

**ODI Undergraduate Recruitment Society**  
**CONSTITUTION**

**ARTICLE I: Title of Organization**

The name of the organization will be the ODI Undergraduate Recruitment Society (O.U.R.S), respectively named after the Office of Diversity and Inclusion.

**ARTICLE II: PURPOSE**

**Section 1: General Purpose and Mission**

The purpose of this organization is to be a group of dynamic students that represent different ethnic and cultural backgrounds who assist in the recruitment of academically talented minority students to The Ohio State University and to the Office of Diversity and Inclusion scholarship programs.

**Section 2: External Affiliations**

ODI Undergraduate Recruitment Society will partner and work with students, counselors and teachers primarily in the Columbus, Greater Columbus and surrounding Ohio area schools as well as around the country.

**ARTICLE III: MEMBERSHIP**

**Section 1: General Membership**

- A. Membership is open to The Ohio State University full time undergraduate students.
- B. All are allowed, though preference is for those who have received funding from the Morrill Scholars Program or Young Scholars Program.
- C. Applicants must be in good standing with the university, embody leadership qualities, and hold and maintain a 2.7 cumulative GPA.

**Section 2: Membership Process and Determination**

- A. Membership is open to all Ohio State University students.
- B. Membership is heavily marketed to students involved in the Office of Diversity and Inclusion at Ohio State.
- C. Membership is given to those who have paid the \$5 dues.

**Section 3: Requirements**

- A. All members must attend organization meetings.
- B. All members must pay their dues on time.
- C. All members are expected to uphold the morale of the organization.
- D. All executive board members are responsible for the progress and delegation of duties within their respective committees.
- E. All general members are responsible for any tasks delegated to them by their committee chairs.
- F. All members are responsible for completing tasks that contributes to the organization's mission and the success of the organization.
- G. All members must maintain a 2.5 cumulative GPA.

**Section 3: Membership Removal**

- A. A general body member can be removed from the organization based on circumstances listed below:
  - i. Member acquires two or more unexcused general body meeting absences
  - ii. Member does not attend at least one event per semester
  - iii. Member does not complete duties assigned
  - iv. Member falls below a 2.5 GPA
  - v. Member does not uphold the values and morale of the organization.

## ARTICLE IV: ORGANIZATION LEADERSHIP

### Section 1: Officers

- A. ODI Undergraduate Recruitment Society is an organization that will have an Executive Board consisting of nine members.
- B. The titles of leadership are as follows: President, Vice President, Treasurer, Secretary, Director of Media, Director of Outreach, and Director of Events. There are also two committee chairs: Transportation and Collaborations.

### Section 2: Eligibility

- A. Members eligible for the executive board must have full and active membership for a minimum of one year.
- B. If no current members desire to run for a position, a new member may run for that executive position.
- C. Executive Board members cannot run for positions if they have held a position for two years (including chair positions).
  - a. *No person shall be elected to an Executive Board position more than **twice**, regardless of past position or desire for new position.*

### Section 3: Selection Process

- A. The members of the Executive Board will attain their position through a voting process held during the spring semester.
- B. All members in attendance, new or current, will vote for the candidates.
- C. The candidate with the most votes wins the election for the position.
- D. In the event of a tie, candidates will go into a revote.
  - i. In the event of a second tie, the advisor will give the deciding vote.

### Section 4: Terms of Office

- A. Each member of the Executive Board will hold a term for an entire academic year.
- B. The academic year will commence in summer term and cease at the end of spring semester following a mandatory two week transition period the following year.
- C. Positions are strictly two-r

### Section 5: Transition

- A. There will be a transitional meeting following elections of new ODI Undergraduate Recruitment Society executive board members.
- B. The purpose of this meeting will be to transfer documents, important information, and educate newly elected ODI Undergraduate Recruitment Society executive board members about their position.

### Section 6: Duties

The roles of the positions below include, but are not limited to the following:

- A. **President**
  - i. The president will preside over the organization's general body members, general body meeting, and executive board meetings.
  - ii. The president will provide vision and direction for the organization during their term.
  - iii. The president will coordinate efforts made by the committee chairs and delegate all committee duties to those chairs.
  - iv. The president is responsible for a smooth and successful transition to the next administration.
  - v. The president will attend university training for presidents of student organizations.
  - vi. The president will interact often with the advisor.
  - vii. The president will amend and/or revise the constitution.
- A. **Vice-President**
  - i. The vice-president will assist the president in their duties.
  - ii. The vice-president will conduct meetings in the absence of the president or a committee chair.
  - iii. The vice-president will ensure that the organization is up-to-date in its registration with the university.
  - iv. The vice-president will keep track of all organizational documents, and update and maintain the regulatory binder.
- A. **Secretary**

- i. The secretary will attend all organizational meetings and keep minutes.
    - a. Minutes are sent out and uploaded to Carmen once a week, along with meeting reminders.
    - b. The minutes keep the organization up-to-date on all happening within the organization.
  - ii. The secretary will track attendance and information of all members.
    - a. The secretary is the main contact for meeting absences.
    - b. The Carmen site will be updated and maintained.
    - c. The ODI Undergraduate Recruitment Society E-mail account will be maintained.
  - iii. The secretary will assist in leading the general body meetings with the president and vice president.
- A. Treasurer**
- i. The treasurer will attend university treasurer training.
  - ii. The treasurer will track all finances of the organization, i.e. event funding, gas cards, etc.
  - iii. The treasurer will maintain any outside sponsorships and university funding.
  - iv. The treasurer will manage and track the SOURCE points for the organization.
- A. Events Director**
- i. The events director will help with and oversee the preparation and carrying out of quality programs.
  - ii. The events director will plan events *aside* from general body meetings
    - a. General body meetings are not under the events director's duties, and they are separate from organization events, such as workshops or collaborations.
    - b. The events director will ensure that their events are scheduled on different dates than general body meetings and that there is no conflict here.
  - iii. The events director will coordinate programs and major events, such as the Involvement Fair.
- A. Outreach Director**
- i. The outreach director will plan and implement social and special follow-up school visit events for ODI Undergraduate Recruitment Society.
  - ii. The outreach director will contact school counselors and program directors.
  - iii. The outreach director will schedule dates for ODI Undergraduate Recruitment Society visits.
  - iv. The outreach director will develop presentations for partnered schools.
  - v. The outreach director will maintain and update the school database.
  - vi. The outreach director will coordinate programs with the events committee.
- A. Media Director**
- i. The media director will handle the advertising and communication of ODI Undergraduate Recruitment Society to the university.
  - ii. The media director will manage the organization's website.
  - iii. The media director will provide marketing materials for the involvement fair.
  - iv. The media director will update the calendar and take pictures at events.

Chair Positions:

- A. Transportations Chair**
- a. The transportations chair will be in charge of coordinating travel plans to and from school / ODI Undergraduate Recruitment Society events.
  - b. They will ensure that each participant has transportation to and from these events.
  - c. They will aid in the transportation to and from events with a motor vehicle.
- A. Collaborations Chair**
- a. The collaborations chair will assist the events and outreach directors in establishing on-campus relationships with other organizations, departments, and programs to offer collaborative events for ODI Undergraduate Recruitment Society members.
  - b. They will answer to these directors and wait for their approval before contact, ensuring that their ideas have been approved.
  - c. The collaborations chair's duties will ONLY be on-campus related as the outreach director's duties are concerned with off-campus relations. As a result, the collaborations chair will not be assisting in the search for school district partnerships or school events; their sole focus is ON-CAMPUS.

**Section 7: Inabilities/Removal from Office**

- A. If a board member is unable to fulfill the duties of their appointed role, they may step down at their own discretion and executive board will collectively appoint someone to the position by a 2/3 majority vote.
  - i. The newly appointed member must be a member that the current executive board feels can fulfill the roles.
  - ii. The member may be new or someone who ran for the position previously.
- A. If a board member is unaware of their inabilities, they will be approached collectively by the executive board and will be asked to increase productivity or step down.
- B. Removal from office will proceed with a 2/3 majority vote by the executive board and advisor.
- C. Removal of an executive board member will be overseen by the organization's advisor.

## **ARTICLE V: ADVISORS**

### **Section 1: Eligibility**

- A. In order to be an advisor of this organization, the individual must be registered with the university as a full time member of the university faculty or administrative and professional staff.
- B. Preference should be given to an Office of Diversity and Inclusion staff member.
- C. There can be one advisor for the organization and they must assist in the leadership of the organization.

### **Section 2: Duties**

- A. The advisor should serve as liaisons between the organization, and university offices and faculty.
- B. The advisor will monitor member grades once per semester.

## **ARTICLE VI: EVALUATIONS**

### **Section 1: Executive Members**

- A. Evaluation of Executive Board members will be completed by the Executive Board.
- B. General Body members will be given the opportunity to fill out evaluation forms to be taken into account when in the process of evaluating the E-Board.
- C. Removal of an Executive Board member will be overseen by the organization's advisor.

## **ARTICLE VII: MEETINGS**

### **Section 1: Membership Meeting**

- A. General body meetings will be held bi-weekly on Mondays from 6 – 7:00 pm in the location of choice.
- B. All members are required to attend all general body meetings.
- C. Meeting times may change at the executive board's discretion.

### **Section 2: Executive Board Meeting**

- A. Executive Board meetings will be held on a weekly basis on Sundays from agreed upon times, in opposition of general body meetings.
- B. All Executive Board members will be required to attend all meetings, including General Body meetings.
- C. Meeting times may change at the executive board's discretion.
- D. In the event a committee chair will be unable to attend a General Body meeting, the Vice-President will stand in and conduct committee meetings for that chair.

### **Section 3: Attendance**

- A. All members of the organization are required to attend bi-weekly meetings.
- B. If a member has to miss a meeting, the secretary should be notified no later than 12:00 p.m. the day of the meeting.

- C. If the secretary is not notified by this time the absence is considered unexcused.
- D. Three unexcused absences through the duration of each semester are terms for removal from the organization.
- E. Should you have a scheduling conflict for the semester, you must notify the Secretary immediately.
- F. Any missed meetings prior to awareness of the conflict will be marked as unexcused.
- G. Two late arrivals will count as an unexcused absence. See Article VI Section 1.
- H. After the each missed meeting, the secretary will send a notification of absence to the member via email.

## **ARTICLE VIII: CONSTITUTION**

### **Section 1: Amendment**

- A. The constitution may be amended at anytime that an article, section, or clause changes according to the organization.
- B. Amendments can be suggested at any member's discretion.
- C. Amendments will be completed by the Vice-President.

### **Section 2: Review**

- A. The executive board and advisor will review the amended constitution.

### **Section 3: Approval**

- A. The amending of the constitution will be approved by the executive board and advisor, and then presented to the general body for 2/3 majority approval.

## **ARTICLE IX: PROTECTIVE CLAUSES**

### **Section 1: Anti-Hazing Clause**

- A. ODI Undergraduate Recruitment Society prohibits its members, both individually and/or collectively from committing or engaging in any Acts of hazing as defined here:
  - A. "Hazing" means "Any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation into or affiliation with this association."

### **Section 2: Anti-Discriminatory Clause**

- A. 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
- B. As a student organization at The Ohio State University, ODI Undergraduate Recruitment Society 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](mailto:titleIX@osu.edu).