

Constitution of the Ace Space at The Ohio State University

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

Section 1: Name

Ace Space at The Ohio State University

Section 2: Purpose

Ace Space at The Ohio State University helps provide students with a-spec identities a safe place to form community and find resources, and offers an opportunity for allies and the local community to learn more about a-spec identities through meaningful discussions and events. We believe in working together with the campus community to provide education about and prevent erasure of a-spec identities so that all students have the opportunity to explore their identity safely and honestly.

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, romantic 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

This organization will have two types of membership: voting and non-voting. Voting membership is defined as limited to currently enrolled Ohio State students. Non-voting membership includes others such as faculty, alumni, professionals, etc. and is defined as associate or honorary members that cannot vote but are encouraged to become members. In order to be considered a member, an individual must only add their preferred name and email contact to the Membership Registration document.

Article III: Methods for Removing Members and Executive Officers

Section 1: Removing Members

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, their membership will be on probation until a vote may be taken by the officers. Probation means that they will not be allowed to attend meetings or events and will also be suspended from communication in digital spaces (i.e. the newsletter, social media, and any group chats). An individual on probation can be permanently removed through an unanimous vote of the officers, with the consultation of the advisor. A record of probation and membership removal will be kept.

Section 2: Removing Executive Officers

Any elected officer of the chapter may have their officer status removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to complete officer duties, or any conduct deemed prejudicial to the best interests of the chapter. Prior to voting on removing officer status, the Executive Board (E-Board) shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing and present any defense to the charges before any action is taken. The remaining E-Board members will then vote and may act for removal upon a two-thirds affirmative vote. Anyone who has had their officer status removed cannot apply for officer positions in the future and will be considered a general member of the organization on probation. A record of officer status removal will be kept.

Article IV: Organization Leadership—Titles, Terms of Office, Type of Selection, and Duties of the Leaders

Section 1: Chairs

At least one but no more than two Chairs will serve as primary leaders for the organization. General duties include, but are not limited to: organizing meeting times and places, performing all duties to oversee the success of all Ace Space meetings, acting as key speaker(s) of the group, and working closely with the group's advisor(s). With regards to University student organization leadership requirements, one of the Chairs will hold the title of "President." If there is a second Chair, they will hold the title of "Vice President"/"Secondary Leader." All Chairs must fulfill the University requirements for their assigned titles and will hold their position for one academic year.

Section 2: Treasurer

An elected Treasurer will serve the organization. General duties include, but are not limited to: keeping track of all income/expenses, reporting money issues and disputes to Chair(s), writing grants when money is requested from different organizations, groups, and/or the university, ensuring that the organization keeps a balanced checkbook, keeping an account of all monies, and coordinating group fundraising activities. With regards to University student organization leadership requirements, this person will hold the title of "Treasurer," and must fulfill all University requirements for this role.

Section 3: Secretary

One Secretary will perform various duties for the organization. General duties include, but are not limited to: documenting general meetings and E-Board meetings, keeping track of and archiving all paperwork generated by organization, notifying Ace Space members of upcoming events, compiling an agenda for each meeting, assisting the Chair(s) with any duties they may need assistance with, taking attendance at all meetings, managing the master list of members, and acting as time-keeper for the E-Board and general meetings.

Section 4: Appointed Positions

The E-Board may unanimously decide to appoint other positions. These appointed positions are considered full E-Board members, and thus are granted the same rights shared by officers. The terms of such positions begin from the time of appointment up until the next general election, at which point the newly elected E-Board may decide whether to keep the position (not necessarily with the same person) or discontinue it.

Article V: Advisor(s) or Advisory Board—Qualification Criteria

Section 1: Faculty Advisor

One faculty advisor will serve the organization. This advisor will be registered with the University as the “Advisor,” and must meet all University criteria for the position. General duties of the advisor include: working closely with Chair(s) and other members of the executive board to make sure they are on task, dispute arbitration, providing direction for the group, and providing help for anything that is asked from the organization. The advisor has no set term, and can be replaced or dismissed at will by the E-Board by a two-thirds majority.

Section 2: Other Advisors

The E-Board may decide to appoint other advisors. These advisors have no specific requirements, but can have special duties assigned by the E-Board. Such advisors may consist of past Chair(s) who no longer hold executive positions within the group or other people with an interest of the operation of the student organization. One such advisor may be registered with the University as the “Co-Advisor,” and must meet all University criteria for the position. These advisors have no set term, and can be replaced or dismissed at will by the E-Board by a two-thirds majority.

Article VI: Elections and Appointment of Government Leadership

Section 1: Frequency and Timing of Elections

General elections must be held once a year during spring semester, no later than April 1st. Such elections will determine the officers for the subsequent academic year. The Chair(s) are responsible for declaring the date of the general election at least two weeks in advance. General elections must take place during a general meeting of the organization.

Section 2: Eligibility, Nomination, and Balloting Procedures

To be eligible for officer roles, an individual must hold voting membership status and have attended at least two Ace Space meetings throughout the spring semester. They also cannot be a previous officer who was removed or resigned from their position. Candidates will be self-nominated and express interest in one or more positions through a physical or electronic form shared by the current E-Board. The deadline for nominations will be two weeks before the formal election. The E-Board will decide whether the election coordinator will be the current advisor or E-Board members who are not candidates in the election. No candidates are allowed to run an election. Contested candidates will be allowed to promote themselves for the election through a 3-minute speech presented on election day, which will be presented with the absence of any contesters. Candidates who are uncontested automatically win their position. Elections will be held via secret ballot with one vote per position and with the absence of candidates from the voting room. Candidates may still vote but must do so in a room separate from the general body. Once all votes are submitted, the candidates are invited back into the room and the results are tallied and announced by the election coordinator. In the case of a tie, a runoff vote will be held immediately after all results have been tallied and with the absence of candidates from the voting room. Candidates may still vote in runoff votes but must do so in a room separate from the general body. A record of all voting outcomes will be documented.

Section 3: Transition of Leadership

For the period of time between the election and the end of the spring semester, the old and new E-Boards will cooperatively attend E-Board meetings and run general meetings. At the end of the period, the new E-Board will assume complete control of the organization. If, during this time, a member of the new E-Board determines that they are unable to fulfill the duties of their position, the position will be offered to the first runner up. If that person is unable or unwilling to assume the position, a special election is triggered.

Section 4: Special Election

When an elected officer is unable to fulfill their duties, a special election is triggered. Nominations will be taken at the next possible general meeting and an election for the vacated position will be held at the subsequent general election. If circumstances demand it, the E-Board, with the consent of the faculty advisor, may appoint an interim officer until the special election can be held.

Article VII: Arbitration, Succession, Resignation, and Removal Processes

Section 1: Arbitration Process

The responsibility of arbitrating disputes first falls to the Chair(s). If however, the Chair(s) are unable or otherwise unwilling to reach a consensus, the faculty advisor will have final say in the disputes. If there are other advisors affiliated with the organization, the faculty advisor is urged to consider these viewpoints as well, but it is not a requirement.

Section 2: Succession Process

There is no succession from one position to another except in the case of “President” and “Vice President”/“Secondary Leader.” Should the position of “President” become unexpectedly vacant, the “Vice President”/“Secondary Leader” will fill that position and the position of “Vice President”/“Secondary Leader” will be filled through a special election. Should any other appointed position become vacant, it will be filled through a special election.

Section 3: Resignation Process

Any officer may resign their position if they deem it necessary. To take effect, an officer must notify the faculty advisor, in writing, of their resignation. A copy of this letter must also be delivered to the Secretary. Any individual who resigns from an officer position is eligible for future officer positions but must complete an appeals process where they provide explanation of their previous resignation and explain how they would fulfill their duties differently if reelected. Any individual who resigns from an officer position may retain general membership.

Section 4: Removal Process

As described in Article III, Section 2.

Article VIII: Meetings of the Organization—Required Meetings and Their Frequency

No less than two general meetings of the membership are required each academic semester in order for this organization to be considered established.

Article IX: Method of Amending Constitution—Proposals, Notice, and Voting Requirements

Constitutional amendments can be proposed by any member of the E-Board. Proposed changes must be announced two weeks prior to voting. On voting day, the changes are discussed by the general membership and then voted on. A two-thirds majority and quorum of five members is required. Only members with voting status are eligible to vote.

Article X: Method of Dissolution of Organization

If deemed necessary, the Chair(s) may initiate a vote to dissolve the organization. Once initiated, a discussion must take place as soon as possible during the next general meeting, and no other business may be addressed until the vote is resolved. A motion for cloture must be seconded and supported by half of the voting membership, after which point the dissolution vote will be conducted. A two-thirds majority is required to dissolve the organization.