

CONSTITUTION
OF
THE BUCKET LIST CLUB

Article I

Section 1: Name

1A. The name of this organization is The Bucket List Club (also referred to as Bucket List Club).

Section 2: Purpose

2A. The Bucket List Club is a student-run organization at OSU committed to empower students to live a fulfilling life by checking off one item from their bucket list at a time. As a club, we aspire to help our members to be more proactive with their lives, to break free from the mundane, and at the same time, have lots of fun. To amplify the positive outlook of our endeavors, our club will also actively raise money for the Make-A-Wish organization, whose ideals align perfectly with ours, that is, to make dreams into reality.

Section 3: Non-Discrimination Policy

3A. The Bucket List Club 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.

3B. Hazing is strictly prohibited. Hazing shall be defined as any conduct that may endanger, abuse, degrade, or intimidate a person, whether physically, mentally, emotionally, or psychologically, as a condition of association with a group or organization, regardless of the person's consent or lack of consent. Members are expected to adhere to the non-hazing policy. See By-Laws for non-hazing policy

3C. As a student organization at The Ohio State University, The Bucket List Club 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.

Section 4: Member Expectations

4A. All our members shall be passionate about trying new things and working on themselves to cross things off their bucket list. They shall also show consideration for others and be committed to the mission of our organization.

Section 5: Embezzlement

5A. Any stealing or financial discrepancy should be handled by the President, Vice President, and Advisor on a case-by-case basis.

Article II – Membership Expectation

Section 1: Member Expectation and Requirements

1A. Members are required to attend a minimum of 5 events per semester, which will also include the welcome week and the club's initial introductory meetings. Attending the first few meetings of the semester are crucial as those weeks will be used to help the members understand the meaning of the club as well as help them create their bucket lists. For members joining in the middle of the semester or joining us just for a limited time. Finally, our members treat others with respect and follow the leadership of the Executive Board.

Section 2: Meeting Absence Policy

2A. All members are required to attend the initial introductory meetings as well as the pre-event meetings which will be held before every major event and attendance will be compulsory in that meeting in order to be a part of the event.

Section 3: Member Selection

3A. The application for membership is open all around the year. Applicants can access application information through our website, email, or by meeting us at Involvement Fairs. The requirement for becoming a member is just to be passionate about the bucket list mindset of trying new things and getting out of our comfort zone.

3B. 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.

Article III – Methods of Removing Members and Executive Officers

Section 1: Member Removal

1A. Everyone is protected from removal based on the listed statuses in the non-discrimination policy in Article 1, section 3.

1B. There are several cases in which a member may be removed from the organization, including but not limited to membership termination due to a lack of involvement (missing too many meetings or events) or voluntarily leaving for personal reasons or time conflicts. Introduction events and pre-event meetings are mandatory. In some cases, the decision can be made by a voting procedure amongst the board members.

1C. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution, 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.

1D. The Outreach and Communications Chair must reach out to members who are struggling for any reason and help them in any way possible.

Section 2: Executive Officer removal

2A. 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. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

2B. 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.

2C. An Executive Board's role may be called into question only if there are significant issues related to meeting their expectations. Executive members may refer to the accountability program when conducting their evaluation. Any member or Executive Board member may bring their concerns to the President or Vice President about an Executive Board member. To remove an Executive Board member (Vice President or President) it should be noted that no general member or Executive Member will ever be removed from The Bucket List Club based on discrimination. Everyone is protected from removal based on the listed statuses in our non-discrimination policy in Article III, section 3.

If an Executive Board member is not meeting those expectations, the following steps must be taken to remove them from Executive Board:

1. The President or the Executive Board (if it is the President) shall initiate action for removal or acquittal.
2. The President and Vice President will create an action plan for that exec to fulfill within a reasonable amount of time.
3. The President and Vice President will hold a meeting with that exec member to discuss their commitment as an Exec member in The Bucket List Club and review the action plan with specific tasks - If the Exec member completes all items listed on action plan and both President and Vice President are satisfied, the Exec member shall continue in their exec role. - If the Exec member cannot complete all items listed on the action plan, see step 4.
4. The President and Vice President must notify the rest of the Executive Board that the issue has not been resolved. There must be a closed meeting of the Executive Board with all members present (except the Executive Board member in question) in which the issue will be discussed. Following discussion, a secret ballot will be taken in which a 3/4 vote of Executive Board members is necessary for removal.
5. It is the President's responsibility to update the advisor throughout this process
6. It is the responsibility of the Executive Board to take appropriate and necessary action concerning the vacancy on the Executive Board

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

Section 1: Eligibility

1A. All part-time, full-time, undergraduate, graduate, and professional current students affiliated with The Ohio State University shall be eligible to join The Bucket List Club.

1B. Applicants must be physically available to come to campus for the exec term

1C. Applicants must be available to attend exec meetings and general member meetings for exec term.

Section 2: Term of Office

2A. Term of office for The Bucket List Club Executive Board shall be for thirteen months after accepting the position unless it is deemed necessary to revoke the position.

Section 3: Leadership Roles and Duties:

3A.

President: The role of the President is the most integral to the sustenance of the club. The President oversees all events and meetings, and is required to be actively involved in all aspects of the club's operations. The President has the crucial responsibility of directing the long term aspirations of the club and needs to display a relentless dedication to the club to ensure its success. Moreover, it is the President's responsibility to direct all other members of the Executive Board, ensuring that all other members execute their responsibilities to the best of their abilities. The President must be an active listener and needs to approach leadership in an open-minded fashion. Although the President holds the sole authority on all decisions, the President must make reasonable choices based on the club's needs with regards to its succession, its Executive Board, and most importantly, its members. The President must play a crucial role in actively recruiting new members and should ensure that through the club's endeavors, there is enough visibility from the club to attract potential new members to ensure the continuation of the club.

Vice President: The primary role of the Vice-President is to aid the President in the management and functioning of the club. Like the President, the Vice-President needs to demonstrate an immense dedication for the club, and should provide valuable contributions that bolsters the long term success of the club. The Vice President should be well-versed in all spheres of the club's operations and needs to ensure that other Executive Board members comply with what is required of them. Additionally, the Vice-President must be ready to take full responsibility of the club any time the President is unavailable.

Treasurer:

The Treasurer must display in-depth knowledge and responsibility pertaining to the management of finances and must record all club expenditure and revenues correctly in a ledger that only Executive Board members have access to. It is the Treasurer's responsibility to apply for funding in a timely manner to ensure the club can conduct regular operations and failure to secure funding must be immediately reported to the Executive Board. The Treasurer must subsequently explore alternate funding options as a result. The Treasurer needs to develop a comprehensive budget at the start of each semester that reflects the activities the club can hold and how they would be funded. The Treasurer must manage bank accounts and all other financial assets of the club. The Treasurer must immediately report any misuse of club funds. If the Treasurer is caught

misusing club funds or fails to report a misuse of club funds, the Treasurer will face disciplinary actions at the discretion of the President and the Executive Board members.

Marketing Chair: The Marketing Chair plays a dynamic lead role in the club. In this exciting position, the Chair must inspire and motivate new and current members, increase our club's visibility in the college community and increase the impact of our projects and membership initiatives. They must be ready to meet new people and use their creativity to keep the community informed and engaged in all the great things our club is doing. The Marketing Chair will be required to update the Bucket List Club's social media accounts and website weekly, or at the discretion of the President or Vice President. Included on the site shall be event announcements, pictures, a listing of officers, and other items deemed necessary. The Chair should utilize social media as a further means of communication.

Communications and Logistics Chair: The Communications Chair is mainly responsible for the strategic coordination of all communication amongst the Club members or prospects, keeping the member experience top of mind. This responsibility will be further extended to University relations based on the requirements of the club. They are also supposed to ensure efficient communication between the different executive members as well as the members and should have an overall goal of improving communication and the overall efficiency of our club.

General Body Meeting Chair: The General Body Meeting chair is mainly responsible for planning and executing the weekly meetings of our club, which will be based on the selected theme for that week. Even though they might not be responsible for conducting every week's meeting, they must check-in to ensure a smooth running of the meetings and find ways to keep the members engaged. This role will also include the role of delegating the other exec members their duty and work for the upcoming meetings.

Event Coordinator: The Event Coordinator is responsible for conducting the required communication and planning that are required for any event which would require our club to engage with other parties. They must ensure effective and clear communication in order to conduct events in a hassle free manner. They must ensure all needs for an event to be conducted have been taken care of. This includes but is not limited to: booking spaces, sending out RSVP forms, decoration, keeping a checklist of inventory needed, ordering food, and sending out feedback forms. The Event Coordinator is also responsible for the safety and wellbeing of all members during an event that is conducted outside

Outreach Chair: The Outreach chair is responsible to ensure continued engagement of the club with other organizations in the University. This includes maintaining a relationship with our partners, but also actively seeking new opportunities for the club to engage in. The Outreach Chair must continuously work with other executive members to discuss new engagements for the

club that promotes what we are doing and helps the club attract new members. The Communications Chair and Outreach Chair must play a pivotal role in recruiting new members for the club (in coordination with the Marketing Chair) and are responsible for developing recruiting plans every semester to secure the growth of the club. The Outreach Chair's role requires good engagement/social skills as the basis of the role is to form genuine connections with those seeking to either join the club or to be a partner with it.

Section 3: Terms of Office

3A.

- Elections for Executive Board positions will be held at the last meeting of the Autumn Semester.
- Each Executive Board Member will hold their position for 1 year from the start of the Spring semester to the end of the Autumn semester in the same calendar year.

3B.

- Prior to the Election Day, members of the Club need to submit nominations for each role. The Communications and Logistics Chair is responsible for keeping track of all nominations and making it available to all members of the club.
- No member can nominate themselves. (This rule is ignored under special circumstances mentioned below in section 3D).
- All individuals will then be able to decline or accept a nomination for the role.
- There is no limit on the number of roles an individual can be nominated for, however, they can accept the nomination for only one role.

3C.

- Election will be held for each role in the following order:
 - o President
 - o Vice-President
 - o Treasurer
 - o Marketing Chair
 - o Communications and Logistics Chair
 - o General Body Meeting Chair
 - o Event Coordinator
 - o Outreach Chair
- Each candidate for a role has the opportunity to give a speech for up to 5 minutes (it is optional). Following all speeches by nominees, members vote on their pick for that particular role. The individual with the most votes will win the election. The process is the same for each subsequent role.

- If there is a tie, the outgoing Executive Board votes on their pick for the role and the individual with the most votes will win the election.
- If there is a tie once again, the outgoing President decides on who wins the election.
- All voting will be done through an online voting software to prevent any sort of misconduct.
- The entire election process will be organized by the outgoing President and Vice-President (even if they lose reelection) and needs to be completed in one sitting.

3D.

- If any role is vacant on election day (no accepted nominations), any individual who lost a previous election is able to nominate themselves for that role. The role for which they lost the election for should be higher up in the order (shown above).
- At the end of election day, if there is an Executive Board position vacant, any member of the club will be able to nominate themselves for that role (voting still needs to occur).
- If there is still an Executive Board position vacant, it is the incoming President's responsibility to absorb that role and distribute the responsibilities of that role to other Executive Board Members.

Section 2: Code of Student Conduct

2A. Members must adhere to the Ohio State Code of Student Conduct available at <https://trustees.osu.edu/bylaws-and-rules/code>

Article V- Election / Selection of Organization Leadership

Article VIII: Amendments

Section 1: This constitution will be updated on a yearly basis by the President with the approval of the Advisor, and the Executive Members of The Bucket List Club.

Section 2: An amendment may be proposed by any member during any general meeting, requiring a second. The proposed amendment shall be discussed then tabled for the next meeting.

Section 3: A written version of the amendment must be approved or rejected by the President at the next general meeting following the proposal after approval of the Advisor.