**By-Laws**

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. However, most groups keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending.

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

**Article 1 – Name, Purpose, and Non-Discrimination Policy of the Organization.**

**Section 1-Name: Chinese Board Games Club**

**Section 2-Purpose Statement:**

The Chinese Board Games Club is here to provide all OSU students who are interested in Chinese board games to have a chance to learn, practice and build friendship. Our goal is to become a community where students can break out of their comfort zones to meet new friends, improve their games and communication skills while having fun. We want students to understand that board games is not about winning the game, it’s about understanding each other from different perspectives.

**Section 3-Non-Discrimination Policy:**

“The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Ohio State 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, Chinese Board Games Club 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 [Zhang.9019@osu.edu](mailto:Zhang.9019@osu.edu).”

**Article II- Membership**

All students are welcomed to participate in any events that are hosted by Chinese Board Games Club. However, students have the options to become a member of the Chinese Board Games Club by paying $20 dollars fee for certain privileges such as: free board games T-shirt, special Chinese snacks and drinks besides the free food, access to borrow board games and waive any entry fees for the tournaments that the club hosts.

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

III.A. 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.

III.B. 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.

III.C. 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 - Election / Appointment of Government Leadership**

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

Any student interested in running for a position must prepare a speech and present in front of the current Executive Board and Committees. After each speech is given, the Executive Board and Committees will vote for those running for positions.

Elections for Committee Positions will be held after each semester. E-board positions are year-long. At the twelfth week of classes during the Fall Semester, the election for Committee Positions will be held and twelfth week of classes during the Spring Semester, elections for all positions will be held.

In order to run for office in Chinese Board Games Club, one must be a Collegiate member and maintain a cumulative GPA at or above the standard university’s requirements. While in office, the officer and chair holder must maintain a cumulative GPA at or above the standard university’s requirements. Officers must be enrolled as a student of the university and be in good standing with the university.

* Each Executive Board Officers and Committee Position must be registered for at least twelve semester hours of credit at The Ohio State University.
* Officers, who, during the term of their offices, cease to be a Collegiate member, or fail to maintain their status as an enrolled undergraduate student maintaining a cumulative GPA at or above the standard university’s requirements, in good academic and disciplinary standing with their respective college, shall be removed from their office.
* Should a committee position become vacant during the semester, their respective vice president will temporarily assume the duties of that chair. The organization will hold an election for that position the following chapter meeting. Should an executive position become vacant, the organization will hold an election for that position the following chapter meeting.

**Article VI- Organization Leaderships**

President

* Preside over all events and meetings.
* Enforce the Constitution of Chinese Board Games Club.
* Check and oversee the duties of each Executive Board position.
* Enforces the policies and regulations set forth by the organization, university, and state and federal laws
* Call special/emergency meetings within 48-hour notification.
* Serve as the official spokesperson for Chinese Board Games Club.
* Serve as the official representative for Chinese Board Games Club to the appropriate board and council.
* Acts as liaison for the organization on university matters.
* Vote only in the case of a tie.
* Approve all withdrawals and any other transactions regarding Chinese Board Games Club bank account.
* Oversees bank account with the Treasurer.
* Signs contracts pertaining to Chinese Board Games Club.
* Calls for and attends executive board meetings when needed.

Treasurer

* Handles all financial exchanges.
* Creates and maintains the organization budget.
* Presents a financial report at each meeting.
* Collect semester dues from all members.
* Permits fines and penalties if needed.
* Performs all duties as assigned by the President.

VP of Games Operation Committee

* Oversees Games Operation Committee.
* Ensures events run according to plan.
* Ensures rooms are set up and clean before an event.
* Appoint game hosts in the Games Operations Committee and teach students how to play each game.

VP of Social Event Planning Committee

* Oversee Social Event Planning Committee in planning all social events for the semester.
* Send a budget form for events to the Treasurer.
* Report a budget proposal for any events to the Treasurer.
* Performs all other duties assigned by the President.

VP of Marketing Committee

* Oversees Marketing Committee.
* Organize all promotional material for public events hosted by the organization.
* Ensure all promotional material is approved by the organization.
* Ensure all promotional material is publicized.
* Report budget proposal for any promotional materials to Treasurer if necessary.
* Perform all duties assigned by the President.

VP of Human Resource Committee

* Oversees Human Resource Committee.
* Coordinate and plan all recruitment events for the semester.
* Maintain relations with all undergraduates who show interest in joining the organization.
* Keep track of potential new members and record their contact information.

VP of Public Relations Committee

* Oversees Public Relations Committee.
* Oversee all external programming.
* Maintain good relations with other organizations.
* Report on all external correspondence on behalf of the organization.
* Report any budget proposals for external events to the Treasurer.
* Perform all duties assigned by the President.

**Article VII- Executive Committee:**

Chinese Board Games Club is consisted of executive board and five committees.

**Games Operation Committee:**

This Committee makes sure all of the events run according to plans. Members need to set up and clean the board games room before and after every event. Members need to be the games hosts to teach students how to play a variety of board games and make sure everyone follows the rules. Members should also ask for feed backs to improve the board games experience in the future.

**Social Event Planning Committee:**

This Committee plans all of the board games events, comes up with rules for the tournament systems and communicate with Marketing Committee to advertise the events to students on social media. Members should also spend time to explore and learn other board games and purchase all of the props for all board games.

**Marketing Committee:**

This Committee is in charge of advertising events on social media, film videos and post pictures/videos on Wechat and Instagram accounts, and write reviews for the past events.

**Human Resource Committee:**

This Committee records every students’ information who are interested in participating in board games events and keep track of the students name list. This committee is also in charge of recruiting potential students into the organization. Members should also come up with a reward and punishment system for all members.

**Public Relations Committee:**

This Committee is in charge of organizing potential events with other club organizations to increase awareness for Chinese Board Games Club. This committee needs to also negotiate contracts with different sponsors for funds that can be used toward future events.

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

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. Chinese Board Games Club doesn’t require Advisor to attend any club meetings or give any kinds of support.

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

Chinese Board Games Club doesn’t require any members to attend meetings or events.

**Article X – Method of Amending Constitution: Proposals, notice, and voting requirements.**

Method should be similar to amending the constitution, however, by-laws are apt to change more often than the constitution, thus amending should be somewhat easier. 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 the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

Constitution

President Zijiefu Wang

4/11/2023