

# Constitution

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

Section 1: Name: Cook book club

Section 2 - Purpose:

Our purpose is to help people's knowledge and love for cooking and baking expand through community encouragement.

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, Cook Book 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 [titleIX@osu.edu](mailto:titleIX@osu.edu).

## **Article II - Membership: Qualifications and categories of membership**

II.a. Members can only consist of students that attend Ohio State University. Alumni, Professors, and Professionals are allowed to attend as special guests, but will not be permitted to vote, second a motion, or hold a position of power. Any student of Ohio State University that attends a meeting or expresses interest in attending meetings is allowed to join Cook Book Club. With a membership, students will be able to propose votes for future meetings, have sway in future events and partnership, as well as vote and become elected in a position of power.

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

III.a. If a member has committed an action that reflects poorly upon this club whether it be breaking the schools code of conduct, a state or federal law, or disregarding the rules found in the bylaws or constitution of the club, the member will have to explain the

actions to the advisor and elected officials of the club and they will decide whether the offending member's membership is still valid.

III.b. Any elected official may be removed from their position before reelection at any point in time. If an elected official is found to be engaging in activities that break the schools code of conduct, state or federal laws, disregarding the constitution and bylaws, or conducting themselves in ways that is not allowing this club to thrive, they will appear before active members, other elected officials, and the advisor and 2/3 majority will remove the officer from their position.

#### Article IV - Organization Leadership:

President: With the Vice president, decides what direction the club wants to go in for the next year.

Vice President: Helps president make decisions on the plans for the club and what partnerships we want to make and the directions that they want to go for that year.

Treasurer: Manage the financial accounts of the club. Be willing to help with fundraisers and put in feedback for partnerships and funding and percent breakdowns

Advisor: Oversee the club. Approve and help accomplish our yearly goals.

Secretary: They are expected to take minutes of all discussion based meetings

#### Article V- Election / Selection of Organization Leadership

Members are eligible for a position of power if they have attended at least five meetings in a semester. One month before the election (which occurs the first meeting in April), Cook Book Club will begin to accept nominations for each position of power. When everyone enters the meeting in April, members should be prepared to vote and there will be a lock box at the front of the room where the present leadership sits. Members will have 15 minutes to cast their votes. Then the votes will be counted and the new leadership will be announced and the rest of the meeting will consist of the present leadership passing their rights to the future leadership. If an impeachment or resignation were to occur, the same process would occur except members would only be given a space of one meeting to nominate and cast votes for the new leadership.

#### Article VI - Executive Committee: Size and composition of the Committee.

The executive committee is comprised of the president, vice president, treasurer, secretary, as well as the chair people of various organizations that we partnership with throughout the year. Past Leadership of Cookbook Club are welcome to attend the meetings if they are still pursuing a degree at Ohio State University and they were never impeached. Those organizations are only expected to attend when it is nearing the time of partnership. These meetings will occur bimonthly, on the weeks that Cook Book Club doesn't meet for general members.

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

The advisor is encouraged to attend any and all meetings but not required. They are encouraged to voice their opinions on ways that they believe would help our organization thrive in the OSU community. They are required to approve our yearly goals.

Article IX – Meetings and events of the Organization: Required meetings and their frequency  
There must be five members present in order to have an official meeting occur, but there must be seven in order for a vote to be valid.

Article X – Attendees of Events of the Organization: Required events and their frequency.  
The organization reserves the right to address by immediate dismissal of member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution. Depending on the behavior, our organization reserves the right to contact the university and the local police.

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

A proposed amendment should be presented to the organization in writing when initially introduced. This amendment will be read at this same meeting and at the following meeting. At the following meeting, a printed copy will be available for members to read before placing a vote whether to keep or dismiss. The proposed amendment requires a  $\frac{2}{3}$  majority for it to be included in the constitution. If the proposed does not pass it can't be resubmitted for another year.

Article XII – Method of Dissolution of Organization

If a time should come that Cook Book Club must be dissolved the current president must contact student activities with a notice of disillusionment. If there are any outstanding balances the treasurer must arrange for it to be taken care of in a timely manner.

## **By-Laws**

Article 1 – Parliamentary Authority

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

To become a member, a student must attend three meetings per semester. A member must also verbally express that they want to be a member of Cook Book Club

Article III- Election / Appointment of Government Leadership

The first meeting of each April the voting for new elected officials where we will ask for any nominations and a second of the nomination. A nomination can only be accepted if the candidate

has come to at least three times in the current semester. After the nominations are complete people will cast their ballots and the current president will tally and sort the votes and announce the new leadership by the end of the meeting. Only members are allowed to vote unless a unanimous vote allows non-members a vote. In the event of a resignation or impeachment, the next immediate meeting a vote will be held with the aforementioned rules.

#### Article IV- Executive Committee

The executive committee is comprised of the president, vice president, treasurer, secretary, as well as the chair people of various organizations that we partnership with throughout the year. The executive committee is expected to talk about partnerships and how to incorporate these partnerships into each meetings any to work around any schedule conflict. This committee is also expected to discuss various ways to help the community through partnerships or events or sales.

#### Article V - Advisor/Advisory Board Responsibilities

The advisor is encouraged and welcome at all meetings held and encouraged to voice their opinions on how they think the club would be improved.

#### Article VI - Meeting Requirements

There must be five members present in order to have an official meeting occur, but there must be seven in order for a vote to be valid.

#### Article VII - Method of Amending By-Laws

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.