications Officer, Events Coordinator, and Service Coordinator. These officers comprise the Executive Board.

Duties of officers are defined as such:

The President: The president shall be the chief executive officer. The president, with approval of the Executive Board, directs the budget and fills vacancies in office. The president plans meetings and oversees all events.

The Vice President: The vice president shall be the parliamentarian for the organization. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president. The vice president will keep and have available current copies of the constitution and any bylaws. The vice president coordinates with the president in planning meetings and overseeing all events. The vice president coordinates the organizations email.

Treasurer: The treasurer shall keep a current record of all financial transactions. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time. The treasurer will perform other duties as directed by the president.

Events Coordinator: The events coordinator will be in charge of coordinating events and creating sign-up sheets for events. Main responsibilities include planning bi-annual Habitat for Humanity service & learning trips and the Fashion Schau

Service Coordinator: The service coordinator will coordinate and facilitate service activities and assist in planning the Fashion Schau, our major fundraising event. The service coordinator will document SERVitecture's service hours. Main responsibilities include planning monthly "Service Saturdays".

Communications Officer: The communications officer will manage the organization's social media accounts. They will be responsible for documenting important events. The communications officer is responsible for marketing and printed materials such as posters, flyers, and photos.

Article IV - Standing Committees

Standing Committees shall be created and organized through the mutual agreement of the current members of the Executive Board.

Article V - Advisors: Qualification Criteria

The advisor shall assist the group in their execution of roles and responsibilities. The advisor shall provide feedback to the organization regarding its operations and functioning. The advisor shall serve as a resource. The advisor should provide advice upon request and also should share knowledge, expertise, and experience with the group. The advisor will be a non-voting member of the organization.

Article VI - Meetings of the Organization: Required meetings and their frequency

General meetings shall be held on the first Monday of every month. One of these meetings per academic quarter will be required of general members. The Executive Board will have meetings in addition to these general meetings as needed, meeting monthly at a minimum. Monthly and general meetings are required of the Executive Board members.

Article VII - Method of Amending Constitution: Proposals, notice, and voting requirements

In order to amend the Constitution, any member may make a proposal, however it must be given to any member of the Executive Board in written form at least one week prior to the next general meeting. In order to pass the proposed amendment, two-thirds of the

Executive Board must vote in favor of that amendment, as well as a majority vote in favor of that amendment by the general members present.

BY-LAWS – 30 JULY 2007

Article I – Parliamentary Authority

The rules contained in the Constitution 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

Membership is open to any enrolled student who attends at minimum one meeting per semester, and participates at minimum in one event per semester. Volunteer membership is open to any non-enrolled person or graduate student that attends regular meetings and events. The fiscal year of the organization shall be from the beginning of autumn quarter to the end of the following summer quarter. If dues should become necessary, the amount shall be determined each year by the executive board. Dues shall not exceed fifteen dollars and shall be collected only once from each member, at the initiation of their membership status.

Removal Processes: Membership shall be terminated in the event that the minimum requirements for continuing membership are not met. Pending Membership may also be issued in the case of inappropriate conduct, misrepresentation of the organization, The Knowlton School and/or The Ohio State University at large. In the act students do not comply with appropriate decorum in accordance with school and University policy, their membership will be reviewed and then potentially revoked based on officer and advisor evaluation. We ask that all student members take this participation seriously with the understanding that actions are at the liberty of the leaders to be discussed and reviewed.

Article III – Election / Appointment of Government Leadership

The current officers, through application and interview process, will determine new leadership. If an officer chooses to run for office with other candidates vying for the same position, that officer may not participate in any interview of candidates running for such position. All officers must be members of SERVitecture. The term of the officers shall be from the middle of February through the end of the following academic year. This overlap will allow for exiting officers to properly train incoming officers. The same position may only be held for two consecutive terms, after which the candidate may run for a different position. Any officer may be removed from membership by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with three-fourths approval of the members. Any vacancy which may occur in an office shall be filled by appointment by the Executive Board pending ratification at the next group meeting.

Article IV – Standing Committees

Standing Committees shall be created and organized through the mutual agreement of the current members of the Executive Board.

Article VIII – Method of Amending By-Laws

In order to amend the By-Laws of the Constitution, any member may make a proposal, however it must be given to any member of the Executive Board in written form at least one week prior to the next general meeting. In order to pass the proposed amendment, two-thirds of the Executive Board must vote in favor of that amendment, as well as a majority vote in favor of that amendment by the general members present.