

Constitution of Buckeyes First Student Organization

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

Section 1-Name: Buckeyes First Student Organization

Section 2-Purpose: The Buckeyes First student organization is intended for first-generation college students. We will work to be the centralized community first-generation college students can turn to for support at The Ohio State University. We will meet regularly throughout the year, discussing topics that support the academic and social transition of first-generation students. We will connect with faculty, staff, and community members to help students develop a social network of support. We will develop relationships with nonprofit community organizations that combat education inequality. Finally, Buckeyes First will host a variety of awareness events to acknowledge the intersecting identities and interests in our community to foster a sense of belonging. Our cornerstone day will be November 8th, which is the National First-Generation College Student Day. Buckeyes First mission is to support, serve, and provide a community for first-generation college students at Ohio State.

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, Buckeyes First Student Organization 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.

Article II - Membership: Qualifications and categories of membership.

Section 1- Active Membership: Any (first-generation) student currently enrolled at The Ohio State University who has attended two meetings. Buckeyes First defines first-generation as a student whose parents and/or guardian did not complete a four-year college degree and/or who did not attend a college in the United States.

Section 2-Non-voting Associate Membership: Any faculty, staff, graduate students, alumni, and professionals can become members but as non-voting members.

Article III – Executive Team (Description and Duties)

Section 1: The officers of the executive team shall consist of the following offices: President, Vice President, Secretary, Treasurer, Marketing Director, Director of New Membership, Director of Campus Outreach, Director of Community Outreach and the Advisor.

Section 2: The President position is open to any member who has served on the leadership team of the Buckeyes First Student Organization. The Vice President Position is open to any member who has previously held a leadership position in any student organization. Any student who is a

current member of the Buckeyes First Student Organization can be elected to any other position on the executive team. No officer shall hold more than one office.

Section 3: Officers shall meet the following standards:

1. Be enrolled at least part time at The Ohio State University as an undergraduate student.
2. Not be on disciplinary probation as defined in the Student Code of Conduct.
3. All executive members are expected to attend every meeting (general body/executive) and collaborative event unless communicated otherwise to the President and VP.

Section 4 - The President:

- Attends required University training.
- Works with executive team to establish and execute a collective vision for the academic year.
- Identifies ways to improve the organization.
- Oversees actions of all other club members.
- Holds executive board members accountable for actions related to and or impacting Buckeyes First Student Organization.
- Serves as Figurehead and liaison for club on and off campus.
- Manages club-advisor relationship.
- Meets with advisor regularly.
- Works with advisor to create a planning committee from the leadership team for the National First-Gen Celebration.
- Organizes general body member and executive member meeting's structure
- Approves any spending of the organization's funds.
- Assists leadership team where needed.
- Acts as a student leader representative on the university's First-Gen Forward Committee.

Section 5 - The Vice President:

- Serves as a liaison to executive team members.
- Assists with duties of the president.
- Assists in organizing executive and general body member meetings.
- Helps manage club-advisor relationship.
- Meets with advisor regularly.
- Assumes the duties of the President in their absence.
- Responsible for booking rooms for meetings.
- Conducts surveys and feedback from general body members.
- Reports back to executive board.
- Assists leadership team where needed.
- Acts as a student leader representative on the university's First-Gen Forward Committee.

Section 6 - The Secretary:

- Takes diligent minutes at all club and executive board meetings and reports back to membership accordingly.
- Responsible for club emails and sending out information to general body members as needed.
- Maintain student organization history (alumni, documents from prior years, etc.) via One Drive account.
- Collaborates with Director of New Membership with attendance efforts.
- Keeps roster updated on the Student Directory
- Reports back to executive team.
- Oversees and assists secretary assistant.
- Assists leadership team where needed.

Section 7 - The Treasurer:

- Attends required University training.
- Works closely with advisor to keep financial records.
- Manages club finances.
- Responsible for producing and planning fundraising ideas.
- Oversees and assists treasure subcommittee.
- Reports back to executive board.
- Hold at least 1 fundraiser per semester
- Assists leadership team where needed.

Section 8 - Director of Marketing:

- Responsible for all advertisements of club and activities on and off campus.
- Responsible for collecting marketing materials.
- Collaborates with Director of New Membership for Involvement Fair.
- Collaborates with Secretary to create calendar for special months, days, etc. and marketing materials.
- Responsible for developing a strategic plan to use social media and managing all social media outlets.
- Manages and distributes merchandise.
- Oversees and assists marketing subcommittee.
- Reports back to executive board.
- Assists leadership team where needed.

Section 9 - The Director of Engagement:

- Responsible for outreach and recruitment of new members; continued membership development; responsible for helping Marketing Team with all involvement fairs.
- Develops programs and initiatives to increase membership and keep current membership attendance constant.
- Manages all sign in and sign-up lists to keep track of overall attendance at general body meetings, socials, awareness events, etc.

- Updates Secretary on new members to be added to our listserv and roster.
- Hold at least 1 community engagement event per semester outside of normal general body meetings
- Reports back to executive team.
- Assists leadership team where needed.

Section 10 - The Director of Campus Outreach:

- Responsible for forming lasting partnerships with departments, colleges, student organizations, etc. on campus.
- Duties include coordinating events with other organizations on campus and supporting other organizations on campus.
- Reports back to executive team.
- Organizes at least 1 collab event per semester (can be a GBM)
- Assists leadership team where needed.

Section 11 - The Director of Community Outreach:

- Responsible for forming lasting partnerships with businesses and non-profit groups, in Central Ohio.
- Search and set up volunteer opportunities.
- Reports back to executive team.
- Organizes at least 1 service opportunity per semester (can be a GBM)
- Assists leadership team where needed.

Article IV – *Disciplinary Actions for Members and Executive Team*

Section 1- Removing Members: 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, this member will be placed on a probation period. The probation period for a general body member is defined as one month (30 days). If the general body member continues to fall below this standard after the probation period is over the executive officers will vote on removing the member through a majority vote of the officers in consultation with the organization's advisor.

Section 2- Removing Executive Officers: Any elected officer of the organization 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 Team may act for removal upon following the removal procedures written below. Process should not last longer than an academic semester or else it may hinder the performance of the organization.

Section 3 - First Warning: Member(s) with grievances submit a grievance form.

- If the grievance is with a member of the Executive Team excluding the President and VP:
 - President and VP meet with advisors to initiate discussion for first warning.

- President and/or VP will meet with member and inform the member of their current state of performance and suggest an informal plan of improvement.
- After, a reflection period begins where the member's performance is evaluated and in order to find signs of significant effort and improvement.
- If the grievance is with the President and/or VP:
 - Member(s) with grievance meet with advisors to debrief.
 - Advisors meet with President and/or VP to discuss issues at hand and formulate informal plan for improvement
 - Reflection period begins with other executive members where the member's performance is evaluated in order to find signs of significant effort and improvement.

Section 4 – Second Warning: Procedure for when there has not been improvement during informal performance plan.

- If the grievance is with a member of the Executive Team excluding the President and VP
 - President and VP meet with advisors to debrief
 - President and VP meet with Executive Team Member in question
 - Formulate performance plan to reestablish proper constitutional-level position practices
 - Send performance plan to advisors for approval.
 - Probation period begins for implementing performance plan.
- If the grievance is with the President and/or VP
 - Member with grievance meet with advisors to debrief
 - Advisors meet with President and/or VP
 - Formulate performance plan to re-establish proper constitutional-level position practices.
 - Send performance plan to advisors for approval.
 - Probation period begins for implementing performance plan.

Section 5 – Third and Final Warning: Member shows no efforts for improvement, and it is beginning to negatively affect the leadership team and organization.

- Current executive members will vote (advisors will facilitate; advisors will not vote)
 - Greater than two-thirds of votes are required for removal of executive board members.
- If a member is not removed via voting, formulate a new performance plan and start a second probation performance.
 - Start procedures over again until improvement is seen.

Article V – Subcommittee Positions

Section 1: Names of Positions: Under the Marketing Director there is the Assistant Marketing Director and the Creative/Artistic Director. Under the Secretary there is the Assistant Secretary.

Section 2: The Assistant Marketing Director:

- Assists in the realization and achievement of the Marketing Director's goals and duties.

- Assumes duties of Marketing Director in their absence.

Section 3: The Creative/Artistic Director: Optional (if no one applies does not need to be filled)

- Responsible for carrying out any creative tasks directed by the Marketing Director.

Section 4: The Assistant Secretary:

- Assists secretary with responsibilities.
- Assumes duties of secretary in their absence.

Section 5: Finance Chair:

- Plan and execute events to raise funds for the organization
- Connect with businesses around campus and the city of Columbus to aid in soliciting funds for the organization and/or hosting fundraising events for the organization
- Assist Treasurer with responsibilities

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

Section 1: The advisor of Buckeyes First Student Organization shall be a faculty, staff, or administrator. The current advisors of Buckeyes First Student Organization are Milan Thomas, and Nicole Morgan. The President and Advisor will agree on a role for the advisor prior to the start of their term. The duties of the advisor can include, but are not limited to listener, historian, policy interpreter, mediator, mentor, teacher, motivator, financial advisor, editor, and support. Advisors are required to complete advisor training every two years, submit online approval of the organization's registration every year, and submit online approval of the organization's goals every year.

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

Section 1: During both Autumn and Spring semesters, the general body meetings will be every other week and the executive team will meet every other week during the off week of the general body meetings. Any deviation away from this would be determined by the executive team.

Section 2: Planning of programs for general body meetings will be planned by two executive members in rotating rank (President, Vice President, etc.). Should an executive need assistance when planning their general body meeting, that member should ask any of the other executive and leadership members, or the advisors for help. Any deviation away from this would be determined by the executive team.

By-Laws

Article I – Parliamentary Authority

Section 1: The rules contained in Robert's Rule of Order 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

Section 1: To become a member, a prospective member must attend two meetings and sign on to the club's email listserv. To terminate membership, a member needs only to alert the executive officers.

Article III- Election / Appointment of Executive Team

Section 1: To be elected a member of the executive team, an active general body member or current executive member hoping to be reelected into their current position or a different position, must go through an application process. Applications will be reviewed by a committee consisting of the advisors and non-returning members of the executive team.

Section 2: Elections of officers will be determined by slated nominations by the reviewing committee. Candidates are allowed to apply for two positions and rank them in the order which they prefer. The committee will then evaluate the applications and place the candidates in the positions that they see fit for the nominations.

- Candidates cannot campaign.

Section 3: Members will be presented with the slated nominations with the top candidates slated for each position; members will proceed to vote. A general body vote will select the positions.

- Candidates will be able to vouch for themselves at the elections general body meeting with a 1–3-minute speech.
 - General body members can ask questions.
- Only general body members in GroupMe and recipients of the newsletter can vote.
- The link will not be sent or posted on social media.
- Members can only vote once.
- If there are not enough general body members to have a fair election, the election committee will review the application and select the new executive board.

Section 4: Application for officer positions will be due the Friday before spring break. New officers will be installed at the second to last meeting of spring semester. New officers will then run the final meeting of spring semester.

Section 5: Subcommittee applications will be sent out by a timeline created by the newly elected executive team. This team will then review the applications and executive positions with a subcommittee will decide on which applicant will fill the empty subcommittee positions.

- The Executive team will set up a meeting and members can vouch for an applicant, however the member with the subcommittee position has the final say.

Section 6: Executive Team Member Resignation Protocols

- If an executive team member is considering resigning, they must set up a meeting with the President and VP.
 - This meeting will discuss routes of support that can be implemented before resigning.
- If resignation is the only option, an official email of resignation must be sent to the President, VP, and Advisor(s).
- The resigning member must answer the following survey questions:
 - Do you have any feedback that can help improve the leadership team and its development for the future?
 - Was there anything more we could've done better to support you?
 - Do you suggest anyone for this position?

Section 7: Flow of Succession in the case of a Resignation and/or period of Inactivity

- Before semester: Hierarchy slide, subcommittee moves up to the executive position (if they can't move up, open the position to previous applicants, then open to the general body), and look to previous applicants, then to the general body to fill subcommittee.)
- During semester: VP can step in with help with any vacant positions.
- If a position is dropped before Week 10 of the Fall semester a re-election can occur to fill position for the Spring semester of the remaining school year (open to subcommittee, then previous applicants, then to general body members)

Article IV: Inactivity Protocol

Section 1: Inability to Attend Meetings

If an executive board member is unable to attending meetings, but can maintain their position, that member must follow these steps:

- Present a formal request, via email or in-person, to the President and Vice President officially stating they want to become a passive executive member
- The requesting member, Vice President, President, and the Advisor will meet to write a plan of action that includes:
 - Required commitments for position
 - Biweekly check ins with President and Vice President
 - Define individual goals for the position (if the total time commitment of the requestor is also altered)

If these requirements are not met, the requesting member will be subject to warnings and/or removal.

Section 2: Extended Leave

If an executive board member must take an extended leave but would like to maintain their position asynchronously that member must follow the same protocol and consequences listed in *Section 1*.

Article V – Advisor(s)/Advisory Board Responsibilities

Section 1: The advisor for the Buckeyes First Student Organization at Ohio State is Milan Thomas, and Nicole Morgan. The advisor is responsible for working with the executive team to make sure that the standards of the organization are being upheld and may attend general body meetings, executive committee meetings, and events as available or necessary.

Article VI - Meeting Requirements

Section 1: The Buckeyes First Student Organization does not have a maximum size requirement.

Article VII- Disbandment or Dismemberment of Buckeyes First Student Organization

Section 1: Under certain conditions, Buckeyes First Student Organization may be placed in a position where it may decide to disband or dismember. If the organization should ever disband, the organization will cease to exist and will not be reinstated under the same name. If the organization should ever decide to dismember, current active members will be asked to resign membership to the organization. Conditions under which the advisors and/or executive team may consider disbandment or dismemberment include:

- a. No acting President and Treasurer for 4 semesters (2 academic years)
- b. No faculty or staff member acting as at least 1 Advisor for 4 semesters (2 academic years)

Section 2: In the case of considering dismemberment or disbandment, the Advisors will decide the course of action on a case-by-case basis. If they feel it appropriate, the decision is left with them to decide to include the executive team in the decision-making process. If the executive team is included in the consideration process, a vote will be held among the executive members and Advisors. Favor of decision will be given to the choice with the majority vote among the executive committee.

Section 3: *Only* in the case of disbandment will consideration be made about what to do with the organization's assets (organization funds, etc.). If the organization should need to be disband for any reason at all, 50% of the assets will be donated to the Tally Hart First Generation Emergency Fund, and the remaining 50% will be given to one or more deserving active member(s) of the organization in the form of an academic scholarship to be used in whatever way they see fit (tuition, books, etc.).

Updated: 4/04/2023