

Photography, Images and Cinematography Organization

CONSTITUTION & RULES

ADOPTED ON DATE: November 5, 2023

CONTENTS

1. Preliminary	1
1) Name and Objects of the association	1
2) Non-discriminatory policies	1
2. Membership	2
3) Membership eligibility	2
4) Benefit and Responsibilities	2
5) Selecting	2
6) Removal	3
7) Voluntary Resignation	3
3. Officer	4
8) Executive Board	4
9) Duties of Officers	4
10) Officer eligibility	4
11) Selecting	4
12) Removal	4
13) Current Executive Board Members:	5
4. Amendments	6
14) Proposing Amendments	6
15) Review and Discussion	6
16) Voting	6
17) Immediate Adoption	6
18) Consistency with University Policies	6
19) Ratification	6

1. Preliminary

1) Name and Objects of the association

- (1) The name of the association shall be "Photography, Images and Cinematography Organization" or "PICO", hereinafter referred to as the association.
- (2) The association objectives are to provide education opportunities for people interested in photography and to fuse cultural diversities.
- (3) Principal activities of the association shall be:
 - a) Hold Discussion meetings with members.
 - b) Organize photography events including taking photos and holding exhibitions.
 - c) Hold classes for people that are interested in photography.

2) Non-discriminatory policies

- (1) 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.
- (2) As a student organization at The Ohio State University, PICO 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.

2. Membership

3) Membership eligibility

- (1) The membership of PICO is open to any student or employee of The Ohio State University.

4) Benefit and Responsibilities

(1) Benefits:

- a) The right to participate in Club activities and events.
- b) The right to receive a discount price in joint events organized by PICO in collaboration with other organizations as determined by the Club leadership.
- c) The right to rent public equipment.
- d) The right to vote in Club elections and referendums.

(2) Dues

- a) PICO does not require members to pay membership dues.

(3) Compliance with University Policies

- a) Members shall comply with all university policies and regulations and any conditions set forth by the Executive Board regarding Club activities, events, and use of university resources.

(4) Responsibilities

- a) Act in a manner that upholds the values and mission of the Club.
- b) Respect the rights and opinions of fellow members, fostering a positive and inclusive club environment.
- c) Adhere to any policies, guidelines, or rules established by the Club leadership.
- d) Maintain good conduct and professionalism during Club events, ensuring a positive representation of the organization within the university community.
- e) Protect public equipments.

5) Selecting

(1) Application Windows:

- a) Autumn: August 8th - October 12
- b) Spring: January 12th - February 30

(2) How to apply

- a) In-person: schedule an online meeting through Zoom or WeChat by sending an email to liu.9904@buckeyemail.osu.edu or g.betalyh@gmail.com during the application time.
- b) Online: schedule a meeting by sending an email to liu.9904@buckeyemail.osu.edu or g.betalyh@gmail.com during the application time.

(3) Selection process

- a) Ask the applicant's interest in this club and why he wants to join it.
- b) Ask if he has a profile (this is not requested).

6) Removal

(1) A member may be removed from the Club for serious or repeated violations of the Club's rules or for conduct detrimental to the organization. The removal process shall follow fair and transparent procedures as determined by the Club leadership.

(2) Removing Criteria

- a) Show a lack of cooperation
- b) Being rude or disrespectful to other members.
- c) Violates university's policies or regulations during a club activity.
- d) Serious or repeated violations of the Club's constitution, rules, or policies.

(3) Removal process

- a) A complaint against a member must be submitted in writing to the Club President. The complaint should detail the specific grounds for removal.
- b) Upon receiving a complaint, the Executive Board, in consultation with the Club advisor, shall conduct a fair and impartial investigation into the matter. The member against whom the complaint has been made shall be informed of the allegations and given an opportunity to provide a response.
- c) Following the investigation, the Executive Board, in conjunction with the Club advisor, shall make a determination regarding the removal of the member. If removal is recommended, the member shall be informed of the decision and provided an opportunity to appeal to the Club membership.
- d) The decision to remove a member must be approved by a majority vote of the Club membership during a Club meeting, provided that a quorum is met. The member in question shall have the right to address the Club membership before the vote.

7) Voluntary Resignation

(1) Any member of PICO may voluntarily resign from their membership at any time by submitting a written resignation letter to the Club President.

3. Officer

8) Executive Board

- (1) The Executive Board of PICO shall consist of the President, Secondary Leader, and Treasurer.
- (2) The Executive Board of PICO may consult the club advisor when making a major decision.

9) Duties of Officers

- (1) The President shall preside over meetings, represent the Club to the university community, and provide overall leadership.
- (2) The Secondary Leader shall assist the President and assume their duties in their absence.
- (3) The Treasurer shall manage Club finances, maintain financial records, and provide regular financial reports to the Club.
- (4) The Advisor shall provide guidance and support to the Club leadership in the planning and execution of Club activities and events. The Advisor needs to attend Club meetings and events as reasonably possible.

10) Officer eligibility

- (1) The officer of PICO shall be a full time student or employee of The Ohio State University.

11) Selecting

- (1) Application Timeline:
 - a) August 8th - October 12th
An Autumn application for a primary leader is available.
 - b) January 12th - February 18th.
spring application for a secondary leader is available.
- (2) How to apply
Send the profile to liu.9904@buckeyemail.osu.edu and schedule a meeting with the e-board.
- (3) Selection process
 1. The campaign for primary leader was held in every October.
 2. The secondary leader campaign would be held in every February.

12) Removal

- (1) Removing Criteria
 - a) Absent in most activities.
 - b) Don't do their responsibility well.
 - c) Corruption
 - d) Gross negligence
 - e) Conflict of interest

- f) Inability to fulfill their duties
- g) Serious or repeated violations of the Club's constitution, rules, or policies.
- h) Violates university's policies or regulations during a club activity.

(2) Removal process

- a) Any member of PICO may submit a written complaint against an officer to the Club Advisor or the Club President. The complaint should detail the specific grounds for removal.
- b) Upon receiving a complaint, the Club Advisor, in consultation with the Executive Board, shall conduct a fair and impartial investigation into the matter. The officer against whom the complaint has been made shall be informed of the allegations and given an opportunity to provide a response.
- c) Following the investigation, the Club Advisor, in conjunction with the Executive Board, shall make a determination regarding the removal of the officer. If removal is recommended, the officer shall be informed of the decision and provided an opportunity to appeal to the Club membership.
- d) The decision to remove an officer must be approved by a two-thirds vote of the Club membership during a Club meeting, provided that a quorum is met. The officer in question shall have the right to address the Club membership before the vote.

13) Current Executive Board Members:

- (1) President: Yonghao Liu
- (2) Secondary Leader: Nuoyun Chen
- (3) Treasurer: Chenzhong Li

4. Amendments

14) Proposing Amendments

- (1) Any member of PICO may propose amendments to this constitution. Proposed amendments must be submitted in writing to the Executive Board.

15) Review and Discussion

- (1) Upon receipt of a proposed amendment, the Executive Board shall review the proposed amendment and schedule a discussion during a regular Club meeting. The purpose of this discussion is to ensure that all members have an opportunity to understand the proposed changes and voice their opinions.

16) Voting

- (1) After the discussion, a vote on the proposed amendment shall be held at the next regular Club meeting, provided that it has been discussed at a prior meeting. A two-thirds majority vote of the Club membership present at the meeting is required for an amendment to be approved.

17) Immediate Adoption

- (1) In cases of urgency or when immediate adoption is necessary, the President may, with the consent of the majority of the Executive Board, call for a vote on the proposed amendment at the next regular Club meeting, even if the one-week advance notification cannot be met. A two-thirds majority vote is still required for immediate adoption.

18) Consistency with University Policies

- (1) All amendments must be consistent with university policies, rules, and regulations. Amendments that conflict with university policies may be subject to review and possible rejection by the university administration.

19) Ratification

- (1) Any approved amendment becomes effective immediately upon receiving the necessary two-thirds majority vote unless otherwise specified in the amendment itself.