

## **Buckeye Professional Advancement and Development Constitution**

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

#### **Section 1: Name**

Buckeye Professional Advancement and Development

#### **Section 2: Purpose**

The purpose of the Buckeye Professional Advancement and Development is to develop Ohio State students across all disciplines into the upstanding professional leaders of tomorrow.

#### **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.

#### **Sexual Misconduct Policy:**

As a student organization at The Ohio State University, the Buckeye Professional Advancement and Development organization 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.** The Organization's members will be recruited and selected by attending a series of organization recruitment events. Students accepted into the organization will receive resources to develop both professionally and personally regardless of major. These events will include networking opportunities as well as professional resources like resume and LinkedIn, in addition to building on aspects of service. Members have to be Ohio State undergraduate students to be selected.

**Article III – Methods for Removing Members and Executive Officers** Should an officer violate the constitution or jeopardize their credibility in the organization, there will be a meeting amongst executive members to determine the extent of the violation. If it is concluded that they did violate, a meeting will be scheduled with the advisor to hold a further explanation and meeting and result in getting kicked off the executive board and potentially membership. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, 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.

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

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization's voting membership. The voting process will take place in late spring and will include all of the membership votes. The term for each position is one year and the officers are able to rerun for their position the following year.

Required leadership positions:

President: oversee executive board and communications

Vice President of Operations: oversee event planning including service and membership

Vice President of Development: provide professional resources to members

Vice President of Finance: control and manage the budget

Vice President of Professional Relations: create relations with corporations and provide professional opportunities to membership

Vice President of Membership: oversee membership

Vice President of Alumni Relations: connect membership to Ohio State alumni community for professional opportunities

Vice President of Marketing: market the organization to students

Vice President of Administration: schedule room reservations and provide weekly communications

Advisor: advise the organization

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

Anyone in membership is able to run for an executive position. Elections will take place in March for the executive board positions. The nomination process includes people petitioning people into the running for executive. During a meeting the people running give a speech with their platform outlining their ideas for the position. Whoever gets majority votes from membership via google form voting will be elected into the position. After the executive board is filled, director and chair positions will be filled in a similar manner. If there are special circumstances where the member elected can't fulfill their responsibilities and needs to step down, there will be a new emergency voting process to fill the position.

**Article VI - Executive Committee: Size and composition of the Committee.** The Executive Committee (like a board of trustees or directors) represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. The executive committee is composed of the President and the Vice Presidents. These executive positions oversee the director and chair positions underneath them.

**Article VII - Standing Committees (if needed): Names, purposes, and composition.** These committees serve the organization leadership, the Executive Committee, and general membership. Standing committees are permanent and designed to carry out the basic functions of the organization. These Standing Committees are considered the director positions: event operations, service, diversity and inclusion, mental health, innovation, standards, sponsorship, corporate events, professional, logistical recruitment, event recruitment, accountability, financial collector, fundraising, event marketing, digital marketing, and capital campaign. Director positions may be added throughout the year as seen fit in the organization by the vote of the executive board members.

**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 responsibilities of an advisor of Buckeye Professional Advancement and Development are to provide guidance and leadership advice during situations that arise in the organization. In addition, they can provide insight on professional development as to how best to help the students in membership. Their role is to be an extra layer of accountability above the executive board members.

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

Meetings for Buckeye Professional Advancement and Development will be held every Thursday unless otherwise specified. Members are expected to attend the majority of meetings throughout the semester.

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

If any member, student, or non-student, behave in ways that are disruptive to the mission of the organization or interferes with students, faculty, or staff and their access to an appropriate educational or work environment or do not align with the organization's constitution, the Code of Student Conduct, university policy, or federal, state or local law will be held accountable. A meeting will be held with the executive board and advisor to discuss the situation and the next actions to be taken. The organization reserves the right to address 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.

**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. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and requires a two-third majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

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

Should the organization dissolve the remaining balance in the organization will be refunded to membership or donated to charity. The current executive board is allowed to make the decision. Depending on the circumstances, a clear message will be communicated with membership of the organization given by the President. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.