

The Edward S. “Beanie” Drake Student Leader Endowment Fund Constitution

Article I: Name and Purpose

Section 1. Name

The name of this group shall be the Edward “Beanie” S. Drake Student Leader Endowment Fund.

Section 2. Purpose

The purpose shall be to provide funds to enable deserving students to participate in campus activities when financial need might otherwise prohibit them from campus involvement. Solicitations for scholarships shall be limited to undergraduate student organizations at The Ohio State University, past recipients, and past Board members.

Section 3. Non-discrimination policy

The Edward “Beanie” S. Drake Student Leader Endowment Fund 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 and harassment. 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. The Edward “Beanie” S. Drake Student Leader Endowment Fund does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment.

Article II: Selection and Removal of the Board of Directors

Section 1. The Board of Directors shall consist of:

- (a) One advisor who shall be a member of The Ohio State University Student Life faculty or staff, who shall act as a nonvoting member of the Board unless in the case of a tied vote.
- (b) A President who shall be chosen by a majority Board vote from a pool of nominated individuals. This person shall hold office for one academic year.
- (c) A Treasurer who shall be chosen by a majority Board vote from a pool of nominated individuals. This person shall hold office for one academic year.
- (d) A Director of Solicitations who shall be chosen by a majority Board vote from a pool of nominated individuals. This person shall hold office for one academic year.
- (e) If student participation allows, a Director of Interviewing shall be chosen by a majority Board vote from a pool of nominated individuals. This person shall hold office for one academic year.
- (f) If student participation allows, a Vice-President shall be appointed by the advisor and the retiring President. This person shall hold office for one year.

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- (g) The new President, Director of Interviewing, Vice-President, and Treasurer should be from the previous year’s board, if possible. If no Board members are eligible, then the President and advisor shall select from the undergraduate students that are members of member organizations, meeting all requirements.
- (h) If student participation allows, students of member organizations or past scholarship recipients may fill additional roles, including and limited to Executive Secretary, an additional Director of Solicitations, and two Directors of Public Relations. These representatives shall be appointed by the advisor and the President and shall hold a seat for one academic year.
- (i) No board member should serve in the same position for two consecutive years.

Section 2. Election of the Board of Directors

- (a) The regular yearly election shall be held before the end of the fall semester. The new Board of Directors assumes its duties immediately following the election.
- (b) Elections of the abovementioned Board members shall be by secret ballot.
- (c) In the event that a Board member is not fulfilling his or her duties or is acting in a manner detrimental to the Board's success, the Board member may be discharged. All Board members reserve the right to address concerns about a Board member to the advisor and President. If the concern is legitimate, the President shall issue a warning in writing to the member in question. If, for whatever reason, the member in question does not heed the warning, that member's future on the Board will be put to a vote. A two-thirds vote of the Board will be necessary to dismiss the member in question.
 - i. If the President is the member in question, the Advisor shall be in charge of this process.
 - ii. Legal issues involving a Board member which impact the success of the Beanie Drake Student Leader Endowment Fund shall result in immediate dismissal.

Section 3. The Board

- (a) Meetings will be called by the President of the Board, the Advisor, or by a majority vote of the Board.
- (b) The Board shall be responsible for maintaining the Student Leader Endowment Fund by solicitations of contributions.
- (c) A current member of the Board is ineligible to apply for or to receive a Student Leader Endowment Fund Scholarship Award.
- (d) The Board is responsible for the interest accumulated in the Student Leader Endowment Fund.
- (e) The Board shall plan, arrange and manage the selection of recipients of the annual scholarship. The Board shall:
 - i. Approve the recipients by a unanimous vote of the entire Board;
 - ii. Submit the names of the prospective recipients to the Financial Aid Office for approval before announcing the awards; and
 - iii. Arrange for an awards presentation if operating funds and logistical concerns allow.

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- (f) The Board shall be responsible for publicizing the fund, its purpose and the presentation of the annual awards.
- (g) The Board shall express its appreciation to each contributing organization by sending or delivering a written thank-you note signed by at least one member of the board.
- (h) Members of the Board and the Advisor will be the only voting members for decisions regarding applications and revision of the constitution.
- (i) 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.
 - i. 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.
 - ii. 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: Board Member Duties

Section 1. The President shall:

- (a) Call and facilitate the meetings of the Board of Directors;
- (b) Participate as a voting member in the selections process;
- (c) Under advisement of the entire board, appoint a new board member in the event an elected member is unable to complete the term of office;
- (d) Register the organization with Student Activities Office;
- (e) Plan the annual retreat and awards presentation if applicable;
- (f) Provide the Board of Directors with meeting agendas 24 hours in advance of said meeting; and
- (g) Provide general support and guidance to other members of the Board as needed.

Section 2. The Vice-President shall:

- (a) Be responsible for membership development;
 - (b) Oversee the Directors and assist them in any way needed;
 - (c) Preside over any meetings of the Board of Directors in the absence of the President;
- and

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(d) Carry out the duties of the President in the event of the President’s short-term absence.

Section 3. The Treasurer shall:

- (a) Maintain records of all contributions and disbursements and have them available upon request;
- (b) Distribute to the Board of Directors periodic reports outlining the financial status of the Fund;
- (c) Work with the Advisor and Financial Aid office to ensure the proper distribution of the scholarships;
- (d) Work with Advisor to maintain and monitor investments of the principal monies of the Student Leader Endowment Fund with the approval of the Board;
- (e) Obtain operation funds from the Council on Student Affairs;
- (f) Keep accurate records of all donations including the donor’s name and the amount contributed; and
- (g) Forward the names of Board members and a list of recipients to the Development Office for alumni coding.

Section 4. The Executive Secretary shall:

- (a) Compile and distribute the roster to the Board of Directors;
- (b) Reserve all meeting rooms;
- (c) Notify the Board of Directors of all meeting times and locations;
- (d) Keep an accurate and typed record of all meetings; and
- (e) Maintain and update the website of the organization.

Section 5. The (Two) Director(s) of Solicitations shall:

- (a) Work closely with the Treasurer;
- (b) Compile a detailed proposal of how the financial goals will be achieved;
- (c) Organize the solicitations presentation;
- (d) Be responsible for coordinating solicitations to undergraduate student organizations;
- (e) Organize the solicitation of past Board members and past recipients; and
- (f) Promptly acknowledge the receipt of each donation through a letter of appreciation.

Section 6. The Director of Interviewing shall:

- (a) Be responsible for revision and distribution of the scholarship application;
- (b) Designate the time and location of interviews;
- (c) Communicate with past finalists about future opportunities to re-apply; and
- (d) Outline and facilitate the entire selection process.

Section 7. The (Two) Director(s) of Public Relations shall:

- (a) Be responsible for all aspects of publicity;

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- (b) Work closely with the Directors of Solicitation in organizing solicitations presentations;
- (c) Compile an impact report and provide it to major donors (\$250 and above) at the end of each academic year; and
- (d) Work closely with the Director of Interviewing in publicizing scholarship applications.

Article V: Advisor Duties

Section 1. Attendance Requirements

- (a) The Advisor must be present to greet, orient, answer questions, and introduce each applicant to the Board during the interviewing process. If an advisor cannot be present, interviewers will record the interview and upload it to the Teams.
- (b) The Advisor must be present during the selections meeting.
- (c) The Advisor must be present during the awards ceremony, as facilitators and to verify the credentials and accountability of the Board of Directors.

Section 2. Duties

- (a) The Advisor’s chief responsibility shall be to advise the board on issues of procedure and fairness, particularly in the selections process, interviewing and fiscal responsibility.
- (b) The Advisor shall advise the current President in appointing the positions of incoming President, Treasurer, and Director of Solicitations.
- (c) The Advisor should ensure that the Board is obeying the constitution and adhering to the purpose of the Edward S. “Beanie” Drake Student Leader Endowment Fund, stated in Article I, Section 2.
- (d) The Advisor shall not vote in the selections process, except in the case of a tie, nor on any issues brought before the Board.

Section 3. Term

- (a) The Advisor shall serve a term of at least two years.
- (b) The Advisor will be a full-time staff member in the Department of Student Philanthropy.
- (c) Advisor terms should be set in such a way that every year at least one of the advisors has a year or more of experience.

Article VI: Fund Maintenance

Section 1.

A minimum of one hundred and fifty dollars (\$150.00) shall be retained in the Student Leader Endowment Fund operating funds.

Section 2.

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At no time shall the principal monies of the endowment of the Student Leader Endowment Fund be accessed for any expenditures.

Section 3.

At no time shall the total monies awarded exceed the total monies received as of the date of the awards ceremony.

Section 4.

An annual operation allowance of up to one thousand five hundred dollars (\$1,500.00) may be diverted from the donations of student organizations, but not alumni donors, to the operating funds. These monies shall assist in covering operating expenses including, but not limited to, nametags, postage, copies, awards, awards ceremony, brochures, etc.

Section 5.

Donations to the Endowment Fund may be accepted from any source as approved by the Director of Solicitations.

Section 6.

A minimum of 10% of scholarship funds raised must be invested in the Endowment Fund.

Article VII: Recipient Eligibility

Section 1.

The recipients of the Student Leader Endowment Fund Scholarship:

- (a) Must be full-time undergraduate students at the Columbus Campus Autumn and Spring semesters following the receipt of the scholarship;
- (b) May be past finalists;
- (c) Must not have been past recipients of the scholarship;
- (d) Must not be current Board members, as stated in Article III, Section 3, or past Board members.

Section 2.

- a) Applicants for the Student Leader Endowment Fund Scholarship must have completed one full-time semester of class at The Ohio State University by the application deadline.
- b) Post-secondary students are not eligible to apply for this scholarship.
- c) Campus change students are eligible to apply for the scholarship.

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Article VIII: Method of Dissolution

Section 1.

- a) Should the Board cease to operate, all assets shall become property of the Office of Student Life and debt shall be paid from the Student Leader Endowment Fund checking account.
- b) Interest from the endowment shall remain in the current use account for a period of one year, then be reinvested in the endowment after the following year’s interest is deposited in the current use account.

Section 2.

The organization may be re-established by:

- a) The selection of at least one Advisor who shall be a member of The Ohio State University faculty or staff and a President of the Board.
- b) A Vice-President shall be appointed by the Advisor(s) and the President.
- c) A Director of Interviewing shall be appointed by the advisor(s) and the President.
- d) A Treasurer shall be appointed by the advisor(s) and the President.

Article IX: Amendments

Section 1.

This constitution may be amended by a two-thirds vote of the Board of Directors

- Constitution revised and approved by the 2002-2003 Board of Directors (October 4, 2002)
- Constitution revised and approved by the 2007-2008 Board of Directors (May 8, 2008)
- Constitution revised and approved by the 2011-2012 Board of Directors (May 17, 2012)
- Constitution revised and approved by the 2023-2024 Board of Directors (January 2, 2024)