The Grove – A Creative Writing Journal of The Ohio State University**Constitution**

*Article I*Section 1. This organization shall be named The Grove – A Creative Writing Community of The Ohio State University.Section 2. The purpose of this organization will be to give Ohio State undergraduate and graduate students a forum in which to receive feedback on their original creative works. The Grove will hold creative writing workshops and facilitate group revision processes along with holding community-building activities.Section 3. 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.
 *Article II*Voting membership shall be restricted to currently enrolled Ohio State students. Faculty, and professionals shall be encouraged to join with non-voting and/or honorary status.*Article III*Section 1. Organizational members, hereafter the Co-Presidents, shall be selected by submitting an application to the current Co-Presidents.

Section II. The Co-Presidents shall elect to office those who present themselves as the most qualified and by consultation by a majority vote.Section III. Each member of the Co-Presidents shall be encouraged to promote writing endeavors and English-involved activities for members of The Grove. Section IV: Each member of the Co-Presidents shall read and offer advice for written works submitted by prospective writers. These works will be discussed by Co-Presidents and members at weekly meetings to help members become proficient writers. Section V. Each member of the Co-Presidents shall assist in the production of The Grove’s yearly composition compilation.Section VI. Each office shall be permanent position provided good behavior. The duties of each office shall be as follows:President

Contribute to holding and presiding over general club meetings;

Attend all club meetings and activities;

Help create and abide by an agenda for each meeting; Keep officers and committees running smoothly; Maintain current activities and offer ideas for new projects; Meet with the faculty adviser to cover agenda points and current club issues; See to it that news items concerning The Grove are sent to the English Department;Keep in touch with Student Organizations (SOURCE) at Ohio State; Keep in contact with Office of Information Technology; Understand Ohio State’s policy regarding student organization financial accounts; Hold elections for new officers;

Chair membership recruitment events such as the Student Involvement Fair and Open House;

Pass on experiences and information to next President through an instructional manual, to be amended and revised each academic year.Secondary-President, Social Chair

Contribute to holding and presiding over general club meetings; Attend all club meetings and activities;

Maintain and send out event information and weekly meeting status through club email account;Maintain social media accounts for events;

Handle club correspondence between Co-Presidents and members and keep it on file; Keep the club roster;Help the President prepare the agenda; Assist the President with club correspondence; Keep in contact with Student Organizations (SOURCE) and Undergraduate Student Government Humanities Senator; Contact academics and professionals for lecture series; Write invitations and thank you letters for all speakers;

Initiate new events to benefit the membership;

Talk to prospective Co-Presidents and help them decide whether or not to join; Chair membership recruitment events such as the Student Involvement Fair and Open House; Maintain contacts with other relevant student organizations in order to promote inter-organizational cooperation;

Pass on experiences and information to next Secondary-President through an instructional manual, to be amended and revised each academic year. Secondary-President, TreasurerReceive from the past Treasurer all files and records pertaining to club finances; Attend all club meetings and activities;

Keep accurate files of past records and clear accounts for all monies; Approve all club expenses; Initiate fund-raising projects; Apply for Council on Student Affairs (CSA) Activity Funds; Apply for Coca-Cola Marketing Funds and Beverage Donations; Apply for other grants to fund club activities; Prepare a club budget in cooperation with the faculty advisers and President; Pay all bills in a timely manner; Collect all monies from club projects; Record all expenditures and income for the quarter and year; Submit quarterly audit to Student Affairs; Secure the advice of the faculty adviser on all financial matters; Understand Ohio State’s policy regarding student organization financial accounts; Pass on experiences and information to next Treasurer through an instructional manual, to be amended and revised each academic year. *Article IV*Advisers shall be full-time members of the University faculty or Administrative & Professional Staff. If a person is serving as an adviser who is not a member of the above classifications, a co-adviser must be chosen who is a member of these University classifications. Advisers shall be expected to counsel the Executive Board and instruct when needed.*Article V*Co-President meetings shall be held on a monthly basis when necessary to organize events, and at the end of the academic year a meeting for accomplishing renewal and start-of-year events will be organized.*Article VI*Proposed amendments shall be presented to the other officers and then discussed among them. If a majority of officers approve of the amendment, it can be made to the constitution.

*Article VII*For this organization to dissolve, a unanimous vote among the Co-Presidents to do so shall take place. Should any assets and/or debt exist, the advisers shall see fit to dispose of it.*Article VIII*Removal of an officer or general member can occur through a majority vote of the Co-Presidents, and shall be carried out by the President or Secondary-President as appropriate.Rev. 4/13/2022