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

* **Section 1: Name:** Comic Book Club at Ohio State
* **Section 2: Purpose:** This organization will function similarly to a book club, but with a focus on graphic novels and long-form comics. Members will read books chosen by the group and meet regularly for book talks and socials. Meetings will also allow members to share their favorite graphic works, introducing members to a variety of well-crafted stories. Event ideas include field trips, events hosted by the Billy Ireland Cartoon Library & Museum, film screenings, guest authors and speakers, and charitable events. Membership goal is 10-30 members.

**Section 3: Non-Discrimination Policy:** *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.*

* + *As a student organization at The Ohio State University, Comic Book Club at Ohio State 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.*
* **Section 4:** The Comic Book Club at Ohio State does not reflect the personal views of club officers, advisor, or The Ohio State University. Individual members will be responsible for determining the appropriate nature of materials, books, conversations, guest artists and speakers, and hosted events and meetings. Comic Book Club at Ohio State has been designed as a safe space and this is our utmost concern. Some content presented during group events may contain sensitive material. The organization will in good faith try to provide advance warning of potentially problematic or sensitive content in advance. Members are advised to participate in meetings and specials events at their own discretion and are encouraged to opt out or leave any time.

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

* **Section 1:** *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.*
* **Section 2:** Non-members and guests may be present at meetings and participate in discussions. Only members will receive complimentary copies of books for reading and discussion. Guests may be able to purchase copies, if available.

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

* **Section 1:** *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:** *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.*
* **Section 3:** *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**

* **Section 1:** The titles of the organization’s leaders are as follows: Primary Leader (President), Secondary Leader (Vice President), Treasurer, and Advisor.
* **Section 2:** With the exception of the advisor and president, each organization leader serves until the end of spring semester in their position, after which point elections may be held to determine the new officer, or an offer by membership will be extended for an additional year. If an executive member is voted out/removed from the position by a group majority for cause (as outlined above), the officer must vacate their position.
* **Section 3:** When a position on the leadership board opens, current general members will be encouraged to run for the position. Candidates may give brief speeches about their goals and intentions in the position if they so choose. In the event that a leadership position opens without any members running for the vacated position, the organization will leave the position open until the next election cycle. Elections will take place during a regular meeting, and the new executive member will be decided by a majority vote from the general body members.
* **Section 4:** No president may serve beyond graduation. The president may serve until graduation, until choosing to retire, or if they are removed from their position for cause, by at least two-thirds affirmative vote in consultation with the organization’s advisor. Ohio State graduates with an interest in Comic Book Club may, with the acceptance of current members and executive board, continue to be involved in the club in a co-advisory role subject to student vote.
* **Section 5:** The roles of each leadership position are as follows:
  + **Primary Leader** (President): Schedules and presides at all organization meetings, obtains appropriate facilities for the organization’s activities, applies for and completes annual recognition forms, attends required meetings, liaison between organization and university officials, sends and receives correspondence on behalf of the organization, helps coordinate charitable events, and coordinates elections.
  + **Secondary Leader** (Vice President): presides at meetings in absence of the primary leader, assists in recording, sending, and receiving correspondence on behalf of the organization, and assists primary leader.
  + **Treasurer**: Maintains up-to-date financial records for the organization, signs any checks written by the organization. Leadership group will determine spending in any calendar year.
  + **Advisor:** Assists executive board in managing organization’s activities (but is not required to attend general meetings), approves the organization’s registration and goals each year, reviews and submits online approval for operating and programming funds requests, and reviews and approves reservations of university space and equipment.

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

* **Section 1:** Elections will take place annually by mid-April. New officers are chosen by an anonymous majority vote from the organization’s voting membership. Any general student body member is eligible to run for an officer position. The previous officer may run for the same position again, run for a different position, or choose not to run at all. The president may not vote, but has final say, along with the advisor, in the appointment of new officers.
* **Section 2:** Prior to their graduation or retirement, the current president will choose their successor in consultation with the group’s advisor. The successor may be any Ohio State student, but must be planning to remain at Ohio State for at least one calendar year after being appointed.
* **Section 3:** For any new incoming officer, the executive board and advisor -- particularly the previous officer of the position -- should formally meet with the new officer at least once in order to discuss the officer’s role, responsibilities, and goals in the position.
* **Section 4:** In the case of resignations or impeachments, an announcement will be made at least two weeks in advance of the next meeting that the position is open, so that general body members may prepare speeches, etc. for those who wish to run for the position.

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

* **Section 1:** The Executive Committee consists of the organization’s president, vice president, treasurer, and advisor. The Committee 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.

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

* **Section 1:** Early on, the organization will not need standing committees. As needs arise, standing committees may be discussed among members of the Executive Committee and the advisor, and appointed. Appointment terms will vary depending on the purpose of appointment.

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

* **Section 1:** 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.
* **Section 2:** The advisor acts as a liaison between the organization and the University. The advisor’s time commitment will vary each semester. Meetings will be student-led. Each semester, the advisor’s role requires: approving meeting agenda, programming, and online registration, funding requests, and any space/equipment reservations. The advisor should also meet once per semester with the president and/or executive board, and should assist in officer transition as needed.

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

* **Section 1:** The group will plan to host regular meetings at least once a month. This guideline can be adjusted as necessary.
* **Section 2:** Regular attendance is not required in order to retain membership, but is strongly encouraged in order to properly understand and participate in group discussions and other events.

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

* **Section 1:** The organization reserves the right to respond to 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. Disruptive members may be asked by the executive board or advisor to leave the event if they engage in behavior that interferes with students, faculty, or staff and their access to an appropriate educational attitude or work environment, etc.

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

* **Section 1:** Proposed amendments must be presented in front of the general body of voting members. Any proposals should be presented in writing and should not be acted upon when initially introduced. 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 tallied by the membership. The constitution should not be amended easily and any amendment should occur only with deliberate review and quorum vote of membership.

**Article XII – Method of Dissolution of Organization**

* **Section 1:** If the organization is to be dissolved, the Center for Student Leadership and Service should be contacted at CSLS[@]osu.edu for further instruction. The dissolution should be agreed upon by all members of the executive board, advisor, and if applicable, a two-thirds majority vote by the general body members. Any outstanding assets or debts should be appropriately settled with assistance from CSLS, the treasurer, and advisor as necessary.