**Students of The Library Constitution**

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

**Section 1:**

The name of this organization is Students of The Library.

**Section 2:**

To use The OSU community as a means to fundraise, and collect donations of clothes, books, and any other item the Columbus Metropolitan Libraries may need. We want to encourage our members to be involved with the public libraries and volunteer on their own terms through them.

**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, Students of The Library expects its members to conduct themselves in a manner that maintains and 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.***

To become a member of Students of The Library, one must pay the annual dues by the designated deadline or, if they join after that deadline, as soon as they wish to be an official member. All students, faculty, and staff currently enrolled/employed at The Ohio State University are able to join. All members who have paid dues are given voting privileges where voting may be deemed necessary and all can attend club related fundraisers and meetings.

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

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution of by-laws, violates the Code of Student Conduct, violates 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 at The Ohio State University.

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 officer may be removed upon a majority affirmative vote of officers in consultation with the organization’s advisor at The Ohio State University.

***Article IV – Organization Leadership.***

**President/Co-Presidents Responsibilities**

* Schedule and preside over all events.
* Maintain contact with Columbus Metropolitan Libraries and Ohio State advisors.
* Preside over the leadership election process.
* Serve as the main representative(s) of the organization.
* Update any necessary information within the Student Organization Management System, as needed.
* Maintain contact with other leaders.
* Attend a mandatory president training held by the University each year.

**Vice President Responsibilities**

* Schedule and preside over all events and general body/executive board meetings.
* Maintain contact with Columbus Metropolitan Libraries and Ohio State advisors.
* Preside over the leadership election process.
* Serve as a representative of the organization.
* Maintain contact with other leaders.
* Assist the President(s) with oversight and responsibilities.
* Handle internal communications within the club.

**Treasurer Responsibilities**

* Keep an accurate, itemized account of all monetary transactions associated with the organization – include receipts.
* Apply for funding with the University.
* Present the itemized account to other leaders as needed.
* Submit a budget plan to other leaders to be approved.
* Maintain contact with other leaders.
* Attend a mandatory training held by the University every year.

**Secretary Responsibilities**

* Take attendance at events and meetings.
* Keep track of membership.
* Distribute meeting minutes (description of what was covered during the meeting) to members after meeting.
* Keep track of meeting dates/times and any other events held by the organization.
* Monitor member dues, volunteering hours, and any other hours deemed necessary by the organization.
* Maintain contact with other leaders.

**Advisor Responsibilities**

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. The advisor is not required to attend meetings, or any other event held by the organization, but must be readily available to answer questions and offer advice for planning events.

***Article V – Election/Selection of Organization Leadership.***

Election for organization leadership will occur in Spring Semester. Elected leaders will begin their term in May and serve for the following school year. All members are encouraged to apply for leadership positions but will be chosen based on involvement and attendance at events and showing a strong passion/desire for the mission of the organization.

The newly elected leaders will be determined through a voting process of the current leaders of the organization after applying.

***Article VI – Executive Committee: Size and composition of the Committee.***

The executive committee will consist of the officers and the faculty advisor.

***Article VII – Standing Committees (if needed): Name, Purpose, and Composition.***

A standing committee will not be necessary to carry out the mission of this organization.

***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. The advisor is not required to attend meetings, or any other event held by the organization, but must be readily available to answer questions and offer advice for planning events.

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

The organization will meet bi-weekly and may have additional meetings if deemed necessary by leadership. Members are not required to attend meetings, but highly encouraged. If members are interested in holding a leadership position, their attendance at meetings is of the utmost importance.

***Article X – Attendees of Events of the Organization: Required events and their frequency.***

To remain active membership in the organization, members are required to go to a minimum of two meetings a semester. When holding events outside of normal meeting times, especially those that require transportation or a limited number of slots, active members will be given priority to attend.

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

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Amendments must align with policies and procedures of The Ohio State University. Upon initial introduction, the proposed amendments should be read first in a meeting consisting of the advisor and the executive board, then read again in a second meeting consisting of active members where votes will be taken, requiring a two-thirds majority of those present at the meeting. The constitution should not be amended easily or frequently.

***Article XII – Method of Dissolution of Organization.***

If Students of The Library should be dissolved, members will be notified via email. Any additional assets will be donated to Columbus Metropolitan Libraries. Any debts owed to Ohio State will be made up by fundraising. Any social media accounts associated with the organization will be deleted. The current primary leader will be responsible for alerting Student Activities in order for club information to be removed from the Student Activities website.