

The Knowlton Conservation Corps Constitution

This constitution, for the Knowlton Conservation Corps at the Ohio State University, shall be amended and updated as seen fit to accurately reflect the needs and ideals of the organization.

Article I - Name, Purpose, and Non-Discrimination Policy

| Section One: Name |

Knowlton Conservation Corps

| Section Two: Purpose |

As students of Knowlton, we see the roof garden as a significant, but underutilized, asset of our education. We would like to create a student organization to better utilize the educational value we see in this space. Our aim will be to maintain the integrity of the original design while studying and shaping further succession in the garden. To achieve our goal, we would begin with cataloging the vegetation of the rooftop garden in order to compare this against the original planting plan. We would then chart a future management direction, shaping the garden while documenting our work and finally passing that documentation on to future generations of Knowlton students who will continue to shape the space. Initial maintenance actions might include removing invasive species, trimming back overgrowth, clearing paths, and selective limbing to open up space. In the future we would like to expand our maintenance to other areas such as the landscape surrounding Knowlton. All majors would be welcome, especially those within the Knowlton School of Architecture, Landscape Architecture, and City and Regional Planning. We aim to create a club that will leave a long-lasting legacy of maintaining the rooftop garden of Knowlton, that also seeks to expand the duties of the club towards additional Knowlton landscapes.

| Section Three: Non-Discrimination Clause |

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.

| Section Four: Sexual Misconduct Policy |

As a student organization at The Ohio State University, the Knowlton Conservation Corps 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 One: Qualifications |

As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Currently enrolled undergraduate and graduate students are eligible to become members, which would let them vote or run for an executive or committee position. All other members would be volunteer members, which would include faculty, alumni, non-enrolled students, and professionals.

| Section Two: Categories of Membership |

There are three club rankings, one: officer, two: member, three: volunteer

| Section Three: Voting |

The organization's voting membership is limited to currently enrolled Ohio State students. Other non-student being of volunteers, such as faculty, alumni, professionals, etc., are non-voting. Each member, officer, and advisor receive one vote each.

| Section Four: Member 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 unanimous vote of the officers in consultation with the organization's advisor. 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.

Article III - Organization Leadership: Titles, terms of office, type of selection, duties of the leaders, election, officer removal, and training

| Section One: Titles |

The Knowlton Conservation Club will consist of a President, Vice President, Treasurer, Communication Officer, and Service and Event Coordinator

| Section Two: Terms of Office |

| President |

The term of the president is a two-year term; you must still be enrolled at the university to be in term.

| Vice President |

The term of the vice president is a one-year term; you must be enrolled at the university to be in term.

| Treasurer |

The term of the treasurer is a two-year term; you must be enrolled at the university to be in term.

| Communications Officer |

The term of the communications officer is a one-year term; you must be enrolled at the university to be in term.

| Service and Event Coordinator |

The term of the service and event coordinator is a one-year term; you must be enrolled at the university to be in term.

| Section Three: Type of Selection |

Candidates wanting to run will be reviewed by the executive board and advisor to see if they replicate the club values and goals and would be a beneficial addition to the organization. Any member (being member status) may run for any executive office position. After being approved, one may start campaigning for election.

| Section Four: Duties of the Executive Board |

| President |

The club president serves as a chief executive officer; face of the organization; runs meetings; maintains club goals. Takes lead in developing club projects. Oversees other officers and their duties; primary communicator with members, leaders and advisor. Completes annual training.

| Vice President |

Serves the President, other club officers, committees and the general membership. Learns and helps with the duties of the President in order to fill in due to absence. Keeps records, attendance, and meeting minutes, maintains files for club, and proofreads all documents. In charge of plant cataloging.

| Treasurer |

Set the financial vision for the organization; keep accurate financial records; apply for funding; build and maintain a budget; approve and monitor the spending of the club. Reports to club on status of club treasury. Completes annual training.

| Communications Officer |

The communications officer will manage the organization's social media, website, and GroupMe. They will be responsible for documenting important events. The communications officer is responsible for marketing and printed materials such as posters, posts, flyers, and photos. Manage the club branding and email. All social media communications must be approved by the Executive Board.

| Service and Event Coordinator |

Organize and schedule events, special events and fundraising; coordinate and facilitate service/fundraising events; create sign-up sheets for events. Responsible for organizing the club booth at student activity fairs.

| Section Five: Election |

New officers are nominated and voted on in March/April. New officers announced after the end of elections. Training throughout April. Incoming officers take office after having completed training.

| Section Six: Officer Removal |

If anyone has a complaint with an officer or about the actions/operations of the club, they must submit a complaint to the executive board officer; which the complaint will be dealt with privately. If the complaint is filed as a public complaint, the issue will be brought up with the entire club. All decisions will need either a 2/3 vote of the executive board, or a majority (>50%) vote of the executive board, and a 2/3 vote of the club members. In addition, if an officer fails to meet their duties, with approval by the advisor, they will be removed.

If any officer feels the need to step down mid-term, they are surely free to do so. It should be understood that they will do everything in their power to stay aboard and continue their responsibilities. Officers should always feel free to talk with the rest of the exec. board to seek help with responsibilities during times of stress. If the ultimate decision is to step down, the officer should also make an effort to find a couple of replacement candidates for review by the exec. board. Until a new officer is selected, trained, and takes office, all the leaving officer's duties will be distributed across the rest of the exec. board.

| Section Seven: Officer Training |

Each current officer will be responsible for training the elected officer(s) and ensuring they complete Ohio Union training, if applicable, before the transition takes place. Also, the elected officer is responsible for ensuring he/she is comfortable and sufficiently trained before taking office.

| Section Eight: Adding Additional Officers |

If at any point the executive board and advisor(s) determine the need for an additional seat of office, the executive board and advisor may vote on the creation of the seat with a majority vote.

Article IV - Standing Committees

Standing Committees shall be created and organized through the mutual agreement of the current members of the executive board and advisor.

Article V - Advisors: Qualification Criteria and Resignation

|Section One: Qualification Criteria |

The advisor of the Knowlton Conservation Corps is required to be a full-time member of the University faculty or administrative and professional staff. They will be responsible for providing any insight and possible connections they might have to offer to the club. They will also be responsible for resolving any issue the executive board cannot come to an ultimate agreement on.

| Section Two: Resignation |

If the advisor needs to step down for any reason, they will be responsible for notifying the executive board and nominating other possible advisors.

Article VI - Meetings of the Organization: Required meetings, frequency, and Meeting Criteria

|Section One — Meeting Frequency|

The Knowlton Conservation Corps shall hold at least four meetings each semester, in addition to two service events.

|Section Two — Meeting Attendance|

All members must meet the two minimum meetings and one service event; if not the member will be downgraded to the title of volunteer. The club's officers must attend all meetings, unless they have an excusable absence. Every event is also open to all students, regardless of prior participation in the club.

Attendance should be tracked for club participation purposes and track membership status.

| Section Three: Meeting Criteria |

The executive board will hold meetings frequently to discuss upcoming meetings and events and use their time to discuss the planned topics and upcoming meetings.

The executive board will have these certain criteria to talk about when they meet: establish meeting dates/time/location for the semester, establish event dates/time/location for semester, discuss/handle any administrative issues. Meetings for the executive board are required to at least be at the beginning and end of the school year.

Article VII - Method of Amending Constitution: Proposals, notice, and voting requirements

Amendments made during the school year to this constitution must be approved by a majority of the executive board. The executive board shall notify each general member of the proposed amendment at least one week prior to the meeting at which it will be considered.