# Buckeye Robotics-based Accelerator for Community Enrichment

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

**Section 1 - Name:** The name of the organization shall be Buckeye Robotics-based Accelerator for Community Enrichment (B.R.A.C.E.).

**Section 2 - Purpose:** The purpose of the Buckeye Robotics-based Accelerator for Community Enrichment is to utilize robotics as a platform that provides an inviting atmosphere where all types of students can grow and gain confidence while exploring a variety of career paths and implementing real-world change through the planning and facilitating of outreach events and opportunity networks within the STEM community of Ohio and beyond. We would serve as a facilitator between robotics partners and industry and/or non-industry facing clients to form relationships where the partners get to service the needs of the clients, and vice-versa, where without B.R.A.C.E as a catalyst, these events/ideas might never come to fruition, due to logistical, temporal, or fiscal externalities.

**Section 3 - Non-Discrimination 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, the Buckeye Robotics-based Accelerator for Community Enrichment 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

**Section 1**: All Ohio State University students, regardless of their race, gender, sexual orientation, or religion, and area of study, are invited to become members of B.R.A.C.E. However, it's important to note that all members must abide by the Constitution and Bylaws of the organization. As required by the Guidelines for Student Organizations, 90% of the membership must consist of current Ohio State University students. Active members of B.R.A.C.E. have the authority to decide whether to include community and non-student members in the organization.

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

**Section 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.

**Section 2:** 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 committeein consultation with the organization’s advisor.

**Section 3:** 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 committee, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

***Article IV - Organization Leadership***

**Section 1 - President:** The President is the primary leader of the organization and is responsible for overseeing all activities, initiatives, and projects undertaken by the organization. The President also presides over all meetings of the organization and serves as the main point of contact for the organization with external entities. The President will oversee officer selections and transitions.

**Section 2 - Vice President:** The Vice President supports the President in their duties and acts as a second-in-command. In the absence of the President, the Vice President assumes the President's duties and responsibilities. The Vice President also works closely with other members of the organization's leadership team to ensure the successful execution of projects and initiatives.

**Section 3 - Treasurer:** The Treasurer is responsible for managing the financial affairs of the organization. This includes creating and managing the organization's budget, maintaining financial records, and ensuring compliance with financial policies and procedures. The Treasurer also works with other members of the organization's leadership team to secure funding for the organization's activities and initiatives.

**Section 4 - Advisor:** The Advisor is a non-voting member of the organization's leadership team who provides guidance and support to the organization. The Advisor serves as a liaison between the organization and the Ohio State University administration, and ensures that the organization operates in accordance with University policies and regulations. The Advisor also provides advice and guidance to other members of the organization's leadership team as needed.

## Article V- Election / Selection of Organization Leadership

**Section 1:** To be eligible for a leadership position in the organization, candidates must be current Ohio State University students. The process for selecting the organization's leadership will involve interested parties submitting applications. The outgoing executive committeewill review the applications and select the new leaders. The selection process will take place at the end of the spring semester. Executive committeeterms will be one year in length. In the event of a resignation or impeachment of a current leader, an interim will be appointed to fill the position until the next selection cycle. The appointment and ratification procedures for new leaders will be established by the outgoing executive committee. The procedures will be designed to ensure that the incoming leadership team is well-prepared and well-supported. Incoming leaders will be expected to work closely with the outgoing leadership team during a transitional period to ensure a smooth handover of responsibilities.

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

**Section 1:** The organization shall have an Executive Committee (EC) that represents the general membership and conducts business on behalf of the organization between general meetings. The EC will report its actions at the general meetings of the membership.

The EC will be composed of the following members:

* The President
* The Vice President
* The Treasurer
* The Advisor (ex-officio, non-voting member)

The EC will be responsible for making decisions related to the organization's finances, projects, and initiatives. They will also review and approve the budgets for standing committees, ensure compliance with University policies, and ensure that the organization's activities align with its mission and values.

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

**Section 1:** The organization may establish Standing Committees as needed to carry out the basic functions of the organization. The following Standing Committees are established:

* Corporate Relations Committee - responsible for developing and maintaining relationships with corporate partners, identifying potential sources of funding, and promoting the organization's mission and values to the corporate community.
* Project Sourcing Committee - responsible for identifying and sourcing projects that align with the organization's mission and values, and developing proposals to secure funding and support for these projects.
* Finance and Administration Committee - responsible for managing the organization's finances, developing and maintaining the budget, and ensuring compliance with University policies and regulations.
* Events Committee - responsible for planning and executing events and programs that align with the organization's mission and values, and enhance the organization's visibility and reputation within the community.
* Marketing and Communications Committee - responsible for developing and implementing a marketing and communications strategy that promotes the organization's mission and values, and enhances its visibility and reputation within the community.
* Human Capital Committee - responsible for recruiting, selecting, and managing volunteers for the organization, as well as developing and implementing policies and procedures related to volunteer management and development.

**Section 2:** Each Standing Committee will be composed of a Chairperson, appointed by the President with the approval of the Executive Committee, and a number of members as determined by the Chairperson. All members of Standing Committees must be current Ohio State University students and have an active membership in the organization. The term of office for Standing Committee members will be one year, with the possibility of reappointment.

**Section 3:** The Standing Committees will report their activities and progress to the Executive Committee on a regular basis, and will be subject to the oversight and direction of the Executive Committee.

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

**Section 1:** The advisor(s) of the organization must be a full-time member of the Ohio State University faculty or Administrative & Professional staff. They should have expertise in the organization's area of interest, be willing to commit time and energy to the organization, provide guidance and support to the leadership and members, and ensure compliance with University policies and regulations.

**Section 2:** The advisor(s) cannot vote but can attend all meetings and participate in discussions. They have the authority to call special meetings and can be removed from office by a two-thirds vote of the Executive Committee.

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

**Section 1:** The organization will hold regular meetings and events to conduct business, plan activities, and engage members. The following required meetings and their frequency are specified in the governance documents:

* Biweekly General Body Meetings: All members are required to attend these meetings, which will be held every two weeks during the academic term. The purpose of these meetings is to update members on organizational activities, discuss upcoming events, and address any concerns.
* Weekly Executive Meetings: The Executive Committee members are required to attend these meetings, which will be held every week during the academic term. The purpose of these meetings is to discuss and plan for upcoming events, update on current projects, and address any urgent matters.
* Committee Meetings: All members of the standing committees are expected to attend these meetings, which can be scheduled at any time during the academic term. The purpose of these meetings is to plan and execute projects related to their respective committees.

**Section 2:** In addition to these required meetings, members are also expected to attend all events hosted by the organization, given availability. Members must attend at least 50% of the events each academic term except for summer. Failure to attend the required meetings and events may result in termination of membership.

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

**Section 1:** The organization expects all members and event attendees to behave in a respectful and appropriate manner that aligns with our constitution, the Code of Student Conduct, university policy, and applicable laws. The organization reserves the right to address any behavior that is disruptive or interferes with the educational or work environment of students, faculty, or staff. Any member or attendee who violates these expectations may be subject to disciplinary action, as determined by the Executive Committee and Advisor(s). Additional resources for assisting disruptive individuals can be found at oaa.osu.edu/assets/files/documents/911handout.pdf.

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

**Section 1:** The organization’s constitution may be amended through a formal proposal process. Any proposed amendments must be presented in writing and read at two consecutive general meetings before the final vote is taken. The vote may require a two-thirds or three-quarter majority of voting members present or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution shall not be amended easily or frequently.

## Article XII – Method of Dissolution of Organization

**Section 1:** In the event that the organization is to be dissolved, the following procedures must be followed:

* A motion to dissolve the organization must be presented at a general meeting of the organization and be approved by a two-thirds or three-quarter majority of the voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not.
* After the motion to dissolve has been approved, the organization leadership must contact Student Activities staff to begin the process of dissolution, which will include the removal of organization information from university websites.
* Any assets or debts of the organization must be disposed of in accordance with university policies and procedures, and in a manner that is transparent and accountable.
* The organization's executive committee will be responsible for overseeing the dissolution process and ensuring that all necessary steps are taken to properly terminate the organization's operations.