



## Constitution

### **Article I** - Name, Purpose, and Non-Discrimination Policy of this Organization

*Section 1:* The name of this organization is the Collaborative Software Development Club.

*Section 2:* The purpose of the Collaborative Software Development Club is to provide an environment for the discussion and creation of software independent of the curriculum at The Ohio State University. Students will engage in discussion about ideas for software projects, and strategies to execute these ideas. Members can seek potential partners within the club to aid or coauthor any potential projects. In addition to these activities, this organization aims to provide its members with resources related to software development and guest speakers within the realm of software engineering (older students, local figures, etc.).

*Section 3:* This organization and its members do 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.

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

*Section 1:* Any student currently enrolled at The Ohio State University is eligible for club membership. Student members can vote and run for office. Students become members by participating in two to three club meetings (depending on the level of participation during meetings). Membership will be granted after attendance of these meetings is completed and a short meeting with a current member is held; this meeting will ensure potential members are a positive influence on the future of the organization. The student will then be a club member for the remainder of the current semester; if that student does not participate in any additional club activities they will no longer be a club member. In order to vote, the club member must have been active and contributed to at least one of the club's projects before the election was announced.

*Section 2:* There are no required dues for this organization

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

*Section 1:* If any member conducts themselves in a manner deemed detrimental to the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they may be removed from the club through a majority vote of the Executive Board. The person in question must be allowed to be present during the vote.

*Section 2:* Any officer, committee member, or person in a leadership role can be removed from their position with sufficient cause. This includes but is not limited to, violation of the constitution or by-laws, any conduct deemed prejudicial to the best interests of the club, or failure to fulfill assigned duties. Prior to the vote on this matter, a review session must be held by the Executive Board and the person in question must be allowed to be present. A majority vote by the Executive Board will remove the person in question from their role, the member in question cannot partake in the vote. Advisors may also take part in this process.

### **Article IV - Organization Leadership: Titles, Terms of Office, Selection, and Duties of the Leaders**

*Section 1:* The organization will be led by an elected, four-person Executive Board. The Executive Board will consist of the President/Primary Leader, the Treasurer, the Vice President/Secondary Leader, and a Secretary.

*Section 2:* If a tie occurs during a decision voted upon by the executive board, the executive board must take a separate vote with no one abstaining. If a decision still cannot be reached, the tie-breaking vote will go to the organization's advisor.

*Section 3:* The Executive Board must meet at least once a month, with the time organized by the Vice President, to plan and organize the activities for at least the next organizational meeting. Tasks for the meeting should be delegated amongst the Executive Board members.

*Section 4:* Duties of officers:

All officers must seek to accomplish the roles described by The Ohio State Center for Student Leadership and Service.

President:

- Serves as the main liaison between the organization and its advisor (and other university staff).

- Leads discussion at meetings and ensures a positive environment is maintained.
- In conjunction with the Vice President, ensures that all criticism given is constructive.

Vice President:

- Sets frequency and time of Executive Board meetings.
- Serves as a moderator of discussion. The Vice President can steer or halt discussion of members.
- Supports the President and Secretary with administrative duties, as needed or requested.
- In conjunction with the President, ensures that all criticism given is constructive.

Treasurer:

- Manages all financial aspects of the club.
- Organizes food or other supplies requested at meetings.

Secretary:

- Records productive discussion accomplished during meetings.
- Informs club assembly of large-scale project ideas proposed by members, and organizes 'sign-up sheets' for such projects.

*Section 5:* Each Executive Board member will be elected by earning the highest number of votes for that position. To be eligible for election, one must have received a recommendation by at least two other current members as a vote of faith in their ability to perform that role. In order to run for office a person must meet the following prerequisites: be an active club member who has attended at least 10 official club meetings that school year, has actively participated in at least one project, and has met the requirements set forth by Ohio State.

*Section 6:* Officers will serve for one year. There is no term limit for officers so long as the student remains enrolled at The Ohio State University. Elections will be held in the spring semester for all four Executive Board positions. In the case of an early graduation, medical emergency, or any other reason that results in an Executive Board member leaving the University, then officers will go to the next highest Executive position and an emergency election will be held for the secretary position. If time does not permit for an emergency election, then a temporary office holder will be appointed by the remaining Executive Board members.

*Section 7:* In accordance with the rules of the Office of Student Affairs, all officers must be enrolled for at least three quarters or semester equivalent within the current academic year, meet the minimum GPA requirements as determined by the Office of Student Affairs, and not be on academic or disciplinary probation or suspension

## **Article V - Advisors**

*Section 1:* There shall be at least one faculty or staff advisor for the organization. An advisor must be a full-time member of the Ohio State University faculty or Administrative and Professional staff. A Co-Advisor may be appointed if deemed necessary by the Executive Board.

*Section 2:* Advisor selection shall take place during the spring semester of each year. The advisors shall be nominated and selected by the Executive Board. A co-advisor may be nominated by the Executive Board but must be approved by the club advisor.

*Section 3:* The advisor of the organization is required to meet with the Executive Board at least once a year.

*Section 4:* The advisor is welcome to come to as many club activities and meetings as they wish. They are also welcome to assist with anything the Executive Board deems beneficial to the club. This could include, for example, finding speakers to present to the club, or offering additional networking or technical resources to its members. These duties are, however, not required.

*Section 5:* An advisor may be replaced if deemed necessary by the Executive Board.

## **Article VI - Meetings**

*Section 1:* General meetings include club leaders as well as all regular members. Meeting agendas will be determined by the Executive Board. Some meetings will be held in an open forum style, where any members can propose project ideas and see what fellow members are interested in assisting. Whoever proposes an idea has full control and assumes the role of project manager. Project managers are free to hold independent meetings with members of their project team.

*Section 2:* Meeting frequency is flexible at the discretion of the executive board, but as a general guideline, meetings will occur every week after 6 p.m. on days Monday - Friday.

*Section 3:* Meeting times and dates will be broadcast to its members via a dedicated Discord server weekly. Monthly emails will also be sent to ensure all members are well informed.

## **Article VII - Amendments**

*Section 1:* The constitution may be amended by a 2/3 vote of the general body.

*Section 2:* The constitution may be amended by a 1/2 vote of executive board members with permission of a staff advisor, or by a unanimous vote of the executive board.

**Article VIII - Dissolution of Organization**

*Section 1:* In the event that Collaborative Software Development Club ceases to be an active student organization, all remaining operating and programming funds from The Ohio State University shall be given to Code For Progress, a nonprofit dedicated to bringing women and people of color into the coding workforce through investment in technical training.