

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

Section 1: Name: The Percussion Club at Ohio State

Section 2 - Purpose: The Percussion Club at Ohio State will create events where students can perform for each other, bond, and discuss percussion-related activities. A member can expect to attend fun meetings where we can play and discuss music together. We will hold performances for the public and provide avenues for members to receive positive feedback towards their professional playing. Outside of class, we would like to play fun pieces within everyone's talent range, without the stress of perfection.

Section 3 - Non-Discrimination Policy: *"The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Ohio State 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."*

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, The Percussion Club at Ohio State 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.

Article II - Membership: Qualifications and categories of membership. The Percussion Club at Ohio State is open to undergraduate and graduate students. Members are required to be registered for a university ensemble, or university marching band. All membership applications will be approved by the advisor.

Article III – Methods for Removing Members and Executive Officers.

Membership can be revoked upon lapse of membership requirements, infractions of the organization rules as listed in the constitution below, or upon infractions of the School of Music Guidelines. All revocations will be contingent upon a majority vote of the officers and approval by the advisor.

Officers may be required to step down from their role upon any of the above infractions, dereliction of duty, or by majority vote of organization membership. Upon removal from the position special elections shall be held within 14 days from the vote to remove and the new officer shall serve the remaining term. An officer who is removed may be subject to member removal protocols.

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 titles of organization leaders, the length of terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified.

The leadership positions of The Percussion Club at Ohio State are thus: a President, Vice-President, Secretary, and Treasurer. These four students comprise the Executive Board.

President:

- a. The President is the liaison between the advisor/School of Music administration and the members of the organization.
- b. The President is responsible for the organization and function of the executive board, including organizing and chairing all meetings.
- c. The President is expected to delegate duties to the other members of the board and organize any and all communication amongst them.
- d. The President is responsible for making sure all members and elected officials are up-to-date with the Ohio Union website

Vice President:

- a. The Vice-President is responsible for assuming the duties of the President in his/her absence and in the instance that the President cannot continue his/her duties.
- b. The Vice-President is expected to be in charge of group functions alongside the President.
- c. The Vice-President is expected to work with the Ohio Union's services to make sure we are taking full advantage of all student-organization opportunities.
- d. The Vice-President will be in charge of the newsletter and specified events.

Treasurer:

- a. The Treasurer is responsible for any and all financial transactions made on behalf of the organization.
- b. The Treasurer is expected to work diligently with the advisor in the management of the organization bank account.
- c. The Treasurer is in charge of monitoring the organization's allotted money for the Resource Room.
- d. The Treasurer is in charge of working with the Ohio Union and Office of Student Life in the attaining of grants, funds, etc.
- e. The Treasurer shall assume the duties of the Vice-President in the instance the Vice-President cannot continue his/her duties.

Secretary:

- a. The Secretary serves to communicate with the group as well as to record minutes during board meetings.
- b. The Secretary is expected to email these minutes to the Executive Board and the Council.
- c. The Secretary is responsible for keeping the membership up to date via email.

Social Chair:

- a. The Social Chair is responsible for updating any social media accounts that exist for the student org.
- b. Should any outreach opportunities arise, the Social Chair should be in contact with such parties.
- c. The Social Chair should work with the other board members to come up with new outreach opportunities when possible.

Article V- Election / Selection of Organization Leadership Election Rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

Elections will be held within the first month of Autumn Semester each year. These will be held on Google Forms now but may change with future boards. In order to run for board positions, there must be full members per Article II who will as of the next Autumn semester be in their second full year at The Ohio State University. Any member may be nominated in writing/online form either by themselves or others but the nominee must accept said nomination. In special circumstances the member body shall vote to hold a special election that will conclude within two weeks from the vote.

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. In many organizations, this Committee is

composed of the organization leaders, chairpersons of the standing committees, and sometimes ex officio positions from related student organizations.

The executive Committee shall be comprised of Board Members and Staff Advisors as well as any member proposed by Advisors subject to Board approval.

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. Responsibilities and expectations of advisors should be clearly and adequately described.

The advisor will be the head of the classical percussion studio unless otherwise decided by the Executive Committee. The Advisor will fulfil all advisor requirements as per OSU, facilitate Board transitions, review and interpret university policies and processes, and mediate interpersonal conflict.

Article IX – Meetings and events of the Organization: Required meetings and their frequency. Required meetings and events and their number should be specified in the governance documents and should reflect the organization's expectations for all members. For example: IX. Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term except for summer.

Attendance for speaker events paid for with organization funds will be required for all members unless excused by the Advisor.

Article X – Attendees of Events of the Organization: Required events and their frequency. Explain the process that will be implemented if any member, student or non-student, behave in ways that is disruptive (i.e., behavior that interferes with students, faculty, or staff and their access to an appropriate educational or work environment) or do not align with your organizations constitution, the Code of Student Conduct, university policy, or federal, state or local law. Additional information and resources on assisting disruptive or distressed individuals can be found at: oaa.osu.edu/assets/files/documents/911handout.pdf

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. Include the method for amending the constitution here. Define the process for proposing an amendment, providing notice to the organization or executive board, and the exact voting procedure for approving the amendment.

XI. 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 should either require a two-third or three-quarter 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 Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debts exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.

Should the organization dissolve, the Staff Advisor will organize any disposing of funds the club has. The board will dissolve the organization itself through Student Activities.