

# **The Constitution of Time for Change at The Ohio State University**

## **ARTICLE I - Name, Location, Purpose, and Non-Discrimination Policy**

### ***Section 1.1: Name and Location***

The name of the organization shall be Time for Change at The Ohio State University, also referred to as T4C.

The place in the state of Ohio where the principal office of the organization shall be located is the City of Columbus, Franklin County.

### ***Section 1.2: Logo***

The official logo of the organization shall be the following image.



### ***Section 2.1: Purpose***

Time for Change at The Ohio State University aims to transform The Ohio State University (OSU) into a model of modern global citizenship by mobilizing the OSU and greater City of Columbus communities to actively participate in environmental stewardship and compassionate social responsibility. The organization will achieve this through its annual Time for Change Week event. Time for Change Week is a collaboration between student organizations, OSU campus administrators, and private business partners to create a week of programming and events focused on increasing environmental awareness and community engagement across a wide variety of academic and professional disciplines. No matter a person's beliefs, affiliation, or interests, everyone benefits from a healthy, sustainable community and planet.

The organization and its affiliated Time for Change Week event shall be organized exclusively for educational and charitable purposes.

### ***Section 2.2: Objectives***

The objectives of Time for Change at The Ohio State University are as follows:

- Host its annual Time for Change Week.
- Connect with a diverse group of OSU student organizations and OSU departments to host Time for Change Week events.
- Maintain a diverse membership.
- Inspire the OSU and City of Columbus communities to engage with environmental stewardship and global citizenship.

### ***Section 2.3: Net earnings to organization members***

No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members or any other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 of the Internal Revenue Code, or the corresponding section of any future federal tax code.

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

This organization and its members shall 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. Additionally, all Time for Change Week affiliated events shall 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 II - Time for Change Week Events**

***Section 1: Time for Change Week event liability***

Unless otherwise hosted explicitly by Time for Change at The Ohio State University, attendees participating in Time for Change Week events shall be the responsibility and liability of the organization to which the event is affiliated. Additionally, all Time for Change Week event preparations, operations, and activities shall be the responsibility and liability of the organization to which the event is affiliated.

***Section 2: Addressing disruptive event attendee behavior***

Time for Change at The Ohio State University reserves the right to confront any Planning Committee member, member from Time for Change Week partnering organizations, or event attendee whose behavior is disruptive or otherwise not in alignment with the organization's Constitution or Non-Discrimination Policy outlined in Article I Section 3 during Time for Change Week events. Officially recognized Time for Change Planning Committee members and Faculty Advisors shall reserve the right to dismiss any event attendee or other individual who causes substantial disruption in Time for Change Week events or poses a threat to the safety of other event attendees.

**ARTICLE III - Method of Dissolution**

***Section 1: Process for dissolution***

Should a two-thirds majority of all voting members support the dissolution of the organization, the President will close down the organization through the OSU Student Activities Student Organization Management System. The sitting Treasurer will be responsible for processing all debts and assets. Outstanding debts will require the organization to complete sufficient fundraising prior to the dissolution of the organization.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes of the voting members' choosing within the meaning of Section 501 of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE IV - Method of Amending Constitution: Proposals, notice, and voting requirements**

***Section 1: Process for Constitution amendments***

Any proposed amendment(s) to this Constitution and its affiliated Articles shall be presented to the organization in writing and shall not be acted upon when initially introduced. Information about the amendment(s) can also be shared electronically, if desired, so long as a hard copy is still used. Upon initial introduction, the proposed amendment(s) shall be read in a general body Planning Committee meeting, then read again after an agreed upon number of subsequent general body Planning Committee meetings, including the meeting in which the votes will be taken. The proposed amendment(s) shall be voted upon with either a paper or digital ballot. Approval of the amendment(s) shall require a two-thirds majority vote of the organization's entire voting membership, present or not. The Constitution shall not be amended easily or frequently.

# **The By-Laws of Time for Change at The Ohio State University**

## **ARTICLE I - Organization Structure and Leadership**

### ***Section 1: Organization structure***

The organization's governing body shall be the Time for Change Planning Committee, also referred to as the Planning Committee. The Planning Committee shall be divided into two Standing Committees: the Coordinating Committee and the Marketing Committee. All Planning Committee members are able to serve under multiple Committees, if desired. The Planning Committee shall also have an Executive Board.

A primary Faculty Advisor, and optional 2-3 secondary Faculty Advisors, shall also serve to guide the organization's Planning Committee and Executive Board.

### ***Section 2: The Executive Board***

The Executive Board shall serve as the organization's leadership body. Executive Board officers shall include the President, Secondary Leader, and Treasurer.

#### ***Section 2.1: President***

The President has the power to call Time for Change Planning Committee meetings, Faculty Advisor meetings, and other ancillary meetings as needed. They shall oversee all operations of the organization and act as the representative and spokesperson for Time for Change at The Ohio State University in external functions. The President shall work with the Planning Committee to maintain positive communication and relationships with the Faculty Advisor(s), external businesses and organizations, and The Ohio State University and its administration.

#### ***Section 2.2: Secondary Leader***

The Secondary Leader has the power to call Time for Change Planning Committee meetings, Faculty Advisor meetings, and other ancillary meetings as needed. They shall assist the President with the presidential duties outlined in Article II Section 2.1.

#### ***Section 2.3: Treasurer***

The Treasurer has the power to call Time for Change Planning Committee meetings, Faculty Advisor meetings, and other ancillary meetings as needed. They shall oversee the financials of the organization according to The Ohio State University policy. The Treasurer will be responsible for overseeing all necessary paperwork regarding the financial transactions of the organization including, but not limited to: fundraisers, grant applications, operational expenses, and event expenses. The Treasurer shall also be responsible for ensuring the organization's good financial standing with federal, state, and local governments.

### ***Section 3: Faculty Advisor***

The Faculty Advisor(s) will be the primary resource to connect the organization with other opportunities and resources at The Ohio State University. They shall also oversee the

organization's goals described in the OSU Student Activities Student Organization Management System and take efforts to help the organization achieve these goals.

***Section 4: General Planning Committee members***

Time for Change Planning Committee members not affiliated with the Executive Board shall have the same privileges as the Executive Board officers to support the growth and success of the organization and participate in the organization's meetings and events. They shall be able to perform Executive Board functions and take on any other administrative responsibilities not assigned through their affiliated Standing Committee(s) if given written or verbal permission by the Executive Board.

**ARTICLE II - Standing Committees: Names, purposes, and composition**

***Section 1: Coordinating Committee***

The Coordinating Committee shall serve as a subcommittee for the Time for Change Planning Committee. The Committee shall be responsible for coordinating event logistics and securing prizes and program funding for the organization's affiliated Time for Change Week event, as well as be responsible for planning of any other events hosted by the organization. The Committee shall also be the primary party responsible for maintaining outside partnerships with the organization.

The Coordinating Committee shall be led by a Coordinating Committee lead. The lead shall be responsible for directing Coordinating Committee meetings and delegating tasks to Coordinating Committee members. The lead may be an Executive Board officer or general Planning Committee member. In the case where the lead is a general Planning Committee member, they must regularly report to the Executive Board.

***Section 2: Marketing Committee***

The Marketing Committee shall serve as a subcommittee for the Time for Change Planning Committee. The Committee shall be responsible for the design, development, and advertising of any marketing materials and graphics for the organization and its affiliated Time for Change Week event. The Committee shall also be the primary party responsible for engaging with the public via social media and maintaining the organization's public image.

The Marketing Committee shall be led by a Marketing Committee lead. The lead shall be responsible for directing Marketing Committee meetings and delegating tasks to Marketing Committee members. The lead may be an Executive Board officer or general Planning Committee member. In the case where the lead is a general Planning Committee member, they must regularly report to the Executive Board.

**ARTICLE III - Membership: Qualifications and categories of membership**

***Section 1: Member qualifications***

All officially recognized Time for Change Planning Committee members will be limited to enrolled undergraduate, graduate, and postgraduate students at The Ohio State University. Officially recognized members shall be those who are listed on the Time for Change at The Ohio State University roster in the OSU Student Activities Student Organization Management System. Only officially recognized members shall maintain voting rights within the organization.

All officially recognized Planning Committee members must renew their membership with the organization annually.

***Section 2: Faculty Advisor qualifications***

The Faculty Advisor(s) must be a full-time member of The Ohio State University faculty or Administrative & Professional staff.

All Faculty Advisors must have their membership with the organization renewed biannually.

**ARTICLE IV - Membership: Methods for adding members, Executive Board officers, and Faculty Advisors**

***Section 1: New member application process***

Prospective organization members must apply for membership consideration with the organization. They will fill out an online application. Applications will be released and due in the fall. New member applicants who move forward with the written application will then be interviewed by current Time for Change Planning Committee members. All applicants will receive notification that they have been accepted/declined once their application has been fully processed and considered.

Annual renewal for sitting Planning Committee members will be granted if written or verbal communication restating their interest in continuing to be a part of the organization is received. Renewal will not require sitting Planning Committee members to repeat the application process. However, returning Planning Committee members that had been formally removed from the organization must resubmit a prospective member application.

***Section 2: Executive Board application process***

Executive Board elections will occur annually. Prospective Executive Board officers must be current Time for Change Planning Committee members and be nominated in order to run for an Executive Board position. Applicants may be self-nominated or nominated by another Planning Committee member. Applicants are eligible to run for as many positions as desired but can only fulfill one Executive Board role. Applicants may describe their ideas via email or live conversation to the voting members of the organization, if desired. Each voting member, including the applicants, will be permitted to vote once for each office. Voting may occur via anonymous paper ballot during a meeting or via an emailed, digital survey. Elected Executive Board officers will be based on the largest number of votes.

***Section 3: Faculty Advisor application process***

Prospective Faculty Advisors must express their written or verbal interest in a Faculty Advisor position. Approved Faculty Advisors must receive a two-thirds majority vote by voting members of the organization.

Annual renewal for all Faculty Advisor membership is automatically assumed unless written or verbal communication is expressed by the Faculty Advisor who wishes to no longer be a part of the organization.

## **ARTICLE V - Membership: Methods for removing members, Executive Board officers, and Faculty Advisors**

### ***Section 1: Grounds for removal***

Any member of the organization may be removed from their position in the Planning Committee or removed from the organization entirely. The grounds for terminating a member's recognition with the organization will be as follows:

- Engaging in behavior that is detrimental to advancing the purpose of Time for Change at The Ohio State University and its affiliated Time for Change Week event.
- Violating the organization's Constitution or By-Laws; the OSU Code of Student Conduct or other OSU policy; or federal, state, or local law.
- No longer interested in fulfilling their position or being a part of the organization.

### ***Section 2: Process for removal***

In the event that the member shall be unwillingly removed, the member under consideration of removal shall be removed through a two-thirds majority vote of the official Time for Change Planning Committee, in consultation with the organization's Faculty Advisor(s). 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 Planning Committee, in consultation with the Faculty Advisor(s), may temporarily suspend the member through a two-thirds majority vote. In the case where a member is no longer interested in fulfilling their position or being a part of the organization, removal may be immediate upon their written or verbal request.

## **ARTICLE VI - Meetings: Required meetings and their frequency**

### ***Section 1: Time for Change Planning Committee general body meetings***

General body organization meetings shall be held biweekly during the Autumn school semester and weekly during the Spring school semester. The Executive Board shall be responsible for setting up and leading general body Planning Committee meetings. The day and time for these meetings shall be a period that works best for most Planning Committee members. Planning Committee members on the Executive Board and/or serving as a Standing Committee lead will communicate regularly with each other. They will also be responsible for setting up and leading additional organization meetings as needed and regularly updating all other Planning Committee members, including members who miss scheduled meetings.

***Section 2: Executive Board meetings***

The Executive Board shall meet regularly and communicate as needed to discuss the organization as a whole and address specific points of discussion.

***Section 3: Faculty Advisor meetings***

The Executive Board shall be responsible for setting up and leading meetings with the Faculty Advisor(s).

***Section 4: Time for Change Planning Committee lead meetings***

The Executive Board shall meet regularly with the Coordinating Committee lead and the Marketing Committee lead to stay updated about the work of each Standing Committee and any additional support that either Committee may need.

***Section 5: Standing Committee meetings***

The Standing Committee leads shall meet with their Committee members as needed to address specific points of discussion relevant to the Committee.

**Article VII - Method of Amending By-Laws**

Any proposed amendment(s) to the By-Laws and its affiliated Articles shall be presented to the organization in writing and shall not be acted upon when initially introduced. Information about the amendment(s) can also be shared electronically, if desired, so long as a hard copy is still used. Upon initial introduction, the proposed amendment(s) shall be read in a general body Planning Committee meeting, then read again after an agreed upon number of subsequent general body Planning Committee meetings, including the meeting in which the votes will be taken. The proposed amendment(s) shall be voted upon with either a paper or digital ballot. Approval of the amendment(s) shall require either a two-thirds or three-quarters majority vote of voting members (a quorum being present) or a two-thirds majority vote of the organization's entire voting membership, present or not.