

Constitution

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

Section 1: Name: Music Producer's Club at The Ohio State University

Section 2 - Purpose: Our purpose is to provide an inclusive space for Buckeye producers of all skill levels to work on their craft, learn from experienced student producers, and showcase their music to students who can provide constructive input.

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.

Article II - Membership: Qualifications and categories of membership

Section 1: Membership is open to any and all Ohio State students/faculty. There are no requirements or prerequisites for membership.

Section 2: The organization's voting membership should be limited to currently enrolled Ohio State students. Others non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

Section 3: 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 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

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 board in 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 board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership

Section 1: The President of Music Producer's Club is the Chief Executive Officer of all MPC operations. The President is responsible for deciding the agenda for the meeting, booking meeting times for the rooms, and leading all meetings. The President also assumes all responsibilities associated with the logistics of the club

such as verifying the club and completing all paperwork via the student organization portal. The President is the primary leader & visionary for the club. They will make sure the club stays on track and is achieving the club goals.

Section 2: The Vice-President is responsible for aiding and assisting the president with all operations related to running the club. The Vice-President will help the President in determining the agenda for club meetings. They will also help assure that the club stays on track and achieves club goals. The Vice-President may also be asked to complete trainings or paperwork on the student organization portal in order to keep the club registered with the university and verified.

Section 3: The Treasurer is responsible for all monetary operations related to the club. The Treasurer of MPC will apply for club funding via the student organization portal. They will also create the budget to determine how funding should be allocated.

Article V- Election / Selection of Organization Leadership

Elections will be held on the last meeting of the semester. Every member interested in holding a position will get the opportunity to advocate for why they deserve the position. Voting will take place on an anonymous basis either on paper or online. They will be appointed through the student org portal soon after they are elected. Resignations and Impeachments are not expected but in the event that they happen, the executive team will meet to determine the importance of the vacant position and will construct a time-table and plan in order to fill the position. The election process of the vacancy will follow the same process as a normal election.

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

The Executive Committee (like a board of trustees or directors) represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. In many organizations, this Committee is comprised of the organization leaders, chairpersons of the standing committees, and sometimes ex officio positions from related student organizations.

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

These committees serve the organization leadership, the Executive Committee, and general membership. Standing committees are permanent and designed to carry out the basic functions of the organization. Often chairpersons of these committees are appointed by the organization leadership.

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

Section 1: 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.

Section 2: Mark Rubenstein is the Advisor for our club.

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

Meetings will be held once a week unless otherwise stated. A minimum attendance of two meetings per semester are required for membership.

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

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

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 a specified number of subsequent general meetings 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

Section 1: A vote to dissolve the organization must be formally announced at least one week in advance. For the organization to formally dissolve, a two-third majority vote of all present officers and members is required to officially decide.

Section 2: The current organization's President, Vice-President, and Treasurer are all equally responsible for liquidation of any outstanding assets and the payment of any outstanding debts the club may hold.

Section 3: Upon dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.

By-Laws

Article I – Parliamentary Authority

The rules contained in Music Producers Club's constitution 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

Any student or faculty of The Ohio State University may be a member of the club. There is no application process and are no prerequisites necessary, simply attend a minimum of two meetings per semester. There will be no dues required. Termination of membership will be decided by the board if the member excessively ignores officer requests of compliance, breaks the University's Code of Student Conduct, or breaks US law.

Article III- Election / Appointment of Government Leadership

A member may be eligible for office if he or she has been a member for a minimum of one semester. A member may be nominated if he or she gains a majority vote, 50% + 1, during the nominating process and is eligible for office. If a member is not eligible for office as stated above, said member may also be nominated if he or she gains a unanimous vote during the nominating process. Ballots will be anonymously written on paper.

Article IV- Advisor/Advisory Committee Rules

Advisors should be available for consultation via email and regular office hours regularly in order to help with the internal structure of the club as needed. No meeting attendance is necessary. The advisor will be free to make the decision to be or not to be a second signer on checks on a per-transaction basis.

Article VII - Meeting Requirements

A minimum of only two regular meetings per semester are required for membership. A quorum will consist of a minimum of five members present.

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 bring the proposed change up for a vote at a later general meeting with a 2/3 majority vote of the membership present.