

# CONSTITUTION OF BOO RADLEY SOCIETY

## Article I – Name

The name of this organization is The Boo Radley Society (also referred to as Boo Radley and BooRadleyOSU)

## Article II- Purpose

The Boo Radley Society at Ohio State is a student-run organization committed to doing random acts of kindness (RAOK). Our purpose is to maintain a positive atmosphere everywhere we go, spread smiles, and perform random acts of kindness while inspiring others to do the same.

## Article III- Membership

### Section 1: Eligibility

**1A.** All part-time or full-time undergraduate, graduate, and professional currently enrolled students at The Ohio

State University shall be eligible to apply for membership in The Boo Radley Society.

### Section 2: Code of Student Conduct

**2A.** Members must adhere to the Ohio State Code of Student Conduct available at <[http://studentlife.osu.edu/resource\\_csc.asp](http://studentlife.osu.edu/resource_csc.asp)>.

### Section 3: Non-Discrimination Policy

**3A.** The Boo Radley Society and our members shall not discriminate against any individual(s) for reasons 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, and admissions.

### Section 4: Non-Hazing Policy

**4A.** Hazing is strictly prohibited. Hazing shall be defined as any conduct that may endanger, abuse, degrade, or intimidate a person, whether physically, mentally, emotionally, or psychologically, as a condition of association with a group or

organization, regardless of the person's consent or lack of consent. Members are expected to adhere to the non-hazing policy. See By-Laws for non-hazing policy.

### ***Section 5: Member Expectations***

**5A.** All of our members shall be passionate about spreading kindness around campus, show consideration for others, and be committed to the mission of our organization. Our members are expected to fulfill the Boo Radley member expectations outlined in Article IV, section 1. Any member who does not expect to meet the membership requirements for a current semester may request Ghost Membership according to the By-Laws.

### ***Section 6: Embezzlement***

**6A.** Any stealing or financial discrepancy should be handled by the President, Vice President, Director of Finance, and Advisor on a case-by-case basis.

## **Article IV- Membership Requirements, Selection, and Removal**

### ***Section 1: Member Expectations and Requirements***

**1A.** Members are required to attend a minimum of 8 events per semester. Members must pay yearly dues to the Director of Finance. If a member is restricted financially, they will be exempt from dues upon discussion with the Director of Finance. Members must participate in both Commillee (Family and Committee) meetings and events. Members are required to interview at least 7 members outside their commillee per semester; 3 of which must be new members and one must be an executive. They must communicate with the Director of Membership Development and embody Boo Radley's altruistic attitude. Finally, our members treat others with respect and follow the leadership of the Executive Board. Refer to By-Laws Article IV.

### ***Section 2: Meeting Absence Policy***

No more than three missed meetings are allowed. Any additional missed meetings will be reviewed by the Director of Membership Development on a case-by-case basis. There is a potential for further Executive Board deliberation in regards to membership status.

### ***Section 3: Member Selection***

**3A.** The application for membership of general members is open twice a year – in Fall and Spring semesters. Applicants can access application information through our website, email, or by meeting us at Involvement Fairs. Select applicants will be invited to an interview. It is in the best interest of the organization to keep membership around

100 members. Once select interviewees are chosen, new members are inducted into The Boo Radley Society. Please read the Member Selections Process document for more details on how new members are selected.

**3B.** If an applicant is not chosen to be a member, they may reapply.

**3C.** That applicant may also request feedback within 2 weeks of Boo Radley's decision. An Executive Board Member, preferably one who read the applicant's application or interviewed them, will provide feedback using the template called Feedback Template.

#### ***Section 4: Member Removal***

**4A.** Everyone is protected from removal based on the listed statuses in the non-discrimination policy in Article 3, section 3.

**4B.** When a member is removed - dues are non-refundable after t-shirts for the semester have been purchased. **4C.** There are several cases in which a member may be removed from the organization, including but not limited to membership termination due to a lack of involvement (missing too many meetings or events) or voluntarily leaving for personal reasons or time conflicts. Meetings and 8 events are mandatory for membership.

**4D.** The Director of Membership Development must reach out to members who are struggling for any reason and help them in any way possible. Please read the Member Removal Process for more details on how members are specifically removed.

### **Article V- Organization Leadership**

#### ***Section 1: Executive Board and Duties***

**1A.** The Executive Board of The Boo Radley Society shall consist of President, Vice President, Director of Membership Development, Director of Finance, Director of Outreach, Director of Marketing, Director of Fundraising, Director of Diversity and Inclusion, and Director of Social Affairs.

**1B.** All executive board members shall fulfill overall executive board expectations and individual expectations related to their role, outlined in the Expectations Document

**1C.** All Executive Board members shall attend all required Boo Radley meetings, including general meetings and exec meetings. If an exec misses too many meetings unexcused, the exec shall be removed from the executive board. Executive members can miss a total of 4 executive meetings per semester.

## ***Section 2: Eligibility For Leadership Position***

**2A.** Anyone applying for Exec Board must be in good academic standing at The Ohio State University (good academic standing defined as a Cumulative Point Hour Ratio of at least 2.00, as stated in Ohio Administrative Code).

**2B.** Applicant must be physically available to come to campus for all of the exec term.

**2C.** Applicant must be available to attend exec meetings and general member meetings for exec term.

## ***Section 3: Term of Office***

**3A.** Term of office for The Boo Radley Executive Board shall be for thirteen months after accepting the position unless it is deemed necessary to revoke the position.

## ***Section 4: Selection Process for Senior Exec Level (President and Vice President)***

**4A.** The Advisor interviews any current member who is interested in applying for either President or Vice President. Potential applicants must express interest by contacting the Advisor and the current PVP. The interview is created and can be updated by the Advisor. If less than 3 current exec members apply for senior level exec board, it is opened up to the general members.

**4B.** When Applicants have been approved by the Advisor, they are invited to run for President and/or Vice President at the designated general member meeting. Applicants will present a speech at general member meeting.

**4C.** Each member in attendance will be given a ballot. 80% of members must be present to vote. All members submit their vote. The Advisor tallies ballots and majority vote determines the President and Vice President positions. The entire process, in detail, is outlined in By-Laws.

## ***Section 5: Selection Process for Exec Level***

**5A.** The Executive Board will be selected in the spring semester of each year.

**5B.** All applications should be read and scored blinded to avoid bias.

**5C.** Any current Exec member re-applying for any position on Exec Board for the upcoming year may not be involved in any part of the decision making process for upcoming Exec Board.

**5D.** All outgoing execs who would like to participate are invited to read and score applications if invited by the newly elected PVP (President and Vice President).

**5E.** Newly elected President and Vice President will conduct interviews and read applications. The Advisor can give input in this process as well. The Advisor and the newly elected President and Vice President reserve the right to make the final decision. The entire process, in detail, is outlined in By-Laws.

### ***Section 6: Removing Exec Board Member***

**6A.** An Exec may be removed of their position if they fail to fulfill the basic requirements of Article V, Section 1 and expectations outlined in the Executive Expectations document.

**6B.** Any Executive Board member can initiate action for removal or acquittal.

**6C.** An Executive's removal shall be subject to a 3/4 vote of approval by the current executive board and advisor. The entire process, in detail, is outlined in the By-Laws.

**6D.** It should be noted that no general member or Executive Member will ever be removed from The Boo Radley Society based on discrimination. Everyone is protected from removal based on the listed statuses in non-discrimination policy in Article III, Section 3.

**6E.** An Executive Member's role may be called into question only if there are significant related issues to their Expectations. Any general member or Executive Board member may bring their concerns to the President or Vice President about an Executive Board member.

### ***Section 7: Interim Exec Board Member Process for Senior Exec level***

**7A.** Vice President or President (whichever is still in their role) must take over both roles for an anticipated maximum of 2 weeks- until new President/VP is decided.

**7B.** If a Senior Exec is removed from their position, Exec Board may nominate a fellow Exec member with the Advisor present (at an Exec meeting). Those nominated either accept or deny nomination.

**7C.** Each nominee should be given five minutes to give their speech at the next Exec Board meeting. Each Exec casts one vote for their desired nominee, then the Advisor

tallies the votes. The person with the majority of votes is given the position. The entire process, in detail, is outlined in By-Laws.

### ***Section 8: Interim Exec Board Member Process for Exec level***

**8A.** General members are made aware of the vacancy as soon as possible. If the current Executive Board deems an interim position necessary, general members will have the opportunity to apply and interview for the position. The entire process, in detail, is outlined in By-Laws.

### ***Section 9: Additional Executive Board Positions***

**9A.** To Add an Executive Board position, an Exec member must detail the role and specific tasks of the proposed role. The new role and expectations must be presented to Exec Board and a unanimous vote will create a new Executive Board position. Executive Board may follow the Interim Exec Level Process in Section 7, Article V to fill that position.

### ***Section 10: Removal of an Executive Board position***

**10A.** To remove an Executive Board position, an Exec member must detail the role and specific tasks of the role and assign them to the roles of others. The new assignments must be presented to Exec Board and each Exec receiving new tasks must agree to take on those extra responsibilities. Once all agree to take on the position's expectations, a unanimous Executive Board vote will remove the Executive Board position.

## **Article VI- Advisor/Advisory Board**

There will be one Advisor for Boo Radley Society, unless two or more are deemed necessary by a unanimous vote of the Executive Board.

### ***Section 1: Qualifications for our Advisor***

**1A.** Must attend Advisor Training through the Union

**1B.** Must be a staff member at The Ohio State University

**1C.** Committed to the purpose of the Boo Radley Society and maintains the high standards of Boo Radley that is expected of all members

**1D.** Advisor and Executive Board will establish a mutual understanding of Advisor expectations each Fall Semester prior to the first general body meeting.

## ***Section 2: Removal and Replacement of Advisor***

If the Executive Board feels that the current Advisor is not meeting the expectations necessary to promote the success of Boo Radley, it is the responsibility of the President or VP to follow the By-Laws in removing the current Advisor and finding a replacement.

## **Article VII- Organization Meetings and Events**

### ***Section 1: Executive Board Meeting***

**1A.** Shall be held once a week or more as seen fit by Exec Board.

**1B.** Shall be organized and run by the President and Vice President.

**1C.** All Execs shall report their activities and assignments pertaining to Boo Radley since the last meeting.

**1D.** All Execs are required to be present at every exec meeting. If an exec must miss a meeting, they must contact Vice President to let them know.

**1E.** Execs are allowed to miss a combination of 4 meetings per semester between executive and general body meetings.

### ***Section 2: General Meeting***

**2A.** The Boo Radley Society will have general meetings every week at a consistent time.

**2B.** The meeting shall be organized and the agenda will be set by the President. However, if the President is unable to attend, the Vice President will run the meeting instead.

**2C.** General members can miss a total of 3 meetings per semester.

### ***Section 3: Events***

**3A.** At least one executive should be present at all times.

**3B.** At least one exec member should facilitate the event and bring any necessary supplies.

**3C.** Members must document attendance on Carmen in order to receive attendance credit.

**3D.** All members and exec must conduct themselves properly and in line with Boo Radley's mission. **3E.** If there is an issue during an event and we are asked to leave, we must leave respectfully.

**3F.** Programs and events will be diverse in an attempt to appeal to all OSU students.

#### ***Section 4: Retreats***

**4A.** The Boo Radley Society will have one member retreat each semester. The retreat is mandatory for all general and exec members. If a member or executive misses the retreat, they must make up for it by a requirement determined by the Director of Membership Development on a case by case basis.

**4B.** An Exec retreat will happen once every semester. The retreat is mandatory for all Executive Board. The Advisor is encouraged to be present as well.

#### ***Section 5: Fundraising Events***

**5A.** Fundraising events are not mandatory to any member. All general and exec members may choose to participate or not.

#### ***Section 6: Social Events***

**6A.** Social events are not mandatory to any member. Social Events are only for Boo Radley members, unless otherwise stated, and may be planned by Boo Radley members or the Director of Social Affairs. Socials off campus will be planned using the Risk Management Policy.

**6B.** Members may count two social events for one event once per semester, but may attend more socials without credit if they choose to do so.

### **Article VIII- Groups within Boo Radley**

#### ***Section 1: Commillees***

**1A.** Exec as a whole will determine which Commillees should be in charge of each event. Each Exec is responsible to lead one Commillee.

**1B.** Commillees will be determined by the Director of Membership Development at the beginning of each academic year.

### **Article IX- Alumni Members**



All alumni members are given honorary status. Alumni may request an invitation to attend by emailing the Executive Board. They may not have direct power to make decisions within the current organization. If their attendance seems inappropriate, Executive board members can majority vote to request Alumnus not attend.

### **Article X- Friends of Boo**

Friends of Boo is another way to be involved with Boo Radley instead of being an official member. There are no dues, no meetings, and no attendance policy. People who subscribe to Friends of Boo will receive a newsletter each month.

### **Article XI- Constitution Maintenance**

**1A.** The Constitution will be reviewed every two years by the Executive Board and Advisor.

#### ***Section 2: Approval***

**2A.** By the final meeting of every other Spring Semester, the revised Boo Radley Constitution shall be presented to the Boo Radley Exec Board and Advisor for discussion and approval by 3/4 majority of voting. Please keep track of all Constitutional documents by saving them as individual files, dated with each change.

### **Article XII- Method of Amending Constitution**

Members are welcome to express their opinion to any Executive Board Member. Only Executive Board, however, can propose amendments in written form. Three fourths of the Exec Board must be in attendance to discuss amending the Constitution. Once together, in order for a section of the Constitution to be amended, a majority must agree on that change.

#### ***Section 1: Review***

### **Article XIII- Method of Dissolution of Organization**

The advisor of the organization shall decide on how debts will be settled. All assets shall be returned to the original source or donated to a worthy cause. The group will be dissolved when there are no members or leadership willing to pursue the mission of this group. Boo Radley will live on in the hearts of former members forever.

## **BY-LAWS OF BOO RADLEY SOCIETY**

## **Article I – Name**

The name of this organization is The Boo Radley Society (also referred to as Boo Radley and BooRadleyOSU)

## **Article II – Purposes**

The Boo Radley Society at Ohio State is a student-run organization committed to doing random acts of kindness (RAOK). Our purpose is to maintain a positive atmosphere everywhere we go, spread smiles, and perform random acts of kindness while inspiring others to do the same.

## **Article III- Membership**

### ***Section 1: Inactive Status***

A member who cannot meet the membership requirements for a semester may request Inactive Status. Inactive Status, also known as ghosting, means that a member will still remain on the email list and in any group chats but will not be held to the requirements of active members. The Director of Membership Development will reach out to inactive members at the end of the semester to inquire about their future status in Boo Radley. If they do not want to reactivate their status they will no longer be a member of Boo Radley. Boo Radley members may choose to become inactive at any time during the semester, but they may only remain inactive until the end of that semester. Members may only ghost once while in Boo Radley.

## **Article IV- Membership Requirements, Selection, and Removal**

### ***Section 1: Member Expectations***

1. Attend general member meeting.
2. Attend a minimum 8 events/semester.
3. Members must stay for an hour in order to get credit for an event unless the event is less than one hour or has a previously determined time requirement. They must stay for the entirety of the event in such a case.
4. \$20 dues for the year.
5. Attend New Boo Training after acceptance.
6. Communicate with Director of Membership Development.
7. Members must participate in Commillee meetings and events.
8. Members must attend a member retreat in the Fall and another in the Spring. If a member misses a member retreat, they must make it up with a requirement determined by the Director of Membership Development on a case by case basis.

9. Embody Boo Radley's altruistic attitude.

## **Article V- Organization Leadership**

### ***Section 1: Overall Exec Expectations***

- Assignments will be completed on time and to the best of your ability
- Use the Google Drive and Gmail as a resource for documents and emails to members. If you open an email that is not for you, mark it as "Unread"
- Expected to manage a Commillee and lead those meetings
- Assist the Director of Diversity and Inclusion with applications and interviews when selecting new members
- Attend weekly Exec meetings and weekly general member meetings
- Executives may not miss more than 4 meetings per semester. If you must miss a meeting, notify the President or Vice President.
- Be on time, present, reliable, active, and accountable at meetings with a focus on quality
- Be accessible to your Commillee, Execs, and all members
- Executives must attend at least 10 events per semester and are responsible to prepare all necessary materials for the event
- Work and assist Execs and general members with their responsibilities when needed
- Know that your actions are always representing Boo Radley
- Maintain Office Hours required by the Center for Student Leadership Service
- Maintain and update your Executive expectations
- Check email regularly
- Be open to member ideas
- Have a working relationship with faculty advisor
- Cooperate with the accountability program set by the President and Vice President

### ***Section 2: Eligibility for Executive Selection Processes***

- Executive Board member who is re-applying must have attended at least 10 events from the previous full semester.
- Executive Board member who is re-applying must not have missed more than 4 Executive or general member meetings from the previous full semester.
- Member who is applying must have met the general membership requirements.

### ***Section 3A: Selection Process for Senior Level***

1. Advisor interviews any current Exec Board member who is interested in applying for either President or Vice President. The interview is created and can be updated by Advisor.
2. Based on interview questions, a score maximum is determined. Each interview is given a score by Advisor.
3. Any interviewee who reaches the minimum threshold (65% or above) is invited to run for President and/or Vice President Election at the next general member meeting
4. Advisor will communicate the names of those “running.” Running candidates will present a speech at the next general member meeting
5. Members will vote for senior level exec board. Voting will be blind and each member in attendance will be given a ballot. Once all President / Vice President candidates have given their speech, all members (including all Execs, (not those running and not including Advisor) submit their vote.
6. All entries go into ballot box, Advisor counts ballots.
7. In order to have a Senior Exec decision- 80% of members must be present. To ensure 80%, Director of Social Affairs will work with the Director of Membership Development to count attendance. If less than 80% of members are present, process is postponed until the next meeting, where 80% of members must be present.

8. For Senior Exec decisions- majority vote for President & Vice President determine those positions. In the event of a tie, a re-vote will be administered by Advisor among the two who tied.

### ***Section 3B: Rules for Candidates***

1. Candidates for the position may not be present for other speeches.
2. Candidates may indicate their senior role preference in their speech.
3. Advisor has the privilege of vetoing opportunity to run if it comes to their attention that candidate has broken these rules.

### ***Section 3C: Election Meeting Process***

1. Candidates will give a 5 minutes speech. This should cover why they want to be in the position that they are running for, goals for Boo Radley during their term, and any other relevant information.

2. Q&A session will be held after the speech led by either the outgoing President (if that person is not reapplying) or the advisor. President will pose the same question to each candidate.
3. After all of the candidates' speeches, the outgoing President or Advisor will facilitate an open discussion with the rest of the members.
4. No candidate may be present during the open discussion.
5. After the discussion ends, ballots are passed out and each member votes for a President and Vice President.
6. The advisor does not vote, but all Exec members and general body members do. Advisor tallies the ballots. Whichever candidate gets the most votes for president receives that position. Whichever candidate gets the most votes for vice president receives that position.
7. Once the Advisor finishes tallying the ballots, candidates re-enter the room and the new President and Vice President are announced.

#### ***Section 4: Selection Process for Exec Level***

1. The newly elected President and Vice President (PVP) will work together to determine the 7 other Executive Board members.
2. The application form will be created on the BooRadleyOSUPVP account and open to all members after the PVP election meeting.
3. PVP can consult outgoing executive members about applicants
4. After scoring the applications, PVP will invite applicants for interviews.
5. Both the President and Vice President will be present at all interviews.
6. PVP will discuss and determine the most appropriate candidates for each position, while considering their position preferences.
7. PVP will discuss until a unanimous decision has been made.
8. PVP will let those chosen and not chosen know of their decisions.

#### ***Section 5: Exec Board Member Removal Process***

An Executive Board's role may be called into question only if there are significant issues related to meeting their expectations. Executive members may refer to the accountability program when conducting their evaluation. Any member or Executive Board member may bring their concerns to the President or Vice President about an Executive Board member. To remove an Executive Board member (Vice President or President) it should be noted that no general member or Executive Member will ever be removed from Boo Radley society based on discrimination. Everyone is protected from removal based on the listed statuses in our non-discrimination policy in Article III, section 3.

If an Executive Board member is not meeting those expectations, the following steps must be taken to remove them from Executive Board:

1. The President or the Executive Board (if it is the President) shall initiate action for removal or acquittal.
2. The President and Vice President will create an action plan for that exec to fulfill within a reasonable amount of time.
3. The President and Vice President will hold a meeting with that exec member to discuss their commitment as an Exec member in Boo Radley and review the action plan with specific tasks
  - If the Exec member completes all items listed on action plan and both President and Vice President are satisfied, the Exec member shall continue in their exec role.
  - If the Exec member cannot complete all items listed on action plan, see step 4.
4. The President and Vice President must notify the rest of Executive Board that the issue has not been resolved. There must be a closed meeting of the Executive Board with all members present (except the Executive Board member in question) in which the issue will be discussed. Following discussion, a secret ballot will be taken in which a 3/4 vote of Executive Board members is necessary for removal.
5. It is the President's responsibility to update the advisor throughout this process
6. It is the responsibility of the Executive Board to take appropriate and necessary action concerning the vacancy on the Executive Board using the Interim Exec Process in Article V of the Constitution.

### ***Section 6: Exec Transition Process***

1. Once a new Executive Board has been selected, the transitionary period should be a minimum of 1 week. There must be at least one meeting where both incoming and outgoing Executive Board members are present. 2. Outgoing Executive Board members should set up at least 1 one-on-one meeting with their incoming counterpart to discuss goals, expectations, and tips in their role using their detailed Exec-spectations. Outgoing Executive Board should also update their executive expectations and tips & tricks pages.
3. Once the transition period is over, the outgoing Executive Board may not attend Exec meetings or hold any responsibilities unless specifically requested by the Executive Board.

### ***Section 7: Method of Selecting Interim Exec Board Member on Exec Level***

1. Executive board members collectively decide whether an interim member is necessary depending on timing and other circumstances
2. The PVP will create an application for the executive member position and distribute the application to all general members. All general members who are eligible to apply may do so. Applications will be open for one week to general members.
3. PVP will read applications (blind) and choose candidates for interviews. Interviews should take no more than one week after applications closing.
4. After all interviews are conducted and scored, PVP will choose a member for the appropriate position
5. Newly appointed executive member is required to attend the next executive meeting and conduct proper training.

### ***Section 8: Method of Selecting Interim Senior Level Exec***

If the senior level executive removed from their position is the President, then the Vice President takes over as the new President of Boo Radley. The interim senior level executive selection process will continue as stated to choose a new Vice President.

1. Exec members may volunteer for the position at an exec meeting.
2. While the decision process is being handled, the Vice President must take over both roles for an anticipated maximum of 2 weeks- until new VP is decided.

3. Based on number of nominations, each person nominated should be given 5 minutes to give their speech to the entire Exec Board one week later at the next Exec Board meeting.
4. After all nominees have spoken, each Exec votes on a secret ballot who they choose for that position.
5. Advisor tallies the votes. The person with the majority of votes is given the position.
6. In the event of a tie, two that tied leave while Exec Board discusses, and re-votes. Advisor breaks a second tie.
7. In the event that no current Exec Board member volunteers for senior exec interim position, please follow the “Senior Exec Process” that will then open to all general members. General members will speak, all members will vote, and Interim VP will be decided using that process.
8. After the interim senior position is filled, please follow the interim exec process to fill that person’s role.

## **Article VI- Advisor/Advisory Board**

### ***Section 1: Removal and Replacement of Advisor***

If the Executive Board feels that the current Advisor is not meeting the expectations necessary to promote the success of Boo Radley, it is the responsibility of the President or Vice President to have a conversation with the current Advisor and present them with actionable, achievable, and trackable goals to improve on and give them 3-4 weeks to do so. If the conflict or issues are not resolved, the Executive Committee should convene and must unanimously vote to change advisors.

There must be a conversation with the new potential Advisor to ensure they are prepared and passionate about joining our team. Then, it is the responsibility of the President or Vice President to have a conversation with the previous Advisor, explaining why we came to this decision. The Executive Board must do everything possible to transfer knowledge from the old advisor to the new advisor, and ensure the new advisor meets all of the requirements. It is also advised to keep documents updated on the role of the Advisor, situations that may come up, advice, and the names of past advisors (see Advisor Information document).

### ***Section 2: Advisor Expectations***



Advisor Expectations can be found on the Google Drive, and are agreed upon by PVP at the start of each term.

## **Article VII- Organization Meetings and Events**

### ***Section 1: Exec Meeting Protocol***

Exec Meetings are prepared through an Excel Sheet and shall be organized and run by the President. The first column contains logistics for the upcoming general meeting and instructions on how to conduct the overall executive business of Boo Radley. Each exec has a column that contains their assignments with deadlines they have agreed to. Execs are expected to come to meetings with their tasks completed. All Executive Board members present shall report their assignments since the last meeting and discuss new assignments. Exec meetings shall improve Boo Radley Executive Board through leadership development. If an Executive Board member misses an Exec Meeting, that does not excuse them from finishing their assignments on time.