

The Ohio State University
Campus Girl Scouts at The Ohio State University
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Constitution

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

Section 1 - Name

The organization shall be known as “Campus Girl Scouts at The Ohio State University”

Section 2 - Mission Statement

The OSU Campus Girl Scouts club supports the Girl Scout mission of building girls of courage, confidence, and character who make the world a better place. We seek opportunities to volunteer with Girl Scouts, and to promote female leadership, empowerment, and advancement, both on campus and in our community. Through volunteering and personal leadership growth, OSU Campus Girl Scouts club builds a community of women who propel the global Girl Scout Movement forward.

Section 3 - Objectives

- 1.) Honor the legacy of Girl Scouts by participating in existing and upcoming community projects led by fellow Girl Scouts. This includes providing a platform for members to continue former silver and gold award projects or pursue new projects on and off-campus.
- 2.) Give back to local communities, organizations, and causes important to club members and the Girl Scout organization.
- 3.) Listen to a variety of speakers as they recount how their Girl Scout journeys provided them with the background and resources to encourage them to become leaders in the workplace and their local communities.
- 4.) Inspire the next generation of leaders by assisting younger troops with badge work, scouting projects, and volunteer events.
- 5.) Provide opportunities for members to receive leadership certification and become leader or co-leader of a community Girl Scout troop
- 6.) Introduce younger girl scouts to high education by organizing a variety of interest and career-based events on-campus

Section 4 - 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. No previous experience with Girl Scouts is required for membership or participation in this organization.

Article II - Membership

Section 1 - Active General Members

Any current student attending The Ohio State University, or an affiliated branch campus, is open to participate in this organization. Active members are expected to attend at least four general body meetings per semester as well as two alternative events or activities. This may include community service events, higher education awareness days, social activities, or fundraising opportunities. Attendance will be recorded as points for each meeting, event, and social outing. Members should also engage with the organization by taking on a role. This role may be on the executive board, or working on a committee run by a member of the executive board. Members may be removed from roles within the committee following a conduct meeting led by the executive board member in charge of the committee if the member does not fulfill their duties to a satisfactory degree. Active general members are considered voting members.

Section 2 - Inactive General Members

Inactive members are members that have communicated with the officers that they will not be able to participate in the organization for a set period of time (i.e. one semester), due to reasonable circumstances. Such circumstances include scheduling conflicts with meetings, out-of-town internship, study abroad opportunity, or gap semester.

Section 3 - Executive board

Any current, active member can be elected to become an executive board member with the exception of the President, Treasurer, and Program Coordinator positions. A member can only be elected to the Treasurer position if they were active for three semesters prior to the election. Members must have held an executive board position for at least one year prior in order to run for President or Program Coordinator positions.

Section 4 - Removal of general members

General members are expected to conduct themselves in a manner that encourages an inclusive and safe environment at all organization events. 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 membership status of the student shall be reconsidered objectively at the discretion of the executive board. A private conduct meeting will be adjourned between executive board members and the club advisory to discuss the removal of said member. A two-thirds majority vote is required for member removal from the organization.

Section 5 - Removal of executive members

Any elected officer of the organization 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. The executive board may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

Article III - Qualifications and Naming of Officers and Chairpersons

Section 1 - Officer Positions

The executive board must consist of the following officer positions: President, Vice President, Treasurer, Membership Engagement, Program Coordinator, Secretary, and any others decided by the executive board.

Section 2 - Officer Nominees

Nominees for office shall have been Active Members for one semester preceding the election as well as the semester in which the elections take place. Nominees must have attended at least two executive board meetings during the current academic year prior to the election. Points for attending executive board meetings will not be counted towards active member status. Nominees for President and Vice President must have held an executive board position for at least one year prior to elections. Nominees for Treasurer must have been an active member for at least 3 semesters prior to elections. Exceptions may be made by petitioning the executive board (see Article 5, Section 2).

Section 3 - Officer Attendance

Officers and chairpersons must attend The Ohio State University - Main Campus for the duration of their executive board appointment. Candidates must be physically present on the day of elections to run for a position on the executive board. Under extenuating circumstances, the existing executive board may overrule this requirement and allow for the nominee to run for the position by preparing a pre-recorded video or attending the election virtually.

Section 4 - Forfeit Position

Officers and chairpersons shall forfeit their position if unable to attend the required meetings due to non-academic factors. Exceptions may be made at the discretion of the executive board and the organization's advisor.

Article IV - Executive Board

Section 1 - Executive Board

The executive board shall consist of all positions stated in Article III, Section 1 as well as the faculty advisor.

Section 2 - Meetings

Executive board meetings shall be held on the alternate weeks of general body meetings during the academic school year. Summer meetings shall be held at the discretion of the executive board. Executive board meetings are open to all members of the organization unless otherwise announced by the executive board.

Section 3 - Absences

All elected officers and chairpersons are expected to attend all executive board and general body meetings. Additionally, executive board members are also required to attend at least 2 events organized

by another officer per semester. Executive board members must inform the President of an absence with a valid reason at least 24 hours prior to meetings. Valid reasons include midterm or final examinations, other University -sanctioned events, illness, or a death in the family. Excuses that will not be accepted include studying for exams, vacations, or job shifts. Each member of the executive board cannot miss more than two meetings total over the course of their term. A mental health absence will be granted to each executive member, but must be communicated to the President. Upon an executive board member's third unexcused absence, they will be automatically considered for impeachment at the next executive board meeting according to the protocol laid out in Article VIII, Section 7.

Article V - Duties of Officers

Section 1 - President

The President serves as the primary liaison between the executive board, club members, and the faculty advisor and must arrange and preside over all meetings. The President is responsible for registering the club each year at The Ohio State University as well as attending the required training through The Ohio State University Student Activities. The President's name must appear on the organization's bank account along with the Treasurer's in order to supervise expenses and earnings as recorded by the Treasurer. The President will be the primary account holder for the Google Drive, Website, Email, and the Student Organization Management System and will be responsible for providing this information securely to the next officer. All passwords should be changed on a yearly basis. A weekly email must be sent at a time decided upon and at the discretion of the President. All email updates from surrounding Executive Board members should be sent no later than 24 hours in advance to the weekly email being sent. All communications made by executive board officers as well as events to be organized must be approved by the President.

Section 2 - Vice President

The Vice President will preside in the absence of the President and oversee the organization of committees. Committee chairs are to be appointed with final approval by the President. The Vice President will also assist the Program Coordinator with organizing "Introduction to Higher Education" days. Duties related to this role are listed in Article VI, Section 2. Additional tasks may be delegated by the President year-round.

Section 3 - Treasurer

The Treasurer will receive and transfer all funds of the organization and keep an itemized account of monetary transactions. A record of transactions and running budget will be regularly updated and made available for the President and the executive board. As applicable, the treasurer will assist in both seeking grants for club projects and organizing scholarships for club members. It shall also be the duty of the Treasurer to financially oversee the organization's fundraising activities, banquet(s), and other events that require monetary expenses. The treasurer is responsible for purchasing food and other costs associated with meetings and social events. The treasurer must attend the required training session through The Ohio State University Student Activities.

Section 4 - Secretary

The Secretary must record minutes of all general and executive meetings and to keep a record of the names and e-mail addresses of all members. The Secretary shall be expected to arrive at meetings at

least ten minutes prior to the start of meetings in order to begin taking attendance. Attendance must be taken at all club events and made available to the general body monthly. Minutes from executive board meetings should be made available to executive board members on a weekly basis. The Secretary will assist the President with updating and running the Campus Girl Scout website as well as presenting ideas for posters, programs, and club logos as needed.

Article VI - Duties of Chairpersons

Section 1 - Membership Engagement Chair

The Membership Engagement Chair must organize community service events and social events for club members. Community service events may be privately initiated or affiliated with a specific organization or other club at The Ohio State University, upon approval by the President. The Membership Engagement Chair is responsible for communicating with the Girl Scouts of Ohio's Heartland council to update them on "Introduction to Higher Education" days as directed by the Program Coordinator in addition to learning about upcoming community service events or other activities associated with the Girl Scouts Organization. All community service opportunities and other activities must be made available to general body members on the website and through weekly emails sent out by the President. One social activity must be organized each month and all costs incurred must be approved by the Treasurer prior to the confirmation of said event.

Section 2 - Program Coordinator

The Program Coordinator must obtain an appropriate program or speaker for all of the organization's general body meetings and reserve the facilities for the said meetings. The Program Coordinator is responsible for distributing thank you notes/emails to speakers in a timely manner after the meetings take place. All costs incurred must be approved by the Treasurer prior to the confirmation of said speaker or program. The Program Coordinator shall request feedback over General Body Meeting topics from members at the end of each semester. The Program Coordinator is also responsible for organizing the monthly "Introduction to Higher Education" days alongside the Vice President and Membership Engagement Chair. Duties include: contacting the Girl Scouts of Ohio's Heartland council to broadcast event dates, times, locations, focus; communicating with partner clubs on campus; and planning the events as well as logistics.

Article VIII – Elections of Officers and Chairpersons

Section 1 - Candidate Application

Individuals planning to run for an Executive Board position must submit a candidate application. This application must include name, year, major, preferred position(s), PVMA and campus involvement, leadership experience, why they are running for this position, and why they think they would be a good fit for the role. Each applicant can run for a maximum of two executive board positions. The completed applications must be collected and sent to the President two weeks prior to the election. Candidate applications will be compiled by the President and disseminated to general body members the week of elections.

Section 2 - Petition

If a member is deemed ineligible to run for an executive board position based upon the requirements outlined in Article III, Section 2, they may petition at the executive board meeting prior to the submission

deadline for the candidate application. Individuals may only petition one of the following criteria: attendance at general or executive board meetings, inability to obtain an outside point, or inactive status for a semester. Exceptions will be considered by the executive board on a case-by-case basis.

Section 3 - Election Procedure

The election should occur during the spring semester at a general body meeting. Officers and chairpersons shall be elected by active, voting members for a term of one year. Voting will proceed in the following order: President, Vice President, Treasurer, Secretary, Program Coordinator, and Membership Engagement chair. This position order must be displayed at the beginning of the election meeting and candidates will have the opportunity to decide what positions they would like to continue to run for.

Each candidate will give a speech within the duration of time allotted by the discretion of the executive board. Candidates will be selected to give their speeches in random order. Current executive board members will provide the candidates with a randomized question regarding the position they are running for.

Candidates not elected for a particular position have the opportunity to drop down and run for another position. Candidates may only choose to drop down to the positions listed on their candidate application. For any candidates running for the second position, they may provide a second speech; however, they will receive half of the original allotted time.

The current President and another executive board member of senior standing will tally the votes and announce those who have been elected following speeches for each position. In the event of a tie, there will be a revote between the two top candidates. Before the revote, both candidates will be asked an additional question about the position. Both candidates will be asked the same question and each candidate should leave the room while their opponent is speaking. An email will be sent out to all general members the following week announcing the newly elected executive board.

Section 4 - Newly Elected Officers

All newly elected officers will attend the remaining executive board and general body meetings after elections, during which the previous officers and chairs will continue to serve their respective positions. During this period of transition, it is the responsibility of the old executive board members to share all relevant information and materials of their office with the new executive board members.

Section 5 - Start of Term

The new executive board will begin their term at the conclusion of the spring semester.

Section 6 - Vacancies

Vacancies occurring in any office or chair, except for the office of President, shall be filled by a special election for the remainder of the term, or for an upcoming term if a position is left unfilled. In the event of a vacancy in the office of President, the Vice President shall succeed to the office and a special election shall be held for a new Vice President.

Section 7 - Impeachment

Executive board members may be relieved of duty by a two-thirds majority vote of the executive board for non-performance of duty. The vote shall be conducted by secret ballot at a closed executive board meeting. A hearing shall be held prior to this vote by the executive board and the advisor in which the officer in question may offer evidence to explain their non-performance of duty. The outcome shall be announced at the general body meeting following the vote. Officers removed from the executive board for this reason will not be eligible to run for a position in the following academic year

Article VIII – Faculty Advisor

Section 1 - Qualifications

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 faculty advisor(s) shall attend Advisor Training through The Ohio State University Student Activities.

Section 2 - Vacancy

In the event of a vacancy of office, the executive board shall be responsible for finding a replacement provided the qualifications in Article VIII, Section 1.

Article IX – Meetings

Section 1 - Frequency

Meetings shall be held weekly during the academic school year. Meetings will alternate between general body and executive board meetings. The date, time and location of meetings will be decided by the executive board. Meetings are currently being held on Thursdays at 7:00pm. As stated in Article IV, Section 2, summer meetings shall be held at the discretion of the executive board.

Section 2 - Changing Frequency

The executive board has the power to change the date, time or location of meetings as deemed necessary provided that an advanced notice of the change is circulated as soon as possible to general body members. Changes should be made as infrequently as possible.

Article X – Method of Amending Constitution

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 introduced at the next executive body meeting for further discussion. At the following general body meeting, the proposed amendments will be read aloud and the general body will vote on its implementation. Constitution amendments require a two-third majority of voting members, present or not. The constitution should not be amended easily or frequently. Any proposed amendments or changes to the constitution should be recorded in a separate document.