

# ***Teal Week's Constitution***

## ***Article 1 – Name, Purpose, and Non-Discrimination Policy of our Organization***

**Section 1:** Teal Week at Ohio State, Teal Week at Ohio State is the Ohio State University chapter of Teal Week.

**Section 2: Purpose** - Teal Week at Ohio State is a sexual violence awareness program dedicated to educating elementary, middle, and high school students on the dangers of sexual violence.

Active members will be trained in consent education to teach local students

### **Section 3: Non-Discrimination Policy –**

*Teal Week at 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.*

### **Sexual Misconduct Policy –**

*As a student organization at The Ohio State University, Teal Week at Ohio State, EXPECTS its members to conduct themselves in a manner that maintains an environment free from any form of sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://policies.osu.edu/assets/policies/Policy-NDH-Sexual-Misconduct.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 – Membership: Qualifications and categories of membership.***

The organization's voting membership will be 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. The Founder of Teal Week, **Lauren**

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**Gonzalez**, will be the person to contact and oversee decisions when future presidents of Teal Week at Ohio State lead the Ohio State chapter.

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

*III.a. 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.*

*III.b. 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.*

*III.c. 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:***

**President:** The President of Teal Week at Ohio State University is the chapter leader of the organization. The presidential position will hold office for one year and reelection will be at the end of the spring semester. The position will be selected by applying for the desired office when the time for election has come. The duties of the President are:

- Oversees all meetings, planning, events, and logistics

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- Main spokesperson of the organization
- Collaborates with team to help achieve Teal Week's goals
- Leads meetings
- Approves all events and logistics
- Involved in all events
- Establish and maintain relations w/community

**Vice President:** The Vice President is the secondary leader of Teal Week at Ohio State University. The VP position will hold office for one year and reelection will be at the end of the spring semester. The position will be selected by applying for the desired office when the time for election has come. The duties of the VP are:

- Assist the president with general body meetings
- Collaborates with members to come up with event ideas
- Takes over general body meetings when the president cannot be there
- Works closely with President and Executive Director to achieve Teal Week's goals

**Executive Director:** The Executive Director of Teal Week at Ohio State University is the chapter leader of the organization. The executive director position will hold office for one year and reelection will be at the end of the spring semester. The position will be selected by applying for the desired office when the time for election has come. The duties of the executive director are:

- Oversees executive board operations
- Initiate and maintain communication and develop professional relations with schools and external communication
- Work with President and VP to provide oversight of Teal Week operations

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- Runs meeting if President and VP aren't available
- Conducts outreach with the university, schools, and community

**Secretary:** The Secretary of Teal Week at Ohio State University is the chapter leader of the organization. The secretary position will hold office for one year and reelection will be at the end of the spring semester. The position will be selected by applying for the desired office when the time for election has come. The duties of the secretary are:

- Takes minutes during general body meetings
- Documents attendance of members
- Assists in creating meeting PowerPoint
- Distributes emails of upcoming volunteer events and Teal Week events on and off campus

**Treasurer:** The Treasurer of Teal Week at Ohio State University is the chapter leader of the organization. The treasurer position will hold office for one year and reelection will be at the end of the spring semester. The position will be selected by applying for the desired office when the time for election has come. The duties of the treasurer are:

- Handles financial component of the organization
- Works alongside Director of Events for fundraising
- Aides with coming up with fundraisers
- Manages finance of money raised
- Comes up with financial budgets
- Reports on finances

**Director of Events:** The Director of Events of Teal Week at Ohio State University is the chapter leader of the organization. The D.O.E. position will hold office for one year and reelection will

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be at the end of the spring semester. The position will be selected by applying for the desired office when the time for election has come. The duties of D.O.E. are:

- Responsible for Teal Week events
- Works with Director of Outreach and treasurer to executive events
- Comes up with recruitment, awareness, on-campus, off-campus, and fundraising events

**Director of Communications:** The Director of Communications of Teal Week at Ohio State University is the chapter leader of the organization. The D.O.C. position will hold office for one year and reelection will be at the end of the spring semester. The position will be selected by applying for the desired office when the time for election has come. The duties of D.O.C. are:

- Manages all social media accounts
- Come up with creative ways to engage students to join
- Post regulatory to engage followers
- Create all flyers, infographics, and posts
- Works with Director of Events and Communications to get the word out on events

### ***Article V - Election/Selection of Organization Leadership***

Elections will be run through an application process. For the positions that are up for reelection in the spring semester, members interested in the desired position will apply and be interviewed for the executive board position. The selection committee will be the current executive board with two selected active members to represent the general body of Teal Week.

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

The executive committee will comprise Teal Week's executive board for the year and if needed for big decisions, the Founder of Teal Week, Lauren González.

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- I. For reference: “The Executive Committee (like a board of trustees or directors) 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. In many organizations, this Committee is comprised of the organization leaders, chairpersons of the standing committees, and sometimes ex officio positions from related student organizations.”

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

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. The responsibilities and expectations of advisors should be clearly and adequately described.

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

IX. Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term except for summer.

### ***Article X – Attendees of Events of the Organization: Required events and their frequency***

X. 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.

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

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XI. 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***

Requirements and procedures for the dissolution of the student organization should be stated. Should any organization's assets and debts exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.

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## **By-Laws**

**Article 1** – Parliamentary Authority Most organizations use Robert's Rule of Order to govern their organization's decision making except when these rules are inconsistent with their constitution or by-laws of the organization. These rules are of Western cultural origin, and based on the premise that "though the minority shall be heard and absentees protected, the majority will decide." A recommended wording is "The rules contained in [specify the source for parliamentary practice] 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-** Teal Week accepts members full-time. Members do not need to pay a fee to participate. Members must be students at Ohio State University. The only requirement for members is that if they will be participating in teaching consent education to children, they must go through consent education.

**Article III-** The executive board will be chosen through an application process. If deciding to run for a position, they must be active members. The selection process will include an application and an interview. They will be reviewed by the current executive board and two selected active members. Executive Board selections will be conducted in the late spring semester. The same executive board for that year will also review resignations and impeachments, etc.

**Article IV-** The executive committee will comprise Teal Week's executive board for the year and if needed for big decisions, the Founder of Teal Week, Lauren González. The executive committee will review important decisions for the organization and how its operations are run.

**Article VI -** Advisor/Advisory Board Responsibilities Expectations of the advisor in the organization (e.g., availability, meeting attendance, support, etc.)



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**Article VII** - General body meetings will consist of all active members. Executive board meetings will consist of all executive board members.

**Article VIII** - Method of Amending By-Laws Method should be similar to amending the constitution, however, by-laws are apt to change more often than the constitution, thus amending should be somewhat easier. By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a  $2/3$  majority vote of the membership present (a quorum being present).