# Constitution and By-Laws Guidelines for Student Organizations

# Constitution

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

**Section 1:** The name of the organization shall bePOWER Skills Lab Ohio State Chapter.

The POWER Skills Lab Ohio State Chapter is affiliated with the POWER Skills Lab.

**Section 2 -** The aim of the POWER Skills Lab Ohio State Chapter is to provide students with the environment and research experience needed to develop highly sought-after skills, and a thorough understanding of the systematic review process. Our research is driven by students working alongside faculty partners under the management of a Peer Board. With support from the technical guidance team, and a commitment to personal growth, POWER scholars will be taught all of the necessary technical skills to fulfill their roles.

**Section 3 - 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.

The POWER Skills Lab Ohio State Chapter 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.

As a student organization at The Ohio State University, the POWER Skills Lab Ohio State Chapter 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.](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](http://titleix.osu.edu/) or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu**.**

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

Section 1: (General Members) General members will be selected through an application process determined by the pre-existing members of the lab. This application process will take place at least once a year and whenever the organization needs more members. Recruited members can join after the organization has a unanimous vote in favor of the recruited member.

Section 2: (Membership Requirements) Members agree to commit 7 hours a week to the organization which includes attending two, 1-hour meetings a week.

Section 2a: 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.

## Article III – Methods for Removing Members and Executive Officers

Upon violation of the organization's code of conduct, mission, values, or behavior detrimental to the organization the member will be contacted for mediation. The member will first meet with a third-party member of the organization to discuss the violation. The third-party member will determine whether an official vote from a committee of at least three members needs to take place for the removal of the person whose behavior is in question. If the committee votes in favor of removal, the person voted for removal will be asked, in writing, to leave the group temporarily or permanently. This process is the same for general members and elected officers.

***Article IV - Organization Leadership:***

Each officer will be given a list of duties and responsibilities at the start of his/her term. However, a summary of officers' titles and main duties are listed below. In addition to these tasks, additional tasks may be added throughout the year as identified by the active members.

Lab Managers-

 i) Maintain the organization's status with the University

ii) Act as liaison between the organization and University officials.

iii) Work closely with the club advisor.

Treasurer or (Financial Lab Manager)-

i) Request any necessary funds.

ii) Keep detailed records of all expenses.

iii) Compile expense reports and end-of-the-year audit.

Advisor

i) Remind Leaders’s of university deadlines

ii) Mediate removal of members if third party is unavailable.

## Article V- Election / Selection of Organization Leadership

1. Eligibility: All General Members and members holding leadership positions planning on returning to the organization the following school year with the same 7 hour time commitment are eligible.

2. At a meeting with a majority of members present, near the end of the spring semester, general members will declare their interest in leadership positions as well as returning to the lab. The following meetings the lab will discuss the implications of the leadership positions.

Lab Managers will be selected through contacting a non-member third party. This message should state their interest in the role via written email or Teams Chat. The third party will cast a vote during a spring weekly meeting. A tie will result in sharing the position or the third party being the tie breaker

## Article VI - Executive Committee: Size and composition of the Committee.

The executive committee will be comprised of a Project Lead, Community Manager, Sustainability Manager, RA Manager, Social Media Manager, and Data Manager .

## Article VIII – Advisor(s) and Advisory Board: Qualification Criteria.

Advisors of the student organizations will 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. The advisor will remind officers of University deadlines and mediate removal of members if third-party is unavailable.

The advisory board will consist of anyone who established the lab, graduated from the lab, or anyone the lab unanimously votes onto the board. The advisory board will attend weekly meetings when available and assist in the direction of the organization.

## Article IX – Meetings and events of the Organization: Required meetings and their frequency.

Attendance of all meetings is required unless discussed with the Project Leader who will excuse the individual for any reason they deem valid including but not limited to university exams, illness, death in the family, mental health reasons, chronic flare ups, and any other reasonable excuse.

## Article X – Attendees of Events of the Organization:

The organization reserves the right to address member or event attendee behavior where the member or attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution, mission, or values. The Project Lead, Community Manager, and RA Manager will have a discussion with the individual and address the behavior. These individuals will handle the situation in a thoughtful and minimally disruptive manner. Additional information and resources on assisting disruptive or distressed individuals can be found at: oaa.osu.edu/assets/files/documents/911handout.pdf.

## Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.

The organization will dedicate one meeting a year to conduct a review of the constitution and by-laws. Throughout the review the constitution and by-laws will be cast through screen sharing on zoom or projected on a screen in person. The articles will be reviewed and any member can make suggestions to change. The changes will be highlighted and at least one week later the members will take a vote to approve the new constitution and by-laws. This vote must be unanimous.

## Article XII – Method of Dissolution of Organization

When the organization is dissolved the president will update the members, advisor, advisory board, third-party members and change the organization’s status to inactive.

# By-Laws

*Article 1 – 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 selection will occur once a year or whenever the lab deems necessary. General members will be selected through an application process determined by the pre-existing members of the lab. Recruited members can join after the organization has a unanimous vote in favor of the recruited member. Membership termination can occur after the member makes a meeting with the third-party member and discusses their limitations and reasoning for needing to leave the lab. The third party-member will determine if the member should take a short term leave or completely terminate their membership. At the end of every spring semester members have completed their obligation to the lab. They can decide to leave without a conversation.

*Article III- Election / Appointment of Government Leadership*

1. Eligibility: All General Members and members holding leadership positions planning on returning to the organization the following school year with the same 7 hour time commitment are eligible. Elections will take place at the end of the spring semester.

2. At a meeting with a majority of members present, near the end of the spring semester, general members will declare their interest in leadership positions as well as returning to the lab. The following meetings the lab will discuss the implications of the leadership positions.

Lab Managers will be selected through contacting a non-member third party. This message should state their interest in the role via written email or Teams Chat. The third party will cast a vote during a spring weekly meeting. A tie will result in sharing the position or the third party being the tie breaker

If a resignation or impeachment occurs, the lab will dedicate a meeting to a discussion of how to divide that leadership role among the rest of the exec leaders until the next round of elections or a general member may express their interest in the role and unanimously vote them into office.

*Article IV- Executive Committee*

The executive committee will run weekly meetings. They will inform and teach general members the skills they need to perform their weekly duties. They will make sure the organization maintains active status.

*Article VI - Advisor/Advisory Board Responsibilities*

The advisor will attend meetings as frequently as they are capable and whenever they deem fit. They will remind the exec board of university deadlines to keep the organization in good standing.

The advisory board will consist of anyone who established the lab, graduated from the lab, or anyone the lab unanimously votes onto the board. The advisory board will attend weekly meetings when available and assist in the direction of the organization.

*Article VII - Meeting Requirements*

Attendance of all meetings is required unless discussed with the Project Leader who will excuse the individual for any reason they deem valid including but not limited to university exams, illness, death in the family, mental health reasons, chronic flare ups, and any other reasonable excuse.

All decisions will be made with 90% member attendance of the lab meeting. All members of the lab have an equal vote. Decisions must be unanimous.

*Article VIII - Method of Amending By-Laws*

The organization will dedicate one meeting a year to conduct a review of the constitution and by-laws. Throughout the review the constitution and by-laws will be cast through screen sharing on zoom or projected on a screen in person. The articles will be reviewed and any member can make suggestions to change. The changes will be highlighted and at least one week later the members will take a vote to approve the new constitution and by-laws. This vote must be unanimous.