

Ohio State NAMLA Bylaws – Autumn 2021

Article I - Purpose

Section 1 General Purpose

The name of this organization shall be the “Ohio State chapter of the National Association of Minority Landscape Architects (NAMLA)” - with the abbreviation and colloquial name of “Ohio State NAMLA”.

Section 2 Specific Purpose

The National Organization of Minority Landscape Architects (NAMLA) Student Chapter of the Ohio State University exists to empower and unite students of color in the field of landscape architecture at the Knowlton School of Architecture. This organization helps create access to career and professional development opportunities, as well as a community that seeks to enhance more linkage and connection between cultural identity and landscape architecture. The organization also seeks to increase the representation and visibility of landscape architecture within the collegiate community and also the within the local school system in Columbus, OH.

Ohio State NAMLA seeks to understand the needs, desires, and attitudes of the student body within the department of landscape architecture. We seek to provide a culture that allows all students of color to feel represented. Ohio State NAMLA functions to guide and expose students to the academic and professional communities of landscape architecture. This shall be accomplished through, but not limited to: outreach education, career development, research, scholarships, financial and grant opportunities, and volunteer events designed to serve underrepresented communities.

Article II – University Policy

Section 1 Nondiscrimination Policy

The Ohio State chapter of the National Association Of Minority Landscape Architecture is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The organization is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. 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 2 Sexual Misconduct Policy

As a student organization at The Ohio State University, The Ohio State chapter of the National Association Of Minority Landscape Architecture 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://titleX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article III - Membership: Qualifications and categories of membership

The organization shall be the The National Organization of Minority Landscape Architects Student Chapter of the Ohio State University. This organization can also be publicly known as Ohio State NAMLA.

Section 1 Member Categories

Active Members

Members shall be undergraduate or graduate students whose interests are to improve and promote the purpose of diversity in the profession, Student Chapter, and the society and are enrolled in the Landscape Architecture Department at the Ohio State University. An active member is defined as an individual that has attended at least two general body meetings and continuously participates in events hosted by the student chapter.

Associate Members

Associate Members shall be any interested faculty member on staff in the Landscape Architecture Department at the Ohio State University or any member of the local ASLA Professional Chapter.

Affiliate Members

Affiliate Members shall be any interested student in a related design discipline.

Honorary Members

Honorary Members shall be persons who contribute to the spirit, service, or advancement of the Student Chapter at the Ohio State University.

Faculty Advisors

A faculty member at the Ohio State Landscape Architecture program shall be elected by the majority of the Student Chapter and act as "Faculty Advisor" to the Student Chapter.

Article IV - Membership and Organization

Leadership

Section 1 Categories of Officers

The officers of the Student Chapter shall be a President, a Vice President, an Executive Clerk, a Financial Director, Events Coordinator, a Creative Director, and an Executive Associate.

Section 2 Duties

Subsection A President

- The President shall have the power to organize the Executive Board to accomplish the purpose of Ohio State NAMLA.
- The President is empowered to delegate and administer the affairs of Ohio State NAMLA, and to implement and enforce these policies.
- The President can call a special meeting.
- The President shall represent Ohio State NAMLA in all matters pertaining to or affecting it, but not limited to matters with the University
- The President shall be the primary contact to regional and national communications.

Subsection B - Vice President

- Will assume the duties of the Council President in their absence.
- Is responsible for maintaining order in the NAMLA Regular Meetings {sergeant-at-arms}.
- Can appoint a designee in their place.
- The Vice President shall be the primary contact for communication with Knowlton School of Architecture.

Subsection C - Financial Director

- Completing the budget in a timely manner
- Responsible for operating/overseeing all monetary transactions
- Keeping an "account" of how money is coming in and going out
- Providing budget reviews/calculations when necessary
- Provide a biweekly or monthly budget update to the Executive Board and advisors

Subsection D – Events Coordinator

- Conduct business with other NAMLA student chapters and other Knowlton student organizations.
- Plan, organize, and coordinate events within and outside of general meetings.
- Plan, coordinate, and execute in coordination with rest of the board, all social, community service, and programming activities and events.

- Organize, submit for approval all budgets for activities and events to be approved by the executive board

Subsection E Executive Clerk

- Is responsible for preparing, maintaining, and distributing up-to-date copies of the governing documents of NAMLA to all the appropriate organizations before the end of the Spring Semester.
- Posting meetings within calender and meeting minutes
- Take minutes (notes) at meetings
- Take role for all events / coordinate for other people to get it accomplished
- Send reminders to general body and larger Knowlton student body for events
- Oversee representatives and send them announcements or reminders, Thank you letters or request letters
- Shall maintain an accurate file of Student Chapter correspondence, constitution, and other items of importance

Subsection F Creative Director

- Coordinates the social media presence of the organization
- Creates any graphic content required for meetings and / or events
- Responds to communications via social media and promotes NAMLA events and Knowlton programming within our platform

Subsection G Executive Associate

- Acts as additional program coordinator and works in conjunction with President and Vice President on programming initiatives within the local and regional community.
- Tasked with coordinating NAMLA initiatives internally with Knowlton faculty and staff and external professional organizations / networks.

Section 3 Terms of Office

All officers shall hold office for a term of one calendar year from the day of election.

Section 4 Officer Qualifications

- i. Each elected member shall be recognized by the Ohio State department of Landscape Architecture as a full-time student and member of his/her represented class year: shall have and maintain an overall grade point average of 2.0 on a 4.0 scale (or equivalent).
- ii. Candidates for President shall be active Student Chapter members of second year (going into third year), third year, fourth year, and / or graduate level standing.
- iii. Candidates for other offices shall be active Student Chapter members of second year undergraduate standing or above.

Article V - Executive Committee

Section 1 Committee Makeup

An Executive Committee shall consist of the elected officers and shall be the governing body of the Student Chapter. The President shall be the chair of this committee.

Section 2 Committee Composition

The Executive Committee shall, during the interim between the meetings of the Student Chapter, have the power and authority to administer and perform all acts and functions consistent with the Constitution and bylaws or with any actions taken by membership.

Section 3 Committee Powers

The Executive Committee may disapprove of appointments by the President and will be responsible for the correction of any inequitable actions by any officer. The Executive Committee may bring impeachment procedures in order to rectify such actions. A majority of the Executive Committee shall constitute a quorum.

Section 4 Position Vacancy

A vacancy occurring in any office between elections shall be filled by a majority vote of the Executive Committee for the unexpired balance of the term of such office.

Section 5 Executive Committee Meeting Authority

The Executive Committee Chair shall preside over meetings and allocate duties and responsibilities to carry out Executive Committee activities.

Article VI – Methods for Removing Members and Executive Officers

Section 1 Removal Qualifications

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.

- i. 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.
- ii. 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.

Section 2 Removal Procedure

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 Removal by FERPA

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), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article VII – Election Procedures

Section 1 Date of Election

All officers shall be elected annually during the month of May in the spring semester. The officers-elect will be installed and transition into their perspective office throughout the course of the summer and begin their term of office immediately post-election. A roster of these new officers and their positions shall be reported in May to the national board of directors for the National Association of Minority Landscape Architects.

Section 2 Nominations

Nomination of officers shall be at the end of autumn term and shall be taken from the floor during a general meeting. Each Executive Committee Member (class) shall be nominated and elected only by members of their respective class.

Section 3 Methods

The election shall be by ballot of all Landscape Architecture students attending The Ohio State University, either part time or full time, who are present on the day of election for each office. Voting will take place within a classroom inside the Knowlton School of Architecture. Officers will be elected by a majority of votes taken. All students have one vote.

Section 4 Methods – Tie

In the event of a tie for any officer or representative position, the acting Officers and Student Chapter adviser (President, Vice President, Chapter Adviser) shall vote to break the tie. The person receiving the majority of votes shall receive the position.

Section 5 Ballot distribution

Executive Committee members of Senior status, or otherwise determined by the Executive Committee, shall administer ballots and oversee the voting process on the determined day of election and shall count ballots to determine the officers and representatives elect. These chosen executive Committee members shall be responsible to ensure that voting procedures

are carried out fairly and honestly. The Student Chapter adviser shall double check ballots counts.

Article VIII Meetings and Procedures

Section 1 Meeting Frequency

Official general body meetings of the Student Chapter shall be held biweekly or monthly as deemed necessary by the Student Chapter officers and members.

Section 2 Special Meetings

Special meetings shall be called at the discretion of the officers or Executive Committee, and announced at least two days prior to the meeting

Section 3 Quorum

A quorum shall be defined at two-thirds of all members.

Section 4 Meeting Procedure

Parliamentary law as defined by Robert's Rules of Order shall govern procedure of all meetings for instances not covered in this constitution.

Article IX Amendments

Section 1 Proposed Amendments

Proposed amendments to this constitution shall be submitted in writing to the Executive Meeting for review.

Section 2 Amending the bylaws

This constitution may be amended after a reading of the proposed amendment(s) at two Student Chapter General Meetings is made and a two-thirds vote of a quorum approved the amendment during the second meeting.

Article X Method of Dissolution of Organization

Requirements and procedures for dissolution of the student organization should be stated. Should any organization 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 website.

Article XI Ratification

Section 1 Ratification Procedure

Ratification of this constitution shall consist of being heard at a general meeting of the Ohio State Student Chapter of the National Association of Minority Landscape Architects and by receiving approval of two-thirds vote of a quorum.

Section 2 Annual Bylaw Approval

The Student Chapter will be required to annually ratify the constitution by a two-thirds vote of a quorum.