

CONSTITUTION OF FRENCH CLUB

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

- Section 1.01 The name of this organization shall henceforth be “*Le Cercle Français*” or simply *French Club*.
- Section 1.02 French Club is a non-profit, voluntary organization that unites students studying the French language and Francophone culture at the Ohio State University, which aims to provide a social and cultural ground for these students, the French and Francophone community in Columbus, and anyone interested in learning about francophone traditions and language.
- Section 1.03 French Club, and its members, shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II. Membership

- Section 2.01 ***Eligibility and Voting Rights:*** Membership in the organization shall, at all times, be open to any student, faculty member, staff member, or alumnus of The Ohio State University.
- Section 2.02 ***Member Conduct:*** Members shall abide by the rules and standards of French Club and shall conduct themselves in an orderly, courteous, and constructive manner. In addition, student members shall abide by The Ohio State University Code of Student Conduct, at all times.
- Section 2.03 ***Membership Termination:*** Should a student member fail to abide by The Ohio State University Code of Student Conduct, their membership as part of Le Cercle Français will be compromised. Termination of membership will be determined via review of the incident by the current officers and club advisor.

Article III. Leadership (Executive Board) draw visual of structure

- Section 3.01 **President:** calls and chairs all general body and officer meetings, conducts elections, and represents the organization at Student Council meetings and at other University functions; is a co-signer with the treasurer on the organization's bank account; directs conversation tables; manages Facebook page. (Works primarily with all officers).
- Section 3.02 **Vice President:** works in conjunction with the President in the performance of the President's duties; performs all functions of the President in the event of the President's inability to perform them. (Works primarily with President and other officers as directed).
- Section 3.03 **VP of Finance (or treasurer):** collects dues from the members; keeps records of the club's finances; holds the club's savings account passbook; is a co-signer on the passbook with the Advisor and/or President; submits his records to periodic examination by the other officers; helps with fundraisers; reports at the club's meetings on the club's current financial status. (Works primarily with President, VP of Events, Advertising Manager, and Coordinating Manager).
- Section 3.04 **Secretary:** sends most emails; take minutes at officer meetings; gets the mail. (Works primarily with President, VP of Events, Advertising Manager and Recruitment Manager).
- Section 3.05 **VP of Events (or master of activities):** Works with group and organizes prepares for meetings; activities; organizes schedule with President. (Works primarily with President, Treasurer, Secretary, Advertising Manager, and Coordinating Manager).
- Section 3.06 **Advertising Manager (campus):** Gets our name out with student organizations on/around Campus. Interacts with businesses; manages T-Shirt Making; spreads the word of what we're doing. (Works primarily with Presidents, Treasurer, VP of Events, Secretary, and Webmaster). See election particulars in Section 3.13.
- Section 3.07 **Recruitment manager (people) can be combined with advertising manager to become the VP of Marketing:** Works with people individually on joining, reports what general body members and non-members would like to see from Le Cercle Français. (Works primarily with: President, Secretary, Coordinating Manager). See election particulars in Section 3.13.

- Section 3.08 **Conversation Table Manager:** Schedules informal conversation table meet-ups, leads/participates in conversation tables, mediates conversations during all meetings, charged with informing all of conversation table information. (Works primarily with President, VP of Events, Recruitment Manager, and Webmaster).
- Section 3.09 **Webmaster:** Designs/handles Web site. (Works primarily with President, Advertising Manager, and Coordinating Manager). See election particulars in Section 3.13.
- Section 3.10 **Number of Positions:** President, with consultation of the Advisor and/or officers, reserves the right to revoke or add positions for the following academic year, based on the Club's needs.
- Section 3.11 **Term of Office:** The term of office for all officers shall be one year. There shall be no bar to the re-election of any of the officers.
- Section 3.12 **Elections:** Annual election of the club's officers shall be held every March or early April. If voting is done in person, all members of the club who are present at the election meeting have the right of vote; there shall be no proxy voting. If the voting is done online (through a site such as SurveyMonkey), everyone who is on the email list will be eligible to vote. There will be a 72 hour (3 day) window for the online poll. All votes must be cast during this time. Proxy votes and votes not cast in this period will not be accepted. The elected officers' terms of office shall extend for one year from late April to late April of the following year.
- Section 3.13 **Running Candidate's Eligibility and Position Limitations:** Anyone who is a member of French club who shows dedication to the club, and is permitted by the university's rules to have a position, may run for an executive board position. Officers do not have to speak French. If a candidate knows that he/she will be studying abroad in the year of their term, they are still eligible to run for a position. All candidates may run for more than one position; however no candidate may have more than one position, with few exceptions (see below).

The positions are designed to have dedicated leaders, manage the club's needs, and still attract people to French club. So although everyone is allowed to run and everyone's name will be included on the ballot, there are several instances where French Club will take preceding choice in selection of the officers.

The position of Webmaster is designed for students who are interested in being a part of French Club but who may not have the time to come to the meetings. If no one is interested in running for the position, another candidate(s) may pick it up in addition to the position that they are already running for. For the election the votes for each position will be taken independently of one another; i.e., the candidate would run for both positions separately, then it's possible they would win both; or lose one and win one. In the event that the officer decides to abandon the position, another officer can take over if he/she wants to, French Club can hold an election, or the position can be dropped for the rest of the term/year; depending on the needs of club.

The position of Recruitment manager has a similar (but not the same) situation to that of Webmaster; however it is designed for a student who can regularly come to the meetings. If there is nobody who is running for the position, it will be automatically absorbed into the position of Advertising Manager; whoever wins Advertising Manager would also have the duties of Recruitment manager, no exceptions (unlike webmaster, which is a separate position; Recruitment manager can be seen as a subset of Advertising manager). Advertising Manager will not have this position if there is another person(s) who is interested in running for it. In the event that the officer decides to abandon the position, Advertising Manager will take over the position.

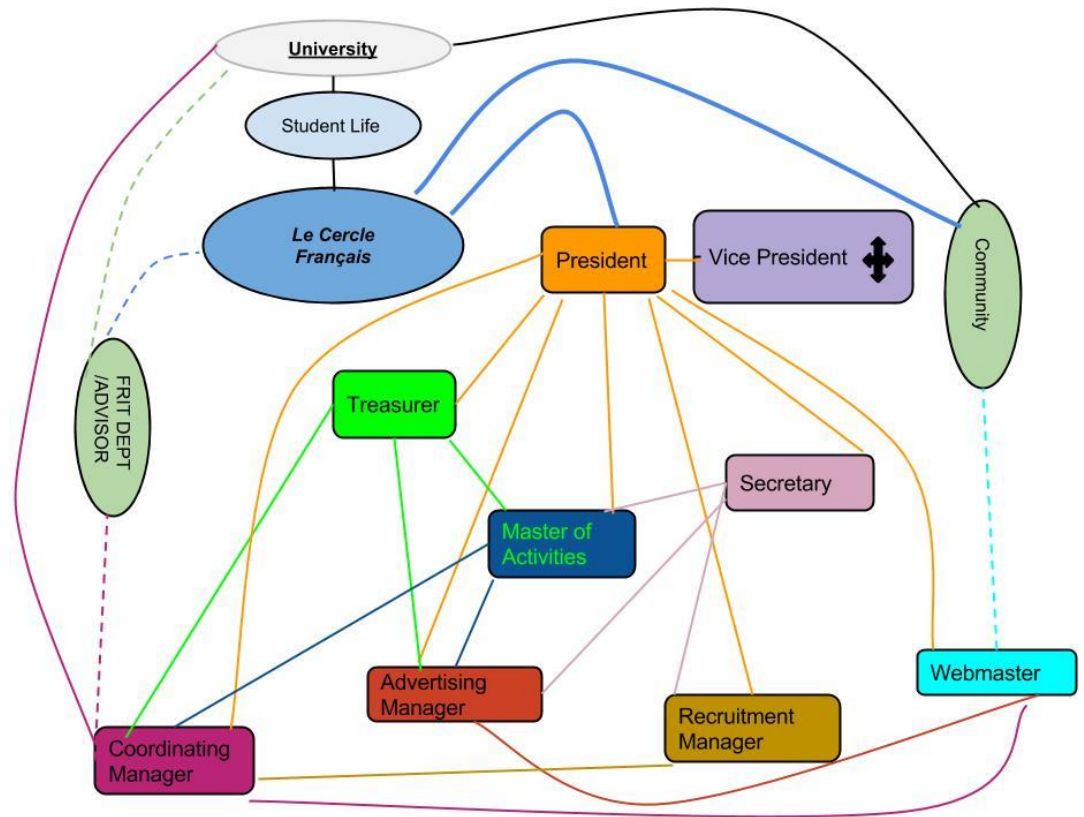
Section 3.14 ***Co-positions:*** The positions of President, Vice President, Webmaster, Secretary, and VP of Events are the only positions that can have co-officers, if desired. The candidates may either run together for the position or the winner of an office may ask one of the candidates who lost if they'd like to share a joint-office. This is limited to two officers for each position; there cannot be 3 co-secretaries or 4 co-vice presidents, etc.

However there may not be co-presidents and co-vice president's at the same time. In other words, there may be a president with two co-presidents OR two co-presidents with one vice president (or of course, one president and one vice president). This is done to avoid a power struggle between presidents and vice-presidents siding against one another.

Section 3.15 ***Termination of Officer Position:*** Should an officer fail to perform his or her basic duties, be in violation of The Ohio State University Code of Student Conduct, or take part in actions reflecting negatively on Le Cercle

Français as a student organization, their leadership role will be subject to review by the other officers as well as the club advisor. Removal of leadership position will occur only after a unanimous decision. Should the leadership role be forfeited, elections will be held as soon as possible to fill the position. Depending on the degree of the offense, the officer's membership may also be revoked via decision of the remaining officers of the club.

Section 3.16 **Diagram of Officer Structure:** Please note that the lines are bidirectional.



Article IV. Faculty Adviser

Section 4.01 *Qualifications:* The Faculty Adviser must be a member of The Ohio State University's faculty or the administrative or professional staff. He/she must be familiar with the French Club and have an interest in promoting the organization. He/she shall also be a co-signer to the club's bank account.

Section 4.02 *Term:* is valid as long as he/she is interested, employed by The Ohio State University, and his/her term is satisfactory to French Club.

Section 4.03 *Selection:* decided upon by the department of French and Italian.

Article V. Meetings

Section 5.01 Frequency of the cultural meetings of the organization will be biweekly, to be called by the President or one of the other officers. The President will see to it that the members are informed of the meetings. The conversation table will meet every week and will be organized by the President.

Section 5.02 The executive board shall meet once per week, and such meetings shall be governed by Robert's Rules of Order.

Article VI. Amending the Constitution

Section 6.01 Any undergraduate student member in good standing can initiate a campaign for amendments to the constitution of French Club. The amendments must be in their complete final form to be ratified at any general meeting providing at least fifty percent of the voting members are present.

Section 6.02 Amendments must win at least with a two-thirds (2/3) majority of the votes from present voting members. Once ratified the amendments shall supersede all pertinent material stated elsewhere in the constitution. Ratified amendments must be dated and have the signatures of all officers of the executive board as witnesses; such a copy shall be attached to and become a permanent part of the constitution of French Club.

Article VII. Dissolution

Section 7.01 The method of dissolution of organization shall be to stop having meetings and attending officer training if a majority of the executive board is in favor of dissolution. Any organization assets and debts shall be divided equally between the members of the executive board.

Article VIII. Non-Discrimination Policy

Section 8.01 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 8.02 ***Sexual Misconduct Conduct:*** As a student organization at The Ohio State University, ___(Organization Name)___ 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.