**Constitution and By-Laws of Magic The Gathering at the Ohio State University**

# Constitution

## Article l - Name, Purpose, and Non-Discrimination Policy

### Section I- Name

Magic the Gathering at the Ohio State University. MTG@OSU is an acceptable acronym. The organization will herein be referred to as MTG@OSU.

### Section II - Purpose

Magic the Gathering at the Ohio State University provides students and faculty at The

Ohio State University with a welcoming and fulfilling Magic the Gathering experience. MTG@OSU will provide areas for casual engagement with the game as well as structured events at every club meeting.

### Section III - Non-Discrimination Policy

MTG@OSU appreciates all prospective and current members and refuses to discriminate against anyone based on race, religion, gender, ethnicity, sexual orientation, beliefs, age, social class, color, sex, disability, national origin, gender identity or expression, HIV/AIDS status, military status, or any other distinguishing characteristics. If any member is found to be in violation of this policy, their membership and all fees associated with that membership will be forfeit. No hazing will be tolerated in any capacity.

As a student organization at The Ohio State University, MTG@OSU 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>.

## Article II – Membership Qualifications and Categories of Membership

II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

***Article III – Method of Removing Officers and Members.***

### Section I – Permanent Removal of a Member

An officer who is deemed to not be fulfilling their responsibilities may be removed via a unanimous vote of the other officers or a majority vote among full members who are active Ohio State students. An officer who wishes to resign their office voluntarily must officially notify the membership and will be replaced by a vote.

In the case of an issue arising by, for or against members or attendees of MTG@OSU meetings, a few methods of recourse may be pursued.

1. If the person against whom a complaint is made is a general attendee or member:
	1. The officers shall be left responsible for discussing and resolving the issue as they deem reasonable. It is strongly encouraged that the officers meet with those filing a complaint in order to obtain additional information and produce an informed decision. 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.
2. If the member against whom a complaint is made is in a leadership role
	1. 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. At any time, an anonymous statement describing the situation may be made to two uninvolved officers. Following this meeting a blind grand majority vote will be taken of the officers and advisor (or co-advisor) and will determine whether the member or attendee against whom the complaint is made will be allowed to continue attending MTG@OSU meetings. This vote will not include the member against whom the complaint is made.

### Section II – Suspension of a Member

In extreme cases, where there is a concern for safety or dignity, a member may request a meeting with leadership to request the temporary suspension of another member or attendee. The officers may take a unanimous vote to suspend a member’s attendance privileges. Suspensions are inherently temporary and may be followed up by a formal removal process as outlined above.

If leadership is unwilling or unable to meet within seven days, the club advisor is empowered to suspend any member’s attendance privileges for a period of no longer than three club meetings or affiliated events pending a meeting to formally instate a suspension or formal removal process as outlined in the previous section.

The Director of Student Activities must be informed of any suspension and the circumstances surrounding it. All members in leadership roles are strongly recommended to consult with the OSU Office of Student Activities regarding any ongoing circumstances threatening the health, safety or dignity of a MTG@OSU member.

In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

## Article IV – Organization Leadership

### Section II - President

The President of Magic the Gathering at the Ohio State University represents the organization at official Ohio State University functions as well as those off-campus functions at which MTG@OSU wishes to have a representative. The president leads the club through the establishment of events and the cultivation of a welcoming community. The President must complete President training as offered by The Ohio State University, and must use this training to plan events and help train other leaders.

The President is responsible for booking spaces for events, including meetings, registering the club in university involvement fairs and other outreach opportunities, and applying for office and/or locker space through the Union every Spring Semester or delegating these same duties to other officers. The President is also responsible for disseminating information on these and any other events to the membership as is appropriate.

### Section III - Vice President

The Vice President will act as a social outlet for the organization. It is their responsibility to make the club environment a welcoming and fun environment for everyone. It is the Vice President’s job to welcome new attendees to the club and teach the game to members. The Vice President will organize recruitment events and attempt to increase club membership each semester.

### Section IV – Treasurer

The Treasurer oversees the finances of MTG@OSU and must approve all purchases over $20. They are responsible for all financial transactions. Any purchases from the club account must be approved by the Treasurer, either in writing or via a majority vote of the officers in which the Treasurer is present. They are responsible for ensuring that members are reimbursed properly and that the other officers have up to date information on club finances. The Treasurer must put in all programming requests before the funding window deadlines for each semester. The purchase of food, promotional materials, Magic: the Gathering product, and all other club-related expenses will be handled at the Treasurer’s discretion. Purchases of over $100 require the approval of the other two officers.

In addition, the Treasurer must keep a record of all members who have paid their dues and update the records and mailing lists accordingly. The Treasurer must complete Treasurer training as offered by The Ohio State University.

### Section V – Advisor

The Advisor is the overseer of leadership elections and is responsible in conjunction with the Treasurer for management of the club finances. The Advisor is also responsible for advising the officers on the prudence and particulars of the events and courses of action that the club has planned.

Each Advisor must complete the requisite advisor training as required by the Ohio State University.

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

### Section I - Election

Each elected member begins their term of office with the beginning of autumn semester and ends their term with the end of summer semester.

Within the month of March, the officers of MTG@OSU will hold an election to select the leadership for the following autumn semester. Each full member who is an currently enrolled Ohio State student will be eligible to vote in this election. The election will be moderated and ballots will be collected by a chosen member or officer who will not be attending the organization or the university in the following autumn deemed unbiased. This member is forbidden from participating in the election. Ballots must be submitted through an electronic form disseminated by the chosen moderator. These ballots will be available within the club Discord.

The voting will use a ranked choice method wherein each candidate for each position is ranked by preference. The election is won by whichever candidate receives the most votes. In case of a tie, a runoff election will be created featuring only those who tied.

***Article VI – Advisor: Qualification Criteria***

The Advisor of the MTG@OSU club must be a full-time member of the University faculty or Administrative & Professional staff. If a person serving as the Advisor for the MTG@OSU club is not a member of the above classifications, a co-advisor must be chosen who is a member of the above classifications.

***Article VII – Meetings and Events of the Organization: Required Meetings and Their Frequency***

Meetings will be held on a weekly basis at a time and place decided by the President with the input of the general membership. The President will commit effort to placing these meetings at a reasonable time and location for all involved parties. If a meeting must be canceled, all members must be notified of the cancellation as expediently as possible. Additional official meetings may be added with the approval of the President and Vice President, but should be constrained to time-sensitive events such as elections and externally hosted tournaments.

***Article VIII – Attendees of Events of the Organization: Required Events and Their Frequency***

Attendees of the Events of the Organization must behave in a way that does not unduly hinder the actions or enjoyment of members or event attendees. The organization reserves the right to address member or event attendee behaviors where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution, the Code of Student Conduct, university policy, or federal, state, or local law.

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

Amendment proposals may be submitted to leadership by any member. Within seven days, the text of the amendment will be emailed to all members, along with notification of when the vote will take place on the amendment. The vote should be scheduled for no more than three weeks after the initial submission. Upon initial introduction, the proposed amendments should be read in the general meeting and released in the Discord, then read again at a specified number of subsequent general meetings. Votes will be taken through a form disseminated by the President and require a two-third majority of voting members to pass. The constitution should not be amended easily or frequently. If a proposed amendment fails, the amendment cannot be proposed again for a time of one semester.

# By-Laws

## Article I – Parliamentary Authority

In general meetings, under most circumstances, a simple majority vote will dictate matters of disagreement that do not concern the constitution, by-laws, or other higher-level functioning of the club. Issues of sufficient gravity should be handled through the official amendment process.

If necessary or requested, 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

Full membership is open only to Ohio State students and requires a per-semester ten-dollar membership fee. Membership is maintained for the semester in which the dues are paid (dues paid in the spring carry over through the summer semester). The benefits of being a member include voting rights and one general-level event able to be attended without providing entrance fee.

## Article III - Election / Appointment of Government Leadership

Only full members of the club may vote or run for election. Full membership is open only to Ohio State students.

## Article IV - Method of Amending By-Laws

Amendment proposals may be submitted to leadership by any member. Within seven days, the text of the amendment will be emailed to all members and posted within the club Discord, along with notification of when the vote will take place on the amendment. The vote should be scheduled for no more than three weeks after the initial submission.