# Purpose Statement

# To educate OSU students and the public about bonsai trees and horticulture. This club will serve as a resource to those interested in learning more about growing their own bonsai! We aim to promote friendship and community by teaching and learning through the art of bonsai. Our purpose is to help any and all students no matter what gender, identity, religion, etc. to reconnect to nature by learning and cultivating community

# Constitution and By-Laws Guidelines for Student Organizations

The constitution and by-laws guide an organization in its operations and activities and, accordingly, are intended primarily for the organization’s benefit and use. The constitution contains the fundamental principles and structure of the organization, and the by-laws outline the basic rules of procedure by which a group’s membership governs their organization.

The constitution and by-laws should be carefully formulated, clearly worded, and kept up to date so that the needs of the organization can be met. Furthermore, Student Activities recommends that each member of an organization have a copy of the constitution and by-laws.

The following outline is provided to assist in the preparation of a constitution and, if needed, by-laws. Use this guide to prepare the constitution for your new student organization. A current copy of the constitution is required to be uploaded into the Student Organization Management System through the Student Activities website to approve your organization. If there are any problems or concerns with your constitution, a member of the Student Activities staff will contact you. Items listed below in bold are required, while other categories exist for your consideration as suggestions for your constitution. *The items listed with italics are suggested language to use in your constitution.*

# Constitution

## Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.

**Section 1: Name**: Bonsai Club at The Ohio State University

**Section 2 - Purpose:**

To educate OSU students and the public about bonsai trees and horticulture. This club will serve as a resource to those interested in learning more about growing their own bonsai! We aim to promote friendship and community by teaching and learning through the art of bonsai. Our purpose is to help any and all students no matter what gender, identity, religion, etc. to reconnect to nature by learning and cultivating community

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

The Bonsai Club at The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university 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.

Bonsai Club at The Ohio State 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 4 - Sexual Misconduct Policy:**

As a student organization at The Ohio State University, Bonsai Club at The Ohio State University 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.](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](http://titleix.osu.edu/) or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu**.**](mailto:titleIX@osu.edu)

## Article II - Membership: Qualifications and categories of membership.

* 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 the 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.
  2. Membership Categories
     + *General Member –* Our organization charges no dues for membership as of 2022. Membership is open to all who attend our events. Sign up is available at each event, or an email address can be provided to a member of the executive committee to be officially added to the membership list.

## Article III – Methods for Removing Members and Executive Officers

* 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.

* 1. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes but is not limited to any 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.

* 1. 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:*** *Titles, terms of office, type of selection, and duties of the leaders.* Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. The titles of organization leaders, the length of terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified.

**Required leadership positions:**

**Primary Leader (President)** - The President will take turns to running and officiating all meetings in conjunction with the vice president. All meetings include but are not limited to general or executive meetings. The president will maintain and uphold the constitution and by-laws of the Bonsai Club at The Ohio State University. The president will act as the main contact of Bonsai Club at The Ohio State University along with the Vice President. The president, as well as the Vice President, will represent Bonsai Club at The Ohio State University. The acting president and the Vice President will serve as co-leaders for Bonsai Club at The Ohio State University. The acting President, acting Vice President, acting Treasurer will organize and collect ideas from all registered Bonsai Club at The Ohio State University involving fundraising and community outreach opportunities.

**Secondary Leader (VP)** - The vice president will take turns running and officiating all meetings in conjunction with the President. All meetings include but are not limited to general and executive meetings. The vice president will assume all positions and duties of the acting President in times of absence. The president, as well as the President, will represent Bonsai Club at The Ohio State University. The vice president and President will serve as co-leaders for Bonsai Club at The Ohio State University. The acting Vice President, acting President, acting Treasurer will organize and collect ideas from all registered Bonsai Club at The Ohio State University involving fundraising and community outreach opportunities.

**Treasurer -** The treasurer will assume responsibility for scheduling and the mandatory attendance of the required university treasurer training, this may be in-person or online. The treasurer will oversee and manage all financial responsibilities and matters. Financial responsibilities and matters include but are not limited to budgeting, transactions, and bank accounts of the Bonsai Club at The Ohio State University. The treasurer will provide financial reports sent out monthly or if requested or during special circumstances. Special circumstances include but are not limited to requests by the acting president and or the acting Vice President and whenever the organizations budget reaches an alarming low limit. The treasurer will facilitate and manage all purchases, donations, budget, transactions, and reimbursements. The acting treasurer will obtain, store and keep all receipts any and all Finanancial documents directly related to Bonsai Society at The Ohio State University. The acting Treasurer, acting President, acting Vice President will organize and collect ideas from all registered Bonsai Club at The Ohio State University involving fundraising and community outreach opportunities. The acting treasurer will help with the organization and management of fundraising and community outreach opportunities. The acting treasurer will make sure that the Bonsai Society at The Ohio State University has sufficient funding and up-to-date expense logs. The acting treasurer will help with maintaining relationships with private and public community sponsors and donors.

**Advisor** - 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. Responsibilities and expectations of advisors should be clearly and adequately described.

All these positions are elected annually by the voting membership and have a one-year term. Voting will occur in spring and new terms begin in the fall semester.

## Article V- Election / Selection of Organization Leadership

Elections will take place at the final meeting of the year in the spring. Nominations can be put forward at any meeting prior to the election meeting during the spring term. Nominees shall state their agenda and a secret ballot will be cast for each position in the election meeting.

Impeachment can take place with a majority of the executive committee or a two-thirds majority of the general membership.

## Article VI - Executive Committee: Size and composition of the Committee.

The executive committee is composed of the President, VP, and Treasurer. More positions can be added via a vote of the Executive Committee.

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

No standing committees at this time.

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

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. Responsibilities and expectations of advisors should be clearly and adequately described.

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

IX a. Attendance at two general meetings is required for membership each academic term except for summer.

IX All members who choose to attend will abide by all organization rules as stated in the constitution.

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

Explain the process that will be implemented if any member, student or non-student, behave in ways that is disruptive (i.e., behavior that interferes with students, faculty, or staff and their access to an appropriate educational or work environment) or do not align with your organizations constitution, the Code of Student Conduct, university policy, or federal, state or local law. Additional information and resources on assisting disruptive or distressed individuals can be found at: oaa.osu.edu/assets/files/documents/911handout.pdf. For example*:*

1. 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.

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

1. Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at the general meeting in which the votes will be taken. Amendments will be voted on in the spring election meeting, unless otherwise specified by the individual proposing the amendment, and votes should either require a two-third majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

## Article XII – 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 the website.

If there are no longer enough members or willing executive committee members to sustain the organization, all remaining assets are first used to discharge debts. Thereafter, the club treasury will remain untouched for at least 1 year to determine if the organization can be revived. If the club remains inactive and leftover assets remain, they are to be donated to the nonprofit Columbus Bonsai Society as their mission aligns similarly with the Bonsai Club at the Ohio State University in the broader local community. The club should avoid taking on more debts than our assets, however if this occurs on our final balance sheet, bankruptcy of the organization may be investigated.

# By-Laws

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. However, most groups keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending.

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

*Article 1 – Parliamentary Authority*

The Bonsai Club at The Ohio State University will use Robert’s Rule of Order to govern the organization’s decision making except when these rules are inconsistent with the constitution or by-laws of the organization. These rules are of Western cultural origin and based on the premise that though the minority shall be heard, and absentees protected, the majority will decide.

The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

*Article II- Membership*

II a. 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 the 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.

II b. Membership Categories

* + - *General Member –* Our organization charges no dues for membership as of 2022. Membership is open to all who attend our events. Sign up is available at each event, or an email address can be provided to a member of the executive committee to be officially added to the membership list.

*Article III- Election / Appointment of Government Leadership*

Elections will take place at the final meeting of the year in the spring. Nominations can be put forward at any meeting prior to the election meeting during the spring term. Nominees shall state their agenda and a secret ballot will be cast for each position in the election meeting.

Impeachment can take place with a majority of the executive committee or a two-thirds majority of the general membership.

*Article IV- Executive Committee*

The Executive Committee represents the general membership, the executive committee conducts business of the organization with executive committee meeting that takes place between general meetings consisting of general membership. The Executive Committee reports its actions at the general meetings of the membership. The executive committee is composed of the President, VP, and Treasurer. More positions can be added via a vote of the Executive Committee.

*Article V- Standing Committees (if needed)*

No standing committees at this time.

*Article VI - Advisor/Advisory Board Responsibilities*

Advisor Responsibilities – The advisor for the Bonsai Club at The Ohio State University will have a continuous knowledge of what the executive board is doing. The acting Advisor will attend General meetings when their schedule allows.

*Article VII - Meeting Requirements*

General Members will attend a minimum of 2 out of the 4-6 meetings held within the calendar school year.

IX a. Attendance at two general meetings is required for membership each academic term except for summer.

IX All members who choose to attend will abide by all organization rules as stated in the constitution.

*Article VIII - Method of Amending By-Laws*

The Bonsai Club at The Ohio State University by-laws are apt to change more often than the constitution. This can be for the reasons voted on by the executive committee. By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

Established: October 2022