

# Constitution of The Cognitive Science Club

## ARTICLE I — Purpose, Policy

### Section I: Name:

The Cognitive Science Club at The Ohio State University

### Section II - Purpose:

The organization will promote the learning and exploration of cognitive science. We will enrich students with new cognitive science developments, studies, and research. We will create connections and a network of students with similar interests. Type of events: academic based events. We plan to have speakers come and give talks about cognitive science. We also plan to have occasional social events for students to meet other people in the club. The intended membership is anyone who is interested. There will be no restrictions.

### Section III - Non-Discrimination Policy:

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.

### Section IV — Sexual Misconduct Policy

As a student organization at The Ohio State University, The Cognitive Science Club at Ohio State University 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>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

## **ARTICLE II — General Membership:**

### **Section I — Membership Criteria:**

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.

### **Section II — Membership Eligibility:**

Membership of the club is open to anyone interested in cognitive science!

### **Section III — Voting Membership:**

The organization's voting membership is limited to currently enrolled Ohio State students. Other non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associates or honorary members.

### **Section IV — Member Removal:**

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 an unanimous vote of the officers in consultation with the organization's advisor. 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.



## **ARTICLE III — Executive Officers:**

### **Section I — Executive Committee:**

The Executive Committee, which is a group of ten elected officers, 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. This Committee is composed of the organization leaders and chairpersons.

### **Section II — Officer Criteria:**

Any voting member of the Cognitive Science Club who has been in the club for at least one (1) semester can run for office, provided that they will be an enrolled student at OSU during their term, are in good standing with the club, are in good standing with the university, and haven't violated any grounds for removal.

### **Section III — Officer Positions:**

#### **❖ President (Primary Leader):**

Set goals and vision for the organization; effectively represent the organization; oversee e-board meetings, committees, and general body member events; primary communicator with members, leaders and advisor; completes annual training.

#### **❖ Vice President (Secondary Leader):**

Manages bylaws; oversees subcommittees; assists president; fill in for president; effectively represents the organization; manage internal relations; address conflicts within the organization.

#### **❖ Treasurer:**

Set the financial vision for the organization; keep accurate financial records; apply for funding; build and maintain a budget; approve and monitor spending of the club; working with Events Coordinator in fundraising efforts; complete annual training.

#### **❖ Media Chair:**

Manage club social media accounts (Instagram, Twitter) and monthly newsletters; manage club website

❖ **Marketing Chair:**

Work with Club Liaison Chair on promoting club and spreading club interests; manage the club branding; conduct research and analysis on the demographics and interests of club members; responsible for organizing club booth at student activity fairs

❖ **Club Liaison Chair:**

Manage club involvement with other student organizations at Ohio State.

❖ **New Member Outreach Chair:**

Manage the annual involvement fairs; reach out to students interested in joining the club; promote the club; acclimate new members into the club; initiate and coordinate cross-organizational collaborations with Event Coordinator

❖ **Events Chair:**

Organize and schedule weekly events, special events and fundraising; contact guest speakers; provide compensation for the speakers.

**Section IV — Officer Elections:**

Elections will be held and moderated by the current executive committee in person at the end of every spring semester. Members running for a certain position are not allowed to vote for themselves. All positions are elected by a majority ballot vote at a specified meeting. Applications to run are due two weeks prior to the election.

**Section V — Officer Removal:**

Any elected officer of the club 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 majority affirmative vote of the executive board in consultation with the organization's advisor. The act for removal of an elected officer of the club must be approved by two-thirds of the voting members at a meeting where the removal is presented. An interim officer will be chosen to fill this position until the next election period.

## **ARTICLE IV – Advisor(s):**

### **Section I — Advisor Requirements:**

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. Responsibilities and expectations of advisors should be clearly and adequately described.

### **Section II — Advisor Duties:**

Assist executive board with running the club; active contact with the university; communicate with CCBS and other cognitive science-related departments at Ohio State.

## **ARTICLE V – Meetings:**

### **Section I — Meeting Frequency:**

The organization will hold at least 3 meetings per semester with a goal of 5-7 meetings.

### **Section II — Meeting Attendance:**

All events are optional to the general body members but all executive committee members are expected to attend, unless they have an excusable absence. Every event is also open to all students, regardless of prior participation in the club. Attendance may be tracked for bonus purposes.

## **ARTICLE VI — New Amendments:**

### **Section I — Amendment Approval:**

Amendments made during the school year to this constitution must be approved by a majority of the executive committee. The executive board shall

notify each general member of the proposed amendment at least one week prior to the meeting at which it will be considered.

## **ARTICLE VII – Dissolution:**

### **Section I — Method of Dissolution of Organization :**

In the event of corruption among leadership, improper use of club funding, failure to follow the Constitution, or violation of Article I: Section III, or Article I: Section IV, etc. the organization must be disbanded. In this event, all organization leaders must meet with the Student Activities Board to decide if disbanding the organization is the best option. If the dissolution is conclusive, the club will be deemed unregistered, and all bank accounts with the treasurer will be cancelled permanently. Also in the event of dissolution, this Constitution and all it contains becomes null and void.

# 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, a 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 it was 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 I — Parliamentary Authority:**

The rules contained in Robert's rule of Order 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 student attending the Ohio State University. There are no dues or initiation fees, though there may be events held that will require an attendance fee.

### **Article III — Election of Government Leadership:**

Elections will be held and moderated by the current executive committee in person at the end of every spring semester. Members running for a certain position are not allowed to vote for themselves. All positions are elected by a majority ballot vote at a specified meeting. Any voting member is eligible to run and vote in the election, and applications to run are due two weeks prior to the election.

### **Article IV — Executive Board**

The Executive Board is expected to meet twice a month in full with three unexcused absences causing a possible loss of committee membership. Other Executive Board meetings can be planned on request

### **Article V — Advisor/Advisory Board Responsibilities**

The advisor works alongside the President and is involved with activities with the club as needed.

### **Article VI — Meeting Requirements**

More than half of the Executive Board members need to be present in order to make voting decisions/change by-laws.

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

By-laws may be amended by proposing in writing and reading the change at an Executive Board and then bringing the proposed change up for a vote at the next Executive Board meeting with a 2/3 majority vote of the membership present (a quorum being present).