

Call of Duty at The Ohio State University - Constitution

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

## Section 1 – Name

BuckeyeCOD

## Section 2 - Purpose

BuckeyeCOD is an organization founded to cultivate a competitive and passionate community for those interested in the video game series, Call of Duty. As an organization we provide practices, workshops, social functions, and other activities for the students, staff, alumni, and faculty of The Ohio State University. With a focus to produce team/s to compete in collegiate athletics associated with Call of Duty.

## Section 3 - Non-Discrimination Policy

BuckeyeCOD 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.

## Section 4 - Sexual Misconduct Policy:

As a student organization at The Ohio State University, BuckeyeCOD 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.

## Section 5 - Anti-Hazing Policy

BuckeyeCOD agrees not to participate in hazing. Hazing, defined by the Ohio Revised Code, means "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another."

# Article II - Membership: Qualifications and Categories of Membership.

## Section 1 - Categories and Qualifications

### A - General Members

Membership is open to students, staff, alumni, and faculty who have attended The Ohio State University.

### B - Voting Members

Current students of The Ohio State University that are active in the organization on a regular basis and/or attend a practice, workshop, social function, or any other activity at least once a month. Voting members have the right to hold leadership positions, vote in elections, vote on issues, and vote on amendments or revisions.

### C - Honorary Members

All non-students can become Honorary members by a unanimous executive board vote. Honorary Members can be considered voting members but do not have the right to hold an executive board position unless elected by 3/3 vote of executive board or standing committee respectively.

# Article III - Election, Selection, and Removal of Members

## Section 1 - Election Types

### A - General Election

The general election is held for the election of the Executive Committee members on a Monday within the start of autumn semester.

### B - Committee Election

Committee elections are held for the election of the Committee members and should take place within a month of General elections.

## Section 2 - Process of Selection

### A - General Election

Applicants for candidacy can begin their submission(s) on the first Monday of the Autumn semester. Candidates will have until a week before elections to submit their applications. Candidates should then be presented to members of the organization no less than 72 hours prior to voting. Voting will be done within a 72-hour period within the calendar work week. Once the votes have been tallied, the top 2 candidates for each position will move to a second round of voting. Voting for the second round will open on Friday and close Saturday night. Of the final 2 candidates, the candidate who gets the largest number of votes will be elected to the respective position. The results should then be announced to members of the organization and the positions transferred to the elected candidates.

### B - Committee Election

A committee election will be held after the general election and committee members will be elected on a majority vote of active voting members. Active votes not cast will be counted as absentee and will still be counted as a vote. Applications for committee positions will open the first Monday of the Autumn Semester. Applications will close a week prior to committee elections.

## Section 3 - Removal

### A - General

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.

In the event that the reason for member removal is protected by 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.

### B - Organizational Leadership

Any elected officer may be removed from their position for causes including, but 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.

# Article IV - Organization Leadership: Titles and Duties, terms of office, and elections.

## Section 1 - Required Titles and Duties

Titles marked with a \* are required to complete training per The Ohio State University before they can hold the position. All other roles are optional and available to members who wish to fulfill the duties outlined.

### A - Advisor\*

The Advisor is a faculty member who works to encourage active membership and supports the personal and professional development of club members. See Article VII for more info.

### B - President\*

The President will be the face of the organization, representing the organization's vision and goals of its members. They work directly with leadership and are responsible for overall management of the club.

Duties:

* Setting goals and a vision for the organization
* Effectively representing the organization to the community
* Building future leaders
* Providing motivation and support
* Running and scheduling leadership team or general body meetings
* Communicating with the organization members, leaders, and advisors
* Facilitating leadership transitions
* Completing most of the annual registration requirements

### C - Treasurer\*

The Treasurer will handle all fiscal transactions and all finances of the organization. They will be responsible for managing organization funds, budget, and funding requests.

Duties:

* Setting a financial vision for the organization
* Acting ethically and spending funds for the benefit of the organization as a whole
* To achieve this leadership role, your primary tasks include:
* Approving and monitoring spending of the organization
* Maintaining accurate and timely budget and bank records
* Applying for funding from the university and/or non-university sources (when needed)
* Collecting dues (when needed)
* Leading fundraising efforts (when needed)

### D - Vice-President

The Vice-President is the backup for the president and will work directly with organizational leadership to successfully deliver the organization's vision and goals.

## Section 2 - Committee Titles and Duties

All roles are optional and available to members who wish to fulfill the duties outlined.

### A - Community Coordinator

The community manager works directly with community members to plan and execute workshops, social functions, and any other activities that create fun and interactive opportunities for the community.

### B - Competitive Director

The competitive director oversees all team operations and works directly with the Treasurer, Social Media Manager, Production Lead, and Team Managers, and players to ensure teams are at peak performance.

### C - Social Media Manager

The Social Media Managers are responsible for creating a unique and engaging online presence for the organization. They work directly with members of the club to produce content and social media for the organization in line with the organization.

### D - Coach

Coaches are in charge of players/teams development, implementation and execution of strategy, and general analysis of team performance. Coaches work directly with players to ensure they are performing to the best of their ability.

### E - Team Manager

Team managers are responsible for internally managing the growth of the team by managing rosters, schedules, and match reporting. The manager directly talks with coaches and players to be sure each athlete has the resources they need to be successful.

### F - Team Captain

Team captains are the face of the team and represent the team for all public relations outside of matches. On match day they serve as the main point of contact.

## Section 3 - Terms of Office

### A - Year Long Leadership Roles

President

Treasurer

Vice-President

### B - Semester Long Leadership Roles

Community Coordinator

Competitive Director

Social Media Manager

Coach

Team Manager

Team Captain

## Section 4 - Types of Selection

### A - General Elections

President

Treasurer

Vice-President

### B - Committee Elections

Community Coordinator

Social Media Manager

Competitive Director

Coach

Team Manager,

Team Captain

# Article V - Executive & Standing Committees: Names, purposes, and compositions.

## Section 1 - Executive Board

The executive board is composed of the President, Treasurer, Vice-President. They are responsible for representing the general membership, conducting business of the organization between general meetings of the membership, and reporting its actions at the general meetings of the membership. The executive board is also tasked with polling of the committee elections.

## Section 2 - Standing Committee

The Standing Committee is composed of the Executive Board, Community Coordinator, and Competitive Director. They will be responsible for handling the day-to-day operations and practices necessary to achieve the overall goals of the organization.

## Section 3 - Competition Committee

The Competition Committee is composed of the Executive Board, Competitive Director, Coaches, Team Managers, and Team Captains. They will be responsible for handling all matters relating to competition, team management, and players themselves.

# Article VI – Advisor(s) or Advisory Board: Qualification Criteria and Responsibilities.

## Section 1 - Qualification Criteria

Advisor(s) must be full-time faculty members of the University 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.

## Section 2 - Requirements, Responsibilities, and Expectations

### A - University Requirements

* Complete an advisor training session once every two years.
* Review and approve the organization's online registration information each year, thereby also agreeing to serve as the advisor for another year.
* Review and approve the organization’s goals.
* Review and Approve/Deny the organization's CSA funding requests, if and when they are submitted.
* Review and Approve reservations of space or equipment, as requested by the University department granting the reservation.

### B - Optional Requirements

* Attend executive officer meetings
* Attend organization programs and activities
* Meet individually with the organization president on a regular basis
* Review and interpret university policies
* Take a role in formulating the organization’s goals
* Offer advice and historical perspective or context to a discussion
* Help the organization leaders prepare an annual budget
* Review the organization’s finances with the treasurer
* Review and edit all official correspondence before it is sent
* Require a carbon copy of all correspondence
* Take an active role in the transition of responsibilities between old and new officers
* Assist with the planning of retreats or leadership skills workshops
* Support program planning processes (make recommendations for topics, connect with university resources, assist with program evaluation)
* Objectively mediate interpersonal conflicts that arise between members
* Ensure the organization’s members receive relevant announcements from the university

### C - Student Organization Registration and Funding Guidelines

Per the university SORFG, advisors are required to complete advisor training every two years, follow reporting responsibilities outlined by the Campus Safety (Clery) Act, and submit online approval of the organization's registration and goals every year.

### D - Organization Expectations

BuckeyeCOD expects Advisor(s) to review and approve organization documents, goals, and any requests they may have. The Advisor will also be responsible for helping the Standing Committees when a decision cannot be agreed upon, reaches a tied vote, or requests the Advisor(s) opinion on the matter at hand. The Advisor(s) may negotiate these expectations at the beginning of each semester.

# Article VII – Meetings and Events: Frequency, Required attendance, and code of conduct

## Section 1 - General Body Meeting

Frequency: First Monday of each month.

Required Attendance: First meeting of the semester only.

On the first Monday of every month, a General Body Meeting should be held to provide a recap of the prior month and plan for the next month. Any important information regarding the organization should be presented at this meeting. Members should be asked to provide feedback on the prior month and encouraged to ask questions about the plan for the next month.

## Section 2 - General Events

Required Attendance: Not Required

Frequency: Goal to host 1 event per semester.

## Section 3 - Code of conduct

If any attendee, student or non-student, behave in ways that is disruptive (i.e. behavior that interferes with students, faculty, or staff and their access to an appropriate educational or work environment) or do not align with this constitution, the Code of Student Conduct, university policy, or federal, state or local law, the organization reserves the right to address the behavior or where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution as they see fit.

# Article VIII – Method of Amending and Revising

## Section 1 - Proposal

Any proposed amendment or revision to an existing amendment should be presented to the organization in writing. Upon initial introduction, the proposed amendment or revision should be reviewed and revised by the executive board to verify that there are no conflicts with the current amendments and proofread for grammar and spelling mistakes. Members should then be notified of the proposal and its details.

## Section 2 - Notice

The proposal for the new amendment or revision should be presented to the organization members on a Monday by 5pm EST. Voting members will have the option to voice their concerns with the new amendment and/or propose changes until the end of the following Saturday. If a change is proposed, the person/s who submitted the proposal shall decide whether to update the proposal. If agreed upon, a notice of the change should then be presented to members to vote on.

## Section 3 - Voting

Voting Members will have Sunday to review and discuss the proposal. Voting begins Monday by 5pm EST and voting members may cast their vote over the following 72-hour period. Once the votes have been tallied, if the total votes for the proposal is ⅔ of active voting members then the constitution should be revised or add the new amendment. The results should be posted, and the updated constitution should be published.

# Article IX – Method of Dissolution of Organization

If Voting Members feel that BuckeyeCOD no longer serves a purpose, a proposal for dissolution may be sent to the Advisor for approval. The proposal should include signatures from ⅔ of the organization's members and ⅔ of the executive board. Alternatively, if the Executive Board unanimously decides that the organization can no longer represent the members of the organization, they may dissolve the organization upon the Advisor's approval.