

Constitution

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

Section 1: Name: Jigsaw Club

Section 2 - Purpose: To provide a relaxing environment for students to work on jigsaw puzzles. Student life can be stressful and Jigsaw Club wants to help by creating an opportunity for puzzle enthusiasts to put the stress on hold. Anyone can stop by and help build!

Being a new organization, Jigsaw Club has created quantitative goals to reach. These organization goals are as follows:

- 1) Become a club with at least 50 new members by the beginning of next school year. (2023/2024)
- 2) Finish 20 one-thousand-piece puzzles by the beginning of next school year. (2023/2024)

Section 3 - Non-Discrimination and Sexual Misconduct Policy: 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.

As a student organization at The Ohio State University, Jigsaw Club 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.

The organization's voting membership is limited to currently enrolled Ohio State students. Other nonstudent members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associates or honorary members.

For educational and leadership development reasons, this organization is student-initiated, student lead, and student-run.

Non-leadership or executive member categories are as follows:

- 1) Student member
- 2) Other non-student members including faculty, alumni, and professionals

Membership is on a rolling basis for Jigsaw Club, meaning there is no commitment to meetings. Students can stop by as often as they want and participate for as long as they want with no requirements regarding attendance. Meetings will be held every Monday from 4:00 pm- 6:00 pm (if there are no classes that day for a federal holiday or another reason, meetings will not take place unless otherwise stated). However, students who choose to attend at least twice a month on average for a total of 8 times per semester and add their email to a club mailing list will have the ability to provide their input on how the club is run through a voluntary Google survey. For first-time members, after 3 meetings with an average attendance at or above twice a month, their input will be considered. This input includes snack, music, and puzzle options, as well as meeting times and locations (Before anything is implemented, however, input on all of

these things will be discussed by organization leaders). For non-members and guests, their input may still be considered, but they will not have access to the Google survey as members will.

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.

Article III – Methods for Removing Members and Executive Officers

Article III should clearly define your organization's procedures for the removal of officers or members. Be sure to think critically about the process of removing members and include variables such as timeline, voting procedures, and the various reasons a member or executive officer should be removed.

III.a. 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.

The member's removal will depend on the severity of the action as determined by the executive committee. The member will be punished according to the executive committee's decision as follows:

- 1) **First-time non-severe offense-** a warning by a member of the committee will be given to the member.
- 2) **First-time severe offense-** Removal from the club. This includes Title IX and discriminatory offenses.
- 3) **Second-time non-severe offense-** a more stern warning by a member of the committee. The member will be warned that following the next offense their position in the club will be removed.
- 4) **Third-time non-severe offense-** Removal from the club.

The executive committee will meet with the faculty advisor to discuss the severity of the action. If a conclusion on the severity cannot be determined, a vote between the executive committee and club leaders will take place with the vote of the advisor being used as a final vote as needed. Action will be taken as listed above.

III.b. 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. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

Any organization officer is subject to the member removal rules listed above as well as executive position removal rules as follows:

- 1) **Failing to attend the minimum number of meetings.** All officers are expected to attend at least two-thirds of club meetings. Failure to do so will result first in a warning from other the executive committee, then removal from the position. If

an officer cannot make a meeting they are expected to communicate that with the other officers.

- 2) **Failing to communicate more than one absence to other officers.** Failure to answer texts or emails within 10 days on more than 2 occasions will result in a warning from other officers, then removal from the position.
- 3) **Failing to complete agreed-upon tasks by their deadline.** Failure to complete tasks that an officer agreed to do will result in a warning from the executive committee, then removal from the position. Each task assigned should have a deadline agreed upon by all officers so this can be enforced. If an officer does not think they will be able to complete the task by the deadline, if they communicate that to the other officers at least 24 hours before the deadline, they may avoid any consequences.

* Upon pending removal of an officer, the officer in question may discuss any circumstantial issues with the executive committee and the advisor to determine a more-fitting action as necessary.*

III.c. 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 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:

For the first year (SP 2023 to SP 2024) that the club proceeds, all organization leaders including executive members have their position should they choose to keep it. This is to keep the club as organized as possible upon creation.

Primary Leader (President)- term length: 3 semesters (1 calendar year)

Elected by voting-eligible members.

The Primary leader is responsible for club management issues such as membership and officer duties. This includes any action mandated by the university such as updating and maintaining the club website. They are also responsible for managing the meetings as needed and contacting people when necessary.

Secondary Leader- term length: 3 semesters (1 calendar year)

Elected by voting-eligible members.

The Secondary leader is responsible for the same issues as the Primary Leader. However, they do not need to update and maintain the club website. If the Primary Leader is unable to complete their duties, it is up to the secondary leader to step in.

Treasurer- term length: 3 semesters (1 calendar year)

Elected by voting-eligible members.

The treasurer is responsible for managing the expenses of the club. This includes the \$250 budget issued to student organizations. They must keep track of the money spent and the balance on a biweekly basis. They can also help the Primary and Secondary Leaders as needed.

Advisor- term length: 3 semesters (1 calendar year)

Elected by organization officers.

The advisor is responsible for aiding student organization leaders as needed. This includes offering guidance on any issues when necessary.

Article V - Election / Selection of Organization Leadership

Elections for leadership positions will take place for the last three weeks of the autumn semester using an anonymous Google survey. Anyone who wants to run can run without nomination. The names of the people who want to run and the position they're running for will be noted and added to the Google survey. The survey will be checked by the advisor to ensure no tampering has been done. Voting members will have access to the survey for three weeks before the semester ends. Whoever obtains the majority of votes for a position will be the next holder of the position. On the survey will also be proposed issues for ratification. If the general voting members of the club want to change the club rules at all, they may also submit a request for ratification which will be included in the same survey. If a majority of votes are obtained, the election process will be ratified.

If an officer resigns before the three-week period, the other officers may appoint a temporary officer to hold the open position until elections.

If an officer is removed or impeached, the other officers may appoint a temporary officer to hold the open position until elections.

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

The executive committee will be approximately 10% of the entire voting population of the organization and the organization's leaders. (So, for example, if there are 100 voting members, the board will consist of 10 people plus the 3 existing officers). The number of non-officer executive board members will be capped at 10 people. If 10% of the population is not a whole number, the number of executive positions should be rounded up. (So, for example, if there are 75 voting members, the board will consist of 8 people plus the 3 existing officers).

Executive committee members will be appointed by officers and voted on by the voting population of the organization in the annual elections. *Any appointed executive members are allowed to remain in their position until the club has been operating for at least a year as stated in Article IV.* Any member of the voting population may be appointed and can choose to decline without penalty.

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

Other positions included under the Standing Committees category may be appointed by organization officers. These positions may include but are not limited to social media manager, member outreach manager, etc.

Social Media Manager- Manages social media accounts including Instagram, Tik Tok, or any other social media account deemed necessary by the executive board.

Member Outreach Manger- The primary source of contact for the club. Directs people to leaders as necessary and answers any emails about the club. Also helps with the career fair and helps to promote the club to people through posters and any merchandise deemed necessary by the executive board.

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.

The advisor is responsible for providing support and advice to club executives when necessary. They may also be asked to help with elections in order to keep elections impartial.

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

IX. There is no requirement for attendance regarding membership. However, voting eligibility will be determined by the frequency of meeting attendance as listed in Article II. This eligibility does not include the summer semester.

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

X. The organization reserves the right to address the member or event attendee's behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution. {00312468-1}

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

Include the method for amending the constitution here. Define the process for proposing an amendment, providing notice to the organization or executive board, and the exact voting procedure for approving the amendment.

XI. 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 one subsequent general meeting and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter 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

Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website. {00312468-1}

Any associated organization debts shall be paid for by the organization leaders upon dissolution of the organization.

By-Laws

Article 1 – Parliamentary Authority

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

Procedures for becoming a member, which may vary by membership category, amount of dues, if any, how often they should be paid, termination of membership, and so on should be described in detail.

There is no procedure to become a member. Membership is on a rolling basis.

Article III- Election / Appointment of Government Leadership

Election details are as listed in Article V of the constitution.

Article IV- Executive Committee

The executive committee should act as advocated for both members and leadership. They should take into account ideas of both in order to make justified decisions regarding the organization.

Article V- Standing Committees (if needed)

There are currently no specific committees although some possible future ones and their responsibilities are listed in Article VII of the constitution.

Article VI - Advisor/Advisory Board Responsibilities

The advisor should be available for support when organization leadership requests. This can change as the organization grows.

Article VII - Meeting Requirements

The quorum should consist of 50% of voting members of the organization. So, if there are 100 members, 50 must vote in order to ratify the constitution.

Article VIII - Method of Amending By-Laws

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bringing 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). {00312468-1}