**CONSTITUTION AND BYLAWS OF [CITATION NEEDED] AT THE OHIO STATE UNIVERSITY**

**CONSTITUTION**

Article I- Name

The name of this organization shall be [Citation Needed], located in Columbus, OH 43210. Hereinafter, it shall be referred to as the “CLUB”.

Article II- Objectives and Policies

**Section 2.1 Objectives**

The objective of the CLUB shall be to provide students with opportunities to learn and practice effective communication skills for a modern dialogue on food and agriculture.

**Section 2.2 Non-discrimination Policy**

The CLUB and its members do 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.

Article III- Membership and Leadership

**Section 3.1 Membership**

Voting membership shall be open to all actively enrolled students at The Ohio State University. Non-voting honorary members shall be faculty, alumni, or professionals interested in communicating the science of food and agriculture.

**Section 3.2 Methods for Removing Members and Executive Officers**

* If a member engages in behavior that is detrimental to advancing the purpose of the CLUB, violates the CLUB’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 CLUB’s advisor.
* Any elected officer of the CLUB 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 the CLUB, 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 CLUB’s advisor.
* 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 CLUB’s advisor, may vote to temporarily suspend a member or executive officer.

**Section 3.2 Organization Leadership**

The elected officers of the CLUB shall be: President, Vice President, and Secretary-Treasurer. The governance year shall be August 1-July 31. The duties of the officers are outlined below.

* The President shall preside at all CLUB and CLUB executive committee meetings and appoint all positions and committees for which provision has not otherwise been made in the Constitution or Bylaws.
* The Vice President shall carry out all duties assigned by the President, preside at meetings in the absence of the President, and in the event of a vacancy in the office of the President, succeed to that office for the balance of the term.
* The Secretary-Treasurer shall handle all CLUB receipts, keep accurate records of all the CLUB’s financial transactions, submit financial books to the CLUB advisor for audit at the end of the term of office, keep attendance records and minutes of CLUB meetings, and be custodian of all official CLUB records.

**Section 3.3 Executive Committee**

The executive committee of the CLUB shall be composed of the CLUB leadership and committee and task force leaders.

Article IV- Elections

**Section 4.1 Election of Officers**

Each candidate for office must be an Active Member of the CLUB who has attended at least one-half (1/2) of the regular club meetings during the academic year immediately past and who has maintained a grade average of at least a “C”. The method of election is defined below:

1. Nominations shall be called and election held for one office at a time, beginning with the office of the President. Candidates not elected to one office shall be eligible for nomination to succeeding offices.
2. Nominees shall leave the meeting during the voting which shall be by a show of hands of Active Members only.
3. A majority (2/3) of all votes cast shall be necessary for election. If there are three (3) or more candidates for one office, and no candidate receives a majority vote on the first ballot, the candidate receiving the least votes shall be eliminated, and balloting shall continue in the same manner for the remaining candidates until one shall have received a majority.
4. Tie votes for any office shall be resolved by a majority vote of the previous Executive Committee.

The term of office shall be for one year following the election and no active Member may hold more than one elected office at a time.

**Section 4.2 Special Elections**

A special election shall be held during any regularly scheduled CLUB meeting for purposes of (1) filling a vacancy in the office of Vice President, Secretary, or Treasurer, or (2) removing an officer for a cause. In the former case, filling a vacancy in the Vice President, Secretary, or Treasurer role is not required. In the latter case, specific written charges shall first have been filed against the officer, the validity of the charges investigated by the remainder of the CLUB Board of Directors, and the charged individual given an opportunity to refute the charges, either in person or through a representative.

An election to fill a vacancy shall be conducted in the same manner as a regular election. An election to remove an officer shall require at least a two‑thirds (2/3) vote of the active Members present and voting.

Article V- CLUB Advisory Board

Nominees shall be members of the Faculty or Administrative & Professional staff at The Ohio State University.

The duties of the Advisory Board are described below:

1. Serve as an official liaison between the CLUB and departments of the University
2. Audit the Treasurer-Secretary's books, and
3. Review the annual reports of the officers.

Article VI- Meetings

**Section 6.1 Regular Meetings**

1. Frequency
2. There shall be no less than three (3) regular meetings each school year. The times and places of these meetings shall be scheduled at the beginning of the Fall term by the Program Chair with the approval of the CLUB Executive Committee.
3. Scheduled meetings may be postponed or canceled, if necessary, by the CLUB Executive Committee. Members shall be notified of such changes prior to the originally scheduled meeting.
4. Annual election of officers and the Club Advisor shall be scheduled for the next to last regular CLUB meeting of the spring term.

**Section 6.2. Parliamentary Procedure**

Robert's Rules of Order Newly Revised (Rules of Order) shall be the official guide for the conduct of all regular and special meetings of the CLUB. The President shall set the agenda for each meeting in accordance with the order of business set forth in the Rules of Order.

**Section 6.3 Special Meetings**

Special meetings may be called by the CLUB Executive Committee or by petition of five (5) Active Members.

**Section 6.4 Quorum**

Quorum for the conduct of business at either a regular or special meeting shall be at least one‑third (1/3) of the Active Members. Quorum for an Executive Committee meeting is one half of the officers plus one member.

Article VII- Amendments to the Constitution

**Section 7.1 Proposals**

An amendment(s) to this Constitution may be proposed by the CLUB Executive Committee or by petition of five (5) Active Members.

**Section 7.2 Approval**

The proposed amendment(s) shall be discussed at two executive board meetings and one general body meeting. It will be voted on during the general body meeting. An affirmative vote of a majority of the Active Members present and voting shall be necessary for adoption.

Article VIII- Methods for Dissolution of Organization

If the organization is to be dissolved, all remaining funds and debts will be managed by the Department of Food Science and Technology at The Ohio State University.