Security and Intelligence Club Constitution

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

Section 1: Name: Security and Intelligence Club (S&I Club)

Section 2: Purpose: To promote the study and practice of security and intelligence techniques in the governmental and private sectors through civil discussion on current events, lectures by guest speakers, and community-wide interaction with security professionals.

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, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis.

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

Membership is open to all students enrolled at The Ohio State University regardless of major or interest in Security and Intelligence. An active member is one who attends at least 5 club-related events per semester. This includes official S&I Club speaking events, discussion meetings, and external activities, and unofficial campus-wide events that qualify based on the unanimous decision of the officers as paralleling the purpose of the organization. Voting rights are limited to students who are active members. Faculty and staff are welcome to join as non-voting honorary members.

*Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.*

The officers shall be elected based on a majority vote by the general assembly of active members when and if a current executive member graduates, leaves the organization, or steps down. Elections shall occur near the end of Spring Semester.

The officers will be as follows:

**President** – The President shall head the overall functioning of the organization. This includes handling logistics and communications, authorizing all planned meetings and events, and developing the agenda for the organization. The President is the only officer who can approve a general meeting or officer meeting. The President is also the only officer who can assign roles and assignments to different officers as well as delegate work. The Media Outreach Coordinator may also delegate work to the Secretary, but the President must be informed and has the right to deny the delegation of work. The President is responsible for all work that cannot be performed by an officer in the event that the officer is unable to complete the work. This can be completed by the President or delegated to other officers.

**Vice President** – The Vice president shall head all committees and contribute to the planning and execution of events like the 9/11 Memorial Ceremony or Student Veterans Appreciation Event, promote advertising and collaborating opportunities with other clubs for special events hosted and presented by the club. The events and committees will still need to be approved by the President. The Vice President is also to take the lead in the event that the President is absent from an event or meeting. The Vice President will take over for the President in the event that the President is no longer capable of leading the organization or retires the position. The Vice President is also responsible for delegated work assigned by the President including, but not limited, to contacting and securing intelligence community officials and security professionals for speaking events and confirming their attendance at the date and meeting assigned by the President.

**Chief Financial Officer** – The Chief Financial Officer shall contribute to fulfilling the duties of the President and assume them if necessary and shall handle any fiscal responsibilities of the organization. This includes securing funds for certain events, generating fundraiser opportunities, and maintaining the checking account. The Chief Financial Officer is also responsible for delegated work assigned by the President including, but not limited, to contacting and securing intelligence community officials and security professionals for speaking events and confirming their attendance at the date and meeting assigned by the President.

**Media Outreach Coordinator** – The Media Outreach Coordinator shall contribute to shaping and leading all communication for the club in a public relations assignment. This includes overseeing and authorizing all messages disseminated by the club including but not limited to emails, Facebook events, and other social media networks. The Media Outreach Coordinator still reports to the President who has to approve the message. The Coordinator is also to promote advertising and collaborating opportunities with other groups, manage the social media outlets of the organization, and contact news affiliates. The Media Outreach Coordinator is responsible for updating the contacts in the different email lists and maintaining and responding to the email account for the club. The Coordinator can assign and delegate work to the Secretary and should work closely and communicate often any and all details that the President and Secretary. The Media Outreach Coordinator is also responsible for delegated work assigned by the President including, but not limited, to contacting and securing intelligence community officials and security professionals for speaking events and confirming their attendance at the date and meeting assigned by the President.

**Secretary** – The Secretary shall communicate with and take care of different day to day operations and communication for the club. The Secretary is a position that reports to the Media Outreach Coordinator and the President. The Secretary is responsible for crafting and sending the weekly emails out to the club. The emails must be sent and approved by the President at least 2 days before the event for approval before being sent. In the event that the President is unable to read the emails the Secretary is to send and have the message approved by the Media Outreach Coordinator. The Secretary is also responsible for the role as the Social Event Director. The Social Event Director is responsible for organize team-building and group-bonding activities such as movie nights and charitable functions as well as fun events for the club to take part in. The Secretary is responsible for any delegated work from the Media Outreach Coordinator. The Secretary is also responsible for delegated work assigned by the President including, but not limited, to contacting and securing intelligence community officials and security professionals for speaking events and confirming their attendance at the date and meeting assigned by the President.

**Executive Board Assistant** – The Executive Board Assistant is a position that may be held by more than one club member. The assistant[s] will be selected by the executive board members to help the assistant gain experience in officer duties and serve on committees as well as help with different delegated tasks assigned from any executive board member. The assistant[s] can run for a full executive board position in the spring election or can remain an Executive Board Assistant for the following year (pending officers’ approval). The assistant can be dismissed at the conclusion of their role or by the President at his/her discretion.

*Article IV – Method of Selecting and/or Removing Officers and Members.*

The selection of officers shall be based on a majority vote by the general assembly of active members. A secret ballot system shall be used to ensure accurate results. In the event of a tie, the current officers shall make a unanimous decision regarding the winner.

A member may be subject to removal if said member does not follow the guidelines established by the organization and the standards upheld by The Ohio State University. A unanimous decision by the officers shall be required to remove said member. An officer may be subject to removal if said officer does not follow the guidelines and officer expectations established by the organization and the standards upheld by The Ohio State University. Also, if the officer is not on main campus for a semester, s/he must relinquish his or her role as an officer. A unanimous decision by the other officers shall be required to remove said officer. An officer does not have to run for his or her position every year. When elected, officer can hold their position for multiple semesters until graduating, declining the position for the next semester, or removed by the unanimous decision of the officers.

*Article V – Advisor(s) or Advisory Board: Qualification Criteria.*

The advisor must be a member of the faculty or the administrative and professional staff at The Ohio State University. This organization shall have one advisor. This advisor must meet all University requirements for being a student organization advisor and must fulfill any expectations and responsibilities agreed upon with the organization.

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

The general meetings shall be held on a frequent basis. The organization shall have at least 3 general meetings per academic term excluding summer. All events outside of this specified time shall be discussed during the general meetings. Officer meetings shall be convened at the discretion of the officers. The meetings for officers are mandatory and must be set at neutral times where all officers can attend. If an officer will miss a general meeting or officer meeting they must notify the President in advance and state a valid excuse that is approved by the President.

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

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

The Executive Board and officers have the right to vote for new rules to be implemented for the club. The rules must agree with the constitution and be passed unanimously by the officers.

*Article VIII – Method of Dissolution of Organization*

If the organization does not meet at least 3 times per semester for 2 consecutive semesters then the organization shall be subject to dissolution. All assets shall be given back to The Ohio State University. Any procured debts shall be managed by the current officers.