

Constitution and By-Laws for Cultures and Travel Club

Article I – Name, Purpose, Non-Discrimination Policy, and Sexual Misconduct Policy of the Organization

Section 1 - Name: Cultures and Travel Club is named and founded as of August 2020.

Section 2 – Purpose: Cultures and Travel Club was created to bring people together to celebrate unique festivals, holidays and traditions with local and international communities. By traveling together and creating fun events, we hope to promote the values of friendship, diversity and inclusion and global awareness by creating long-lasting memories for everyone involved.

Section 3 – Non-Discrimination Policy: Cultures and Travel Club 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 4 – Sexual Misconduct Policy: As a student organization at The Ohio State University, Cultures and Travel Club 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.

Article II – Membership Qualifications and Categories of Membership

Section 1 – Membership Composition

As required by the Guidelines for Student Organizations, approximately 90% of the membership of a student organization should include current Ohio State University students. Cultures and Travel Club should try to approximate this amount of student membership without restricting interested non-students from involvement in the organization. To reach this level of student involvement, the executive committee should continuously seek to include a large proportion of Ohio State students as compared to non-students, but no non-student interested in being involved in the organization should be excluded. The executive committee is able to modify decisions about club membership as is necessary, including suspension of memberships for reasons other than violations of the constitution or By-Laws, so long as it reflects the best interest of the members of the organization and adheres to the previous statements.

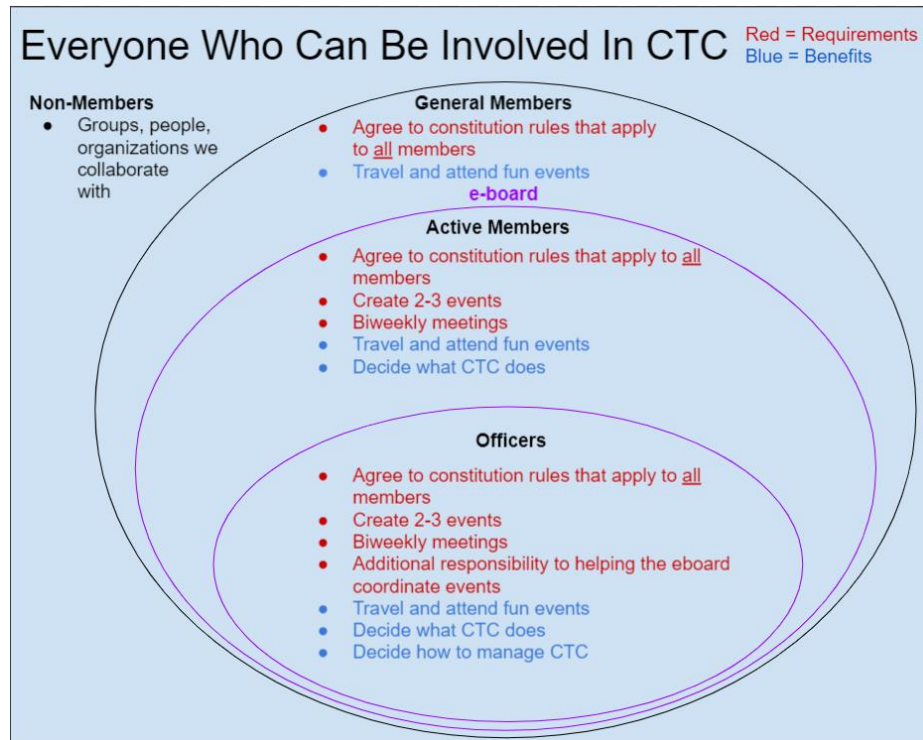
Section 2 – Membership Qualifications and Categories of Membership

There are responsibilities that need to be taken care of each semester for an individual to be an active member of CTC. The minimum responsibility to be considered an active member is to have the intention of creating at least one event each semester which relate to the purpose of CTC as stated in Article 1, Section 2. For these events, the member is responsible for sending out information regarding the event in the group chat, communicating the event to CTC's Social Media Chair (including descriptions and pictures relating to the event), communicating with other members if help is needed for the event, and serving as the main organizer of the event.

There may be several dozens or even hundreds of people who regularly attend CTC events, however, to be an active member, an individual should at least intend on contributing during the semester by creating one event. Therefore, the expected number of active members for any given semester is usually less than 20 people, but there is no limit to the number of active members.

Section 3 – Differences Between Membership Categories

Any person involved with CTC will fall into four categories. The first category is non-member. Non-members are people, groups, or organizations that we collaborate with in any of the active member's created events. The second category is general member. People who regularly attend CTC excursion trips, events, or activities count as general members, since they do not hold any responsibilities, but still are engaged in CTC in some ways. General members make up the majority of CTC's membership. The next category is active membership. CTC considers those who regularly contribute and are cognizant of the events and activities going on in the club with more say in club affairs. The reason for this is that CTC was created with the purpose of bringing community members together to celebrate each other's cultures and form friendships (specific description can be found in Article 1, Section 2). Those involved with CTC who actively engage in this mission should have more influence in how the club is operated, so these people are given the title of "active member" and are awarded the benefits of voting in elections and being able to run for an officer position. Active members and officers make up the e-board of CTC.



Article III – Methods for removing Members and Executive Officers

Section 1 – Methods and Reasons for Membership 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 a majority vote of the officers in consultation with the organization’s advisor.

Section 2 – Methods and Reasons for the Removal of Executive Officers (members of the e-board)

Any officer or active member 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.

Section 3 – Temporary Suspensions

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 IV – Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders

Section 1 – Required Officer Titles and terms of Office

- A. Primary Leader (President): The president’s primary duty is to make sure the constitution is upheld. It is not the president’s job to approve of everything that the e-board does. The members of the e-board are allowed to whatever they see fit so long as it does not violate the constitution. The reason for this free-structured management is because of the nature of CTC. It is not a club that is supposed to be managed too tightly because it is supposed to be fun. At its essence, CTC is a social club, with an additional cultural/education component, so, as long as certain basic and understandable commitments and standards are upheld, there should be a “loose oversight” approach to management. The term length of the president is 1 full school year.

- B. Secondary Leader (Vice President): The vice president’s responsibility is to help the president by helping the e-board conduct their various ideas for events and activities for CTC. The vice president is also able to fill-in for the president when the president is temporarily unable to perform their duties. The vice president is also able to assume the president’s position if the president is unable to maintain their position until the next election cycle. The term length of the secondary leader is 1 full school year.

- C. Treasurer: The job of the treasurer is to work with the members of the e-board fulfill the financial plans that each of their events/activities may involve if money is involved at all. The treasurer is in charge of accounting for the funds collected for events that require payment. The treasurer is also in charge of CTC’s bank account and Venmo account. The treasurer should collect money and purchase tickets on behalf of the members for travel events if it is more cost efficient or if it makes the event easier to manage. The treasurer should also look for ways to fundraise for CTC so that members of the e-board have some spending abilities for their events. If philanthropy initiatives are ever implemented in CTC’s future, the treasurer should be consulted for this venture. CTC’s philanthropy initiative of choice is CRIS (www.crisohio.org)

or Community Refugee and Immigration Services. Finally, it should be noted that the treasurer is responsible for making sure that funds for tickets, CTC events, philanthropy, etc. should not be confused with one another. The term length of the treasurer is 1 full school year.

- D. Advisor: The advisor is a full-time OSU faculty member of the organization. The advisor should meet with executive board members when they need assistance and should provide connections and recourses when this is asked of them. The term length of the advisor is as long as they wish to continue the position.
- E. Other Positions/ Standing Committee: CTC may also need other positions to ease the management of the organization. Examples of such positions are the Membership Chair, Travel Chair, Social Media Chair, etc. More chairs can be added if necessary and it is left to the discretion of the president as to how to do this. The term length for all other positions is 1 full school year.

Article V – Election/Selection of Organization Leadership

Officer transitions in CTC are executed as follows. The current holder of a position should appoint who will get their position for the next year. This means that the president appoints the next president, the treasurer appoints the next treasurer, etc. Term lengths for each position are for one year only, but if someone wishes to have another position for the next year, that is permitted.

The advisor may serve the position as long as they able to. In the event of retirement from the position, a new advisor must be chosen by a majority vote, or agreed consensus, of the e-board.

Article VI – Executive Committee: Size and composition of the Committee

The executive committee shall have no less than three officers, plus an advisor, each election term. The three positions are: president, secondary leader, and treasurer. Additional positions are permitted if deemed necessary. Examples of this are found in Article 7 below.

Article VII - Standing Committees (if needed): Names, purposes, and composition

The standing committee is composed of officers who serve roles other than the president, vice president, and treasurer. This committee may have positions such as such as: Social Media Chair, Travel Chair, etc. The need for and roles of a standing committee is determined by the executive committee.

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

At all times during that CTC is in operation, an advisor or advisory board (multiple advisors) is necessary for the effective operation of the organization. The advisor has the critical role of being the bridge between the executive board and university staff and recourses that the executive board would otherwise not be able to access. The advisor meets with the executive board when they are needed and is involved with the organization by offering assistance and guidance to the executive board in other ways. The advisor must be a full-time member of the university faculty or administrative and 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.

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

Several travel events should be included in organizational activities every year. In addition to the travel events, members may also decide to coordinate other on-campus meetings. These could be for some type of cultural activity, fun group event, etc. Most of these should relate to some type of holiday or festive event.

Article X–Attendees of Events of the Organization: Required events and their frequency, also member conduct at events

Section 1 - Required events and their frequency

There are no required events for general membership. For the e-board it is expected that biweekly e-board meetings are attended so that the e-board can discuss the projects they are working on and what they can do to help each other.

Section 2 – Member Conduct

The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution. The organization reserves the right to remove members if any behavior runs contrary to the values outlined in the constitution.

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

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a

quorum being present) or a majority or two thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

Article XII – Method of Dissolution of Organization

If, at any point in the future, CTC were to be dissolved, it is up to the current officers and advisor to determine how CTC should be dissolved. All assets and debts should be taken care of in a responsible manner. A donation of any funds in the organization's bank account towards a charitable cause could be one means of handling remaining assets. Debts should be avoided or handled prior to the dissolution of the organization. Other assets can be handled in a manner to be decided by the current executive committee. In addition, all recorded documentation created during CTC's existence, including the Constitution and By-Laws, should be handed over to the Student Activities staff for reference. Also, the Student Activities staff must be contacted to remove the organization information from the student organization management website.