**Constitution**

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

Section 1: Name:

The name of the organization shall be First Year Leadership Initiative also known as FYLI.

Section 2 - Purpose:

To facilitate the personal and career development of aspiring student leaders in the first year at The Ohio State University by providing the tools and resources for success as well as empowering these students through fostering a community of first year students, introducing them to campus leaders and faculty, and teaching them the many facets of the University.

Section 3 - Non-Discrimination Policy:

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender, gender identity, gender expression, national origin, race, religion, sex, sexual orientation, or veteran status.

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

Executive Board member:

An Executive Board member is a member of the organization who was previously a first year member of the organization and who was chosen through a selection process to fill one of the Co-President or Cohort Leader positions. Executive members are selected by the incumbent Executive Officers of the organization with the assistance of the organization advisor(s). There shall be 10 Executive members of this organization in total.

First-year student members:

There shall be between 20 and 30 first-year members that join the organization through an open application process.

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

Co-Presidents: The Co-Presidents are primarily responsible for the coordination and execution of all general body meetings with the assistance of eight other executive officers. They shall also be responsible for advising the year-long education curriculum and approving of all speakers who may address the organization during meetings or retreats. The Co-Presidents are to be the public faces and primary contact of the organization. Finally, they will oversee the Executive Board and enforce that all are performing their duties as expected and maintain communication with the advisor(s). There will be 2 Co-Presidents in this organization.

Cohort Leaders: All chair positions will also serve as cohort leaders. Each of the eight total cohorts will be comprised of 5-7 first-year students and one cohort leader from the Executive Board. These cohorts aim to form a small-group setting of first-year members to develop relationships outside of weekly general body meetings and are expected to meet at least biweekly. Additionally, cohort leaders will serve as a liaison to First-Year Leadership Initiative and task first-year members to small projects concerning leadership development and personal growth in their first-year undergraduate experience. As many programs throughout the year will require collaborative efforts with fellow members of the Executive Board, chairs are expected to excel in efficient and appropriate communication as well as being ready and willing to collaborate with others.

Membership Chair: The Membership Chair is responsible for the organization of events outside of weekly meetings that foster community and transformative growth within First-

Year Leadership; these range from retreats (for the first-year members and Executive

Board) to miscellaneous social events. They may collaborate with the Education &

Curriculum Chair in the planning of retreats, as well as with other members of the Executive Board in the oversight of miscellaneous incentives for first-year members such as the merit point system, cohort organization, and the mentor/mentee program.

Marketing & Communications Chair: The Marketing & Communications Chair is responsible for all marketing efforts on behalf of First Year Leadership Initiative. They will have the primary responsibilities of advertising FYLI to the first-year class and promoting events and fundraisers held by FYLI throughout the year. This includes but is not limited to: management of social media development (Twitter, Instagram, & Facebook), frequent updating of the FYLI website, posting fliers around campus, and other promotional efforts.

Service Chair: The Service Chair is responsible for arranging large and small-scale service projects for the first-year members. They shall also be responsible for recording service hours of the first-year members (at least 15 hours per semester). Further, they will be expected to have at least one large-scale or two small-scale service/philanthropy event(s) planned per month to ensure first-years have enough opportunities to fulfill required hours.

Finance Chair: The Finance Chair is responsible for organizing and managing funds for the organization that will serve operational and programming purposes. Their attendance at Executive Board meetings are crucial as they approve the allocation of funds. The Finance Chair will be expected to organize at least one fundraiser per month/two months to ensure the budget stays afloat.

Recruitment Chair: The Recruitment Chair will lead the recruitment process at the beginning of the scholastic year for each new First-Year Leadership Initiative body. In preparation for the academic year, they will be responsible for coordinating and preparing informational sessions for first-years leading up to the application deadline, arranging the application and interview sessions, assigning Executive Board members to info sessions and interviews, and engaging in correspondence with those who have been selected for the FYLI class. The Recruitment Chair will also be responsible for recruiting mentors for the Peer Mentor program and brainstorming new methods of recruitment for future years.

Co-Curriculum Chairs: The Education & Curriculum Chairs will actively work with the Co-Presidents in the curation and planning of weekly general body meetings. They will be the primary source of collaborative outreach within the executive board and will compile resources and contact information of campus partners and other miscellaneous materials in the Google Drive. Lastly, they will be responsible for compiling a weekly digest newsletter with all campus goings-on and pertinent information that are relevant to our freshman class.

Internal Affairs Chair: The Internal Affairs Chair is responsible for monitoring attendance of first-year members and Executive Board. They will be the primary body to enforce attendance policies as well as engage in correspondence with those in violation of said policies. Additionally, the IA Chair will maintain the Google Drive as well as the administrative documents within it, record meeting minutes for both general body and EBoard meetings, and communicate with current and past members via email.

Diversity & External Affairs Chair—The Diversity & External Affairs Chair is responsible for promoting diversity among the organization as a whole. This will be accomplished by reaching out to, and collaborating with, other cultural and ethnic groups both on and off campus. They will work with other Executive Board members to incorporate diversity into recruitment, curriculum, and social involvements. Furthermore, they will be the primary body to creating excellent working relationships throughout the Ohio State and Columbus communities.

All officers shall be selected by the Co-Presidents and Advisor(s) at the end of the Ohio State school year to lead the organization for the upcoming year.

*Article IV - Executive Committee (if needed): Size and composition of the Committee.*

The Executive Committee consists of the Co-Presidents and the Committee

Chairs/Cohort Leaders. They shall meet in between the weekly meeting dates to discuss updates among the different roles the Cohort Leaders possess, to address any concerns about the organization, and to continue to develop the cohesiveness of the organization’s strength.

*Article VI – Method of Removing Officers and Members.*

If a first-year member of the organization is not attending meetings and engagements on a regular basis or is exhibiting behavior which questions the integrity of the student organization, then the Executive Members and Advisor(s) of the organization must be in 100% agreement to remove the member from the organization. In order to be in good standing with the organization, members may miss no more than three meetings or mandatory events per semester.

If an Executive Member of the organization is not attending meetings and engagements on a

regular basis or is exhibiting behavior which questions the integrity of the student organization, then the Advisor(s) and Co-Presidents shall discuss the issue at hand and determine whether or not to remove the member from the organization. If a Co-President is that member in question, then the remaining Co-President and the Advisor(s) will assess the situation and decide whether removal from the organization is the best decision.

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

Advisors of student organizations must be members of the University faculty or Administrative & Professional staff.

The Advisor(s) of the student organization shall be responsible for acting as a resource for the Co-Presidents and an aid in contacting university administrators to make presentations to the organization and advising the development of the education plan. The Advisor(s) will also aid the current organization’s Co-Presidents in selecting the members of the organization’s Executive Board for the following year and the newest first-year members of the organization. Having advised the organization before, the Advisor(s)’ main will be to ensure a smooth transition between Executive Boards to strengthen the values and goals of the organization.

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

Beginning Fall Semester, the organization will meet every Tuesday that the university is open and class is in session. Tuesdays during finals will be excluded. Meetings will last no longer than two hours and will begin anywhere between 7 and 9PM.

Exec Chairs and Cohort Leaders will meet every Tuesday night that the university is open and class is in session. Tuesday during finals week will be excluded. Meetings will last no longer than an hour and will begin anywhere between 8 and 10PM.

Co-Presidents and Cohort Leaders are required to attend all meetings unless a conflict pre-approved by the Co-Presidents comes up.

All First-Year members of the organization may miss no more than three meetings throughout the semester. If a conflict arises and they are unable to attend a meeting, then they must provide their Cohort Leader or the Internal Affairs Chair with a legitimate reason as to why they must be absent.

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

Proposed amendments should be in writing, should not be acted upon but read in the Executive Board meeting in which they are proposed on a Tuesday night. Approval requires the agreement of the Executive Members of the organization. The Constitution should not be amended easily or frequently.