**Community of Appalachian Student Leaders Constitution**

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

* *Section One- Name*
	+ Community of Appalachian Student Leaders (CASL)
* *Section Two- Purpose*
	+ To bring together students from the Appalachian regions in order to provide opportunities and allow room for individuals to grow academically, personally, and professionally through networking, leadership, education, and community service.
* *Section Three- Non-Discrimination Policy*
	+ “The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.
	+ Ohio State 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.”
	+ This organization will abide by the aforementioned non-discrimination policy.

**Article II- Membership: Qualifications and Categories of Membership.**

* *Section One- Categories and Requirements*
	+ Membership in the Community of Appalachian Student Leaders (CASL) is open to all students from the Appalachian regions of the country that are in good standing with the university without regard to race, religion, gender, sexual orientation, or politics.
	+ Membership status is open and members are free to join.
	+ Members will be added to the roster when they fill out a membership document.

**Article III – Organizational Leadership**

* *Section One- Executive Board Requirements*
	+ Represent the general members
	+ Conduct and report any business of the organization
	+ Fulfill the duties of their position
	+ Attend all CASL meetings (general and executive), social, and community service events to the best of their ability.
	+ Executive board members are expected to conduct positive behavior and act as a role model for other members of the group.
* *Section Two- Executive Board Selection*
	+ All prospective Executive Board candidates may self-nominate and be appointed by current Executive Board members during an meeting which will be held during spring semester.
	+ Any current Executive Board member may run for and hold the same position in consecutive or multiple years
	+ A candidate may run for two positions. If a candidate runs for President or Vice President, they may run for one additional executive position on top of running for one or both of these positions.
	+ In the case of resignation by an Executive Board Member, a new selection election will be held by remaining Executive Board with guidance from Advisor
* *Section Three- Required leadership positions and Executive Board responsibilities*
	+ Primary Leader (President)
		- Attend Annual President’s Training and complete Annual Registration Requirements
			* Review constitution with incoming president at the end of the year to evaluate need for changes
			* Create annual goals for the organization
		- Work with advisor to create organization meeting schedule, including guest speakers and social events
		- Plan and lead executive board meetings and general body meetings as necessary
		- Oversee the other positions and fill in as necessary
		- Serve as the main point of contact for those involved in the organization
		- Work closely with advisor and Executive Board to ensure the organization is operating smoothly and effectively, making improvements when necessary
	+ Secondary Leader (Vice President)
		- Schedule classroom or Union space for biweekly meetings
		- Assist in creation of meeting schedule and logistics
		- Oversee and work with any committees designated to design CASL t-shirts and apparel
		- Work closely with the president in planning and programming to ensure the organization is operating smoothly and effectively, making improvements when necessary
		- Organize and order food for meetings or events when needed
		- Fill in other positions as necessary
	+ Treasurer
		- Attend Treasurer training (annual)
		- Apply for Student Organization Operating Funds
		- Apply for Student Organization Programming Funds (if necessary)
		- Manage organization bank account
		- Explore creative fundraising opportunities
		- Create yearly/semester budget
		- Make budget recommendations and develop cost saving strategies
		- Complete an audit every year for university funding, also responsible for W-9 and I-9
		- Deposit cash/checks within one week of receipt
		- Track organization expenses/revenues from fundraising and other events
	+ Secretary
		- Maintain email listserv, new membership forms, and GroupMe
		- Send out reminders/recap meetings and events via the organization’s email address and social media pages
		- Record and send out minutes for General Body and Executive Board Meetings
		- Track general/executive member attendance for events and meetings
	+ Advisor- refer to Section Four
* *Section Four- Advisor*
	+ The advisor must be a full-time member of The Ohio State University faculty or Administrative and Professional Staff
	+ The advisor must complete the required advisor trainings
	+ A second advisor can be appointed to serve as a co-advisor to the organization
	+ Responsibilities of the advisor include, but are not limited to, the following:
		- Attend organizational meetings
		- Meet periodically with the Executive Board to review organization membership, activities, and finances.
		- Assist the organization in accessing campus and community resources, including financial support from the university and community when possible.
* *Section Five- Adding or Removing Executive Board Positions*
	+ Executive Board positions, other than the required positions above, may be added or removed as deemed necessary by the current serving Executive Board. A vote shall be held by the executive members and in the event of a tied vote, the advisor shall be the deciding vote.

***Article IV- Methods for Removing Members and Executive Officers***

* **I**f 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 a majority vote of the officers in consultation with the organization’s advisor.
* Any elected officer of the chapter 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 two-thirds affirmative vote of the executive board 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 or executive officer.

**Article V: Meetings and Events of the Organization**

* Two general meetings are required each academic term except for summer.

**Article VI: Attendees of Events of the Organization**

* Member and event attendee’s behavior is expected to adhere to the CASL constitution, the Code of Student Conduct, university policy, as well as federal, state, or local laws.
* CASL reserves the right to address members or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the present constitution.
* Additional information and resources on assisting disruptive or distressed individuals can be found at: oaa.osu.edu/assets/files/documents/911handout.pdf

**Article VII: Methods of Amending Constitution**

* Any proposed amendments should be presented to the Executive Board and advisor in writing.
* Upon introduction, the proposed amendments should be discussed by the Executive Board and read in a general meeting. After reading the proposed amendments, a vote shall be held in which a two-third or three-quarter majority of those in attendance is required to pass the proposed amendment.
* The Community of Appalachian Student Leaders must be flexible in meeting the needs of its members, so the Executive Board must be willing to update the constitution and the organization as needed.

**Article VIII: Method of Dissolution of Organization**

* In the event of the dissolution of CASL, the current Executive Board members and advisor are charged with the responsibility of ensuring all assets and debts are settled according to university guidelines.
* All debts must be resolved with any funds left in the organization’s bank account
* Any remaining organization assets should be donated to the Appalachian Scholarship Fund in Memory of Patty Cunningham
* Upon the official dissolution, Student Activities staff must be contacted to remove organization information from website.