

Multicultural Understanding through Nontraditional Discovery Opportunities (MUNDO) at the Ohio State University  
Organizational Constitution and Bylaws

## Constitution

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

#### Section 1- Name

- The organization's name will be Multicultural Understanding through Nontraditional Discovery Opportunities at The Ohio State University, hereafter called MUNDO.

#### Section 2- Purpose

- MUNDO is a residential learning initiative and student organization designed to expose Ohio State students to intentional community service and learning opportunities that enable them to engage in and promote open-mindedness, multicultural understanding, and leadership toward social change.

#### Section 3- Non-Discrimination Policy

- This organization and its members shall not discriminate against any individual(s) for reasons of age, ancestry, color, disability, gender identity or expression, genetic information, national origin, race, religion, sex, sexual orientation, or protected veteran status.

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

#### Section 1- Active, General Body, Ex-officio, and ODNUM members

- MUNDO Membership will consist of Active Members, Ex-officio members, General Body Members, MUNDO On-Campus Ambassadors (MOCAs), the MUNDO Executive Student Board, and Staff/Faculty Advisory Team (ODNUM)
  - Active Members: All Ohio State University students who have self-selected to achieve the official group designation of "active" in MUNDO by meeting the criteria described in Article II, Section B.
  - Ex-Officio Members: The following non-voting MUNDO members will serve as ex-officio:
    - MUNDO Alumni Mentors
    - MUNDO Faculty Mentors
    - MUNDO Staff Coordinators
    - MUNDO Staff Mentors
    - The Collaboration Experience Partner (College of Arts and Sciences PASS Program)
  - General Body Members: All Ohio State University Non-Active Member undergraduate, graduate, and professional students eligible to participate in campus programs and events.
  - MOCAs are representatives from residence halls who must be enrolled at Ohio State University, live on campus and are selected by their respective hall council governments (or equivalent organizations). MOCAs are considered General Body Members until they achieve Active member status.
  - ODNUM is comprised of elected and appointed MUNDO student leaders and staff and faculty from the Ohio State University.
- The qualifications of an Active member of MUNDO are as follows:
  - Be currently enrolled at The Ohio State University as an undergraduate, graduate, or professional student.
  - Earn at least 30 MUNDO participation points per semester.
    - Participation points will be awarded for both attendances at MUNDO-sponsored and coordinated events and contributions to the completion of ACTION TEAM tasks and experiences.
    - The number of participation points awarded for each experience will be determined by ODNUM before the beginning of each academic year.
    - All Active Members of MUNDO will be eligible to vote on matters presented by the ODNUM board.

### Article III – Organization Leadership, Titles, Terms of Office, and Type of Selection

#### Section 1—Leadership Titles

- MUNDO Student Leadership will consist of the President, Vice President, Treasurer, ACTION TEAM Leaders, Internal Communications Coordinator, External Communications Coordinator, MOCA Coordinator, and Service Coordinator.

#### Section 2—Term of Office

- The term of these leadership positions will begin by the twelfth week of the spring semester and conclude no later than the twelfth week of the spring semester during the following academic year.

#### Section 3—Selection Process

- The President, Vice President, and Treasurer will be first nominated by the MUNDO General Body Members, and then selected by the outgoing MUNDO Executive Planning and Advising Team (ODNUM) no later than the eleventh week of the semester.
- ACTION TEAM leaders, Service Coordinator, Internal Communications Coordinator, and External Communications Coordinator will be selected directly by MUNDO voting members in consultation with the MUNDO Coordinator and MUNDO Staff/Faculty mentors no later than the eleventh week of the spring semester.
- The MOCA Coordinator will be appointed by the MUNDO Coordinator in consultation with MUNDO Staff/Faculty Mentors and outgoing ODNUM members.

## By-Laws

## **Article I – ODNUM: Responsibilities, Size, and Composition of the Committee**

### Section 1—Responsibilities

- The MUNDO Executive Student Board and Staff/Faculty Advisory Team (hereafter referred to as ODNUM) will be responsible for the general student body, staff, and faculty, oversight of MUNDO goals, planning, and engagement with other campus and community entities.

### Section 2—ODNUM Student Leader and Ad hoc Composition

- Student Leader membership within ODNUM will consist of the President, Vice President, Treasurer, ACTION TEAM Leaders, MOCA Coordinator, Service Coordinator, Internal Communications Coordinator, and External Communications Coordinator.
- Ad hoc membership within ODNUM will consist of the MUNDO Coordinator and MUNDO Staff/Faculty Mentors.

## **Article II- Selection Criteria and Duties of Leaders**

### Section 1- Selection Criteria

- The President, Vice President, and Treasurer (collectively referred to as Student Executive Officers) must have served on ODNUM or have become an active member of MUNDO during the year before applying to be a MUNDO student executive officer.
- The role of the MOCA Coordinator can only be filled by a student living in an Ohio State Residence Hall or property.
- Students residing in Ohio State residence halls or campus properties are strongly encouraged to apply for all MUNDO Student Leadership roles including Student Executive Officers, ACTION TEAM Leaders, and the MOCA Coordinator.

### Section 2—Leadership Duties

- President
  - Serves as official student spokesperson for MUNDO.
  - Represents the MUNDO General Body on any committee or task force pertinent to the mission of MUNDO.
  - Works with the MUNDO Coordinator, Staff/Faculty Mentors, and the other MUNDO Executive officers to create and co-facilitate weekly MUNDO meetings.
  - Coordinates room reservations, speakers, food arrangements, and other essential logistics for weekly MUNDO Meetings and (at least monthly) ODNUM meetings.
  - Provides ACTION TEAM leaders with organizational updates and resources as needed to support ACTION TEAM planning efforts.
  - Serves as a liaison to partner Involved Living Organizations and the College of Arts & Sciences PASS program at appropriate meetings, gatherings, and events for social and collaboration purposes.
  - Updates Student Life and/or MUNDO programming database after MUNDO events.
  - Coordinates and plans regular student executive officer meetings.
  - Seeks out and facilitates collaboration with other organizations on campus and in the Columbus community.
  - Initiates the formation of new committees as deemed necessary by ODNUM and oversees the selection of committee chairs.
- Vice President
  - Supports and aids in all MUNDO communications including social media, marketing, and electronic communications to ODNUM and the General Body.
  - Assists President with liaison responsibilities as needed.
  - Tracks and awards MUNDO participation points and facilitates MUNDO Induction Ceremonies
  - Manages and updates the MUNDO listserv.
  - Creates and distributes weekly MUNDO e-newsletters.
  - Provides regular updates from and to partner Involved Living organizations and initiatives within University Housing (within the Office of Student Life).
  - Provides ACTION TEAM leaders with organizational updates and resources as needed to support ACTION TEAM planning efforts.
- Treasurer
  - Serves as a liaison to partner Involved Living organizations and the College of Arts & Sciences PASS program at appropriate meetings, gatherings, and events for funding-related purposes.
  - Identifies and facilitates major MUNDO fundraising efforts and grant opportunities.
  - Works with ACTION TEAMS to monitor and meet the budgetary goals and expectations established for NDOs or other MUNDO-related events or activities.
  - Provides ACTION TEAM leaders with organizational updates and resources as needed to support ACTION TEAM planning efforts.
  - Works with MUNDO Coordinator and Advisors to maintain the overall budget.
- ACTION TEAM Leaders
  - Serve as acting coordinators and lead planners of an ACTION TEAM as determined by ODNUM.
  - Coordinate educational or co-sponsored programs or events that support the intended learning outcomes of the MUNDO, including an educational travel experience and weekly general body meetings.
  - Monitor and meet the budgetary goals and expectations established for the program or event they are charged with coordinating.
  - Provide regular updates on the progress of ACTION TEAMS during weekly General Body meetings.
  - Meet at least monthly with the MUNDO Staff/Faculty Mentors to discuss the progress of MUNDO projects and

- events.
  - Oversee their respective ACTION TEAM, a group of the general body and ODNUM members who are self-selected and confirmed at the beginning of each semester.
  - Coordinate, plan (including agenda preparation, location selection, and scheduling), and attend weekly or biweekly ACTION TEAM meetings.
  - Meet with other ACTION TEAM Leaders to coordinate and divide responsibilities for planning different aspects of larger-scale MUNDO experiences.
- MOCA Coordinator
  - Works with the MUNDO Coordinator to facilitate, or co-facilitate, MUNDO 2 GO learning opportunities provided to University Housing-owned properties on-campus and in the Columbus community.
  - Works with MUNDO ACTION TEAM Leaders to create and implement ice breakers, reflection activities, and discussion topics to supplement on-campus and off-campus NDOs.
  - Works within ODNUM to create, facilitate, and assess two MUNDO retreats (one per semester) for General Body Members and ACTION TEAMS focused on issues related to community engagement (service), cross-cultural learning, and social change (leadership).
  - Oversees MOCAs by coordinating orientation and monthly meetings and passing along essential information and resources to be distributed in the residence halls.
- Service Coordinator
    - Works under the direction of the President to design, plan and engage in service activities.
    - Works towards and creates long-term service projects with other organizations around the community.
    - Plans a minimum of one service project per month.
    - Works with ACTION TEAM leaders to intentionally incorporate service into MUNDO meetings, gatherings, and NDOs.
    - Identifies campus service opportunities to go out in internal and external communications.
    - Coordinates an increased number of virtual and in-person service opportunities in collaboration with the Pay it Forward office, other ILO groups, and local community partners.
- Internal Communications Coordinator
    - Documents and curates photo archive of MUNDO activities, manages Microsoft Teams materials, organizational minutes, and GroupMe updates)
    - Works in collaboration with the MUNDO Coordinator and staff/faculty mentors
- External Communications Coordinator
    - Creates marketing materials, manages the MUNDO website, calendar, Instagram, swag/merchandise, Facebook, a public educational archive of MUNDO resources, and large-scale campus marketing.
    - Works in collaboration with the MUNDO Coordinator and staff/faculty mentors

### **Article III- Method of Selecting and/or Removing Student Leaders**

#### **Section 1—ACTION TEAM Leaders, Service Coordinator, Internal Communications Coordinator, and External Communications Coordinator**

- ACTION TEAM Leader, Service Coordinator, Internal Communications Coordinator, and External Communications Coordinator candidates will be successfully elected to their positions by receiving a majority of the votes from the MUNDO General Body (including votes from the outgoing ODNUM) during a designated weekly General Body Meeting.
- Selection will take place no later than the eleventh week of the spring semester.
- Each applicant must have a semester G.P.A. of at least 2.0 and a cumulative G.P.A. of at least 2.5
- Applicants may be anyone who will be an undergraduate student at The Ohio State University in the academic year following the election and will not hold an executive position in any other Involved Living Organization.
- After a screening of ODNUM Position Application Materials by the MUNDO Coordinator, Staff/Faculty Mentors, and Staff Coordinators to ensure candidates meet all the requirements for service on ODNUM, the candidates will have up to three minutes at a designated weekly General Body MUNDO meeting to present a speech on their rationale for becoming an ACTION TEAM leader, Service Coordinator, Internal Communications Coordinator, or External Communications Coordinator.
  - Voting will occur during this weekly General Body Meeting.
  - If a tie occurs during the first voting cycle, a re-vote will take place.
  - If a tie occurs after the re-vote the current MUNDO Coordinator, eligible (not seeking re-election) Student Executive Officers, and Staff/Faculty Mentors will break the tie.
- If an applicant is unable to attend the designated weekly Monday meeting, their application alone shall serve as their presentation.
- Up to five (5) ACTION TEAM leaders, 1 Service Coordinator, 1 Internal Communications Coordinator, and 1 External Communications Coordinator shall be elected for ODNUM.
- The top five (5) ACTION TEAM candidates receiving the highest number of votes from the General Body will be elected to ODNUM.
- The top Service Coordinator candidate receiving the highest number of votes from the General Body will be elected to the position of Service Coordinator
- The top Internal Communications Coordinator candidate receiving the most votes from the General Body will be elected to

- the position of Internal Communications Coordinator.
- The top External Communications Coordinator candidate receiving the most votes from the General Body will be elected to the position of External Communications Coordinator.
- If a tie occurs during the first voting cycle, a re-vote will take place.
- If a tie occurs after the re-vote, the current MUNDO Coordinator, Student Executive Officers, and Staff/Faculty Mentors will break the tie.

Section 2—Student Executive Officer Selection (The President, The Vice President, and The Treasurer)

- MUNDO Student Executive Officers will be first nominated by the MUNDO General Body, and then selected by the members of the outgoing MUNDO Executive Planning and Advising Team who are not re-running for a position.
- ODNUM selection process for Student Coordinators shall be as follows:
  - Selection will take place no later than the eleventh week of the spring semester.
  - Each applicant must have a semester G.P.A. of at least 2.0 and a cumulative G.P.A. of at least 2.5
  - Applicants may be anyone who will be an undergraduate student at The Ohio State University in the academic year following the election and will not hold an executive position in any other Involved Living Organization.
  - Candidates applying for President must have served on ODNUM for at least one year before running for the position.
  - After a screening of ODNUM Position Application Materials by the MUNDO Coordinator, Staff/Faculty Mentors, and Staff Coordinators to ensure candidates meet all the requirements for service on ODNUM, the MUNDO Student Executive Officer candidates will have up to three minutes at a designated weekly General Body MUNDO meeting to present a speech on their rationale for becoming a Student Coordinator.
  - Student Executive Officers who are re-applying for a consecutive term are not permitted to take part in the review process to ensure candidates meet all the requirements for service on ODNUM.
  - If an applicant is unable to attend the designated weekly Monday meeting, their application alone shall serve as their presentation.
  - MUNDO Student Executive Officer candidates will be successfully elected by their positions by receiving the highest number of votes from ODNUM.
  - MUNDO Student Executive Officer candidates will be nominated during the same designated weekly General Body Meeting for the election of all leadership positions to be sent forward to ODNUM for final selection.
  - Nominated MUNDO Student Executive Officer candidates will be defined as those receiving the most General Body votes in the General Body election process.
    - Based on the discretion of ODNUM, and the approval of the MUNDO Coordinator and Staff/Faculty Mentors, the names of the nominated MUNDO Student Executive Officers will be submitted to ODNUM for final selection to the role of a Student Executive Officer.
    - Candidates chosen for the role of a Student Executive Officer must receive a majority of the votes cast by ODNUM.
    - If a tie occurs during the first voting cycle, a re-vote will take place.
    - If a tie occurs after the re-vote the current MUNDO Coordinator, eligible (not seeking re-election) Student Executive Officers, and Staff/Faculty Mentors will break the tie.
    - Selection must be completed by the MUNDO General Body no later than the twelfth week of the spring term.
    - Each voting member of MUNDO will receive one vote.
  - Student Executive Officer candidates returning to a Student Executive Officer position for a consecutive term are not eligible to vote in the ODNUM final selection process.
  - In the event of a vacancy in the role of a Student Executive Officer, the responsibilities of that Officer will be assumed by the other MUNDO Student Executive Officers, or a designee agreed upon by all members of ODNUM.
  - In the event of a vacancy in any of the ODNUM positions, not including the Student Executive Officers, any of the Student Executive Officers shall appoint a replacement. The replacement must be approved by a majority of the voting members of the MUNDO general body.

Section 3--MOCA Coordinator

- The MOCA Coordinator will be appointed for a one-year term by the MUNDO Coordinator in consultation with ODNUM.

Section 4—Student Leader Method for Removal

- Student Leaders and/or members cannot be removed from their position and/or the group based on statuses identified in MUNDO's nondiscrimination policy.
- Student Leaders and/or members are expected to always maintain the standards of MUNDO and The Ohio State University.
- Violations of The Ohio State University Code of Student Conduct are grounds for organizational removal and university action based on the nature and severity.
- Disruption of MUNDO activities due to negligence of the responsibilities and attendance requirements of Student Leader positions are grounds for organizational removal and possible replacement:
  - As seen as necessary by the current sitting ODNUM board recommendations and position requirements.
  - At the discretion of the MUNDO Coordinator and/or Staff/Faculty Mentors.
  - Student Leaders are entitled to one warning (given by the MUNDO Coordinator or a Staff/Faculty Mentor) concerning a lack of responsibility or attendance. If improvement does not occur within a month of the warning, the student leader may face removal from their leadership role.

**Article VII—ACTION TEAMS: MUNDO Standing Committees Description, Membership, and Responsibilities**

Section 1—Description

- MUNDO ACTION TEAMS shall be responsible for the design, implementation, and assessment of nontraditional discovery opportunities (NDOs), which are the programming, activities, and events that intentionally support the mission of

## MUNDO.

- Service ACTION TEAM: focuses on CONNECTIONS in terms of helping members connect and the community through SERVICE, reflection, assessment, dialogue opportunities, and other forms of community outreach.
- Learning ACTION TEAM: focuses on TRADITIONS in terms of the established and new experiences MUNDO provides to create memories through our Foodie Group (MUNDO Eats), our visual and performing arts Group (TEATRO), MUNDO 2 GO campus learning events, and our domestic educational road trips.
- Leadership ACTION TEAM: focuses on GLOBAL ways to foster social change within a community here in the United States or around the world. The MUNDO course, May STEP (Second-year Transformational Experience Program) experience, MUNDO On-Campus Ambassador (MOCA) residential events and training, retreats, and leadership training are to be coordinated by this group.

### Section 3—Responsibilities

- MUNDO ACTION TEAMS works to advocate for a deeper understanding of the purpose and value of service through the creation and execution of programs and events consistent with the mission of MUNDO. ACTION TEAMS may collaborate with outside organizations, offices, and agencies to support such programs as deemed necessary by the standing committee.
- ACTION TEAMS are responsible for facilitating weekly MUNDO General Body meetings or NDOs (such as Mondays with MUNDO)
  - Individual ACTION TEAMS are responsible for their independent programs as selected during annual planning but are encouraged to incorporate all three core pillars of MUNDO (Service, Learning, and Leadership) into each experience.
- ACTION TEAMS are responsible for the creation of NDOs during the academic year, including an educational travel experience such as a road trip, study abroad, or alternative break experience.
  - ACTION TEAMS are to work collaboratively on larger-scale MUNDO events such as educational road trips, the MUNDO course, and Alternative Breaks
  - ACTION TEAM Leaders, along with other ODNUM members, will determine how each ACTION TEAM will contribute to the planning process through their TEAM description and role.

### Article VIII—MUNDO On-Campus Ambassadors (MOCA)

#### Section 1—Description

- MOCA serve as liaisons between Ohio State residence halls and MUNDO. They help create new MUNDO experiences, provide helpful feedback to the group, and spread the word about MUNDO throughout the Ohio State community.

#### Section 2—Size

- The MOCA group should consist of at least one representative per hall council (or equivalent residential government organization), if available.

#### Section 3—Responsibilities

- Actively recruit and connect with members of their residential communities to assure attendance at meetings and various activities.
- Attend and actively participate in weekly MUNDO General Body meetings.
- Work with the senior staff in their respective hall councils to disseminate information to their residents about MUNDO.
- Report back to MUNDO about service, learning, leadership, diversity, or inclusion events happening in their halls.
- Update respective hall governments and the community at least once a month to keep them informed on MUNDO events, activities, and experiences.
- Create or help facilitate at least one MUNDO 2 GO event per semester in their area of campus.
- Check email and online communication methods regularly for updates.
- Attend a mandatory orientation to the group and regular MOCA meetings.

### Article IX- Discipline

- When a member believes another member has engaged in conduct that is detrimental to the organization, a conversation should be held with the MUNDO Coordinator or a Staff/Faculty Mentor.
- If warranted, action may be taken to submit the student to investigation with the Office of Student Life as necessary.

### Article X: Method of Dissolution of Organization

- The MUNDO at The Ohio State University organization may be dissolved by a quorum of 50%+1 of the total active membership of MUNDO in conjunction with agreement by the MUNDO Coordinator and the Office of Student Life-Residence Life.
- All unused funds, assets, and debts will immediately be transferred to the Office of Student Life-Residence Life upon the dissolution of the organization.

### Article XI: Non-Hazing Clause

- The laws of the state of Ohio concerning hazing shall be observed.
- Hazing shall be defined as doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, continued membership, or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include but are not limited to, the use of alcohol, the creation of excessive fatigue, and paddling, punching, or kicking in any form. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.
- Any actions in violation of this clause will be dealt with according to the Discipline articles of the constitution and bylaws.

- Ohio State students and registered student organizations are required to report hazing to Student Conduct, as the failure to prevent, intervene or report acts of hazing may also be considered acts of hazing.

**Article XII-Amendments to the Bylaws**

- A proposed amendment to the bylaws shall be presented to ODNUM at least 10 days before voting on the resolution. An amendment may be proposed by any active student or staff member of MUNDO.
- The bylaws may be amended by an affirmative vote with a quorum of at least 50%+1 of the active membership of MUNDO, either in person or electronically.
- The MUNDO Coordinator shall not vote unless a tie occurs. The MUNDO Coordinator will break all ties.
- All amendments to the bylaws shall take effect at the beginning of the following academic year unless explicitly stated in the approved amendment.

**Article XIII- Bylaw Disputes**

- Any disputes with the bylaws shall be brought to and settled by ODNUM. If there is a conflict of interest, a neutral party will be assigned to deal with the dispute.