

# **TAPDINTO-STEM at The Ohio State University Constitution**

## ***Article I - Name, Affiliation, Purpose, and Non-Discrimination Policy of the Organization***

### **Section 1 – Name:**

The name of this organization shall be TAPDINTO-STEM at The Ohio State University aka The Alliance of Students with Disabilities for Inclusion, Networking, and Transition Opportunities in STEM, hereafter referred to as (“TAPDINTO-STEM at tOSU”), (“the/this organization”), (“the/this chapter”).

### **Section 2 – Affiliation:**

- (a) The organization will serve as an unofficial chapter of the National Science Foundation Eddie Bernice Johnson INCLUDES Initiative: The Alliance for Students with Disabilities for Inclusion, Networking, and Transition Opportunities in STEM (“NSF TAPDINTO-STEM”).
- (b) The thoughts and actions of the organization are independent of NSF TAPDINTO-STEM and do not necessarily reflect the views or policies of NSF TAPDINTO-STEM. NSF TAPDINTO-STEM is not responsible for any activities or events organized by the organization, and the organization assumes full responsibility for its own decisions and actions.

### **Section 3 – Purpose:**

The Alliance of Students with Disabilities for Inclusion, Networking, and Transition Opportunities in STEM (TAPDINTO-STEM) at The Ohio State University is an organization that encourages horizontal mentorship, which means serving as a mentor for not only upcoming STEM students but serving as a mentor for your same level peers. We strive to increase retention of disabled people of any demographic (e.g. Deaf, mobility impaired, mental, emotional and physical disabilities etc.) pursuing undergraduate degrees in STEM students from their first semester and beyond.

### **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 basis in accordance with these guidelines found at:

<https://activities.osu.edu/posts/documents/student-organization-registration-guidelines-updated-by-csa-02032020.pdf>

## ***Article II - Membership***

### **Section 1 – Qualifications:**

Membership is open to all students at The Ohio State University who share the purpose of the organization.

### **Section 2 – Categories of Membership:**

- (a) **Active Members:** Active members are those who regularly attend meetings, participate in events and activities, and support the health and longevity of the organization.
- (b) **Associate Members:** Associate members are non-student members, such as faculty, alumni, professionals, etc., who may become members, but only as non-voting members. Associate members may not hold Executive Board positions. Associate Members must make up no more than 10% of the student organization.

### **Section 3 – Membership Benefits:**

- (a) All members of the organization will receive access to all events, programs, and resources of the organization. Active members will also have voting rights, the opportunity to hold leadership positions, and access to additional mentorship opportunities.

## ***Article III – Executive Board:***

### **Section 1 – Composition:**

- (a) The Executive Board shall consist of a President, Vice President, Secretary, Treasurer, and any other positions deemed necessary by the organization.

### **Section 2 – Duties:**

- (a) The duties of the Executive Board shall be to conduct the business of the organization between general meetings of the membership, plan and organize events, assign committee roles, and report its actions as necessary at the general meetings of the membership.

#### ***Article IV – Methods for Removing Members and Executive Officers***

##### **Section 1 – Removal:**

- (a) 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.
- (b) 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 the 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.
- (c) 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 V - Organization Leadership***

##### **Section 1 – Composition:**

- (a) Required leadership positions:
  - (i) Primary Leader (President)
  - (ii) Secondary Leader (Vice President)
  - (iii) Treasurer

(iv) Secretary

(v) Advisor

(1) Advisors of the organization must be full-time members of the Ohio State 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 advisor(s) must be committed to the values held by the organization. The advisor shall be selected by the Executive Board. The advisor will collaborate with the President and Vice President on membership and club duties, as well as assist with outreach and club activities when applicable.

## **Section 2 – Duties:**

(a) President

- (i) Communicate with the university community and faculty advisors as the chief spokesperson of the organization.
- (ii) Maintain an understanding of the organization rules and regulations, as well as the constitution and by-laws of the university.
- (iii) Preparation of an agenda for general and Executive Board meetings.
- (iv) Assist in the development of programs and events.
- (v) Assist with committee creation and appointment of committee assignments.
- (vi) Additional duties as assigned based on the organization needs.

(b) Secondary Leader

- (i) Serve as acting President when the incumbent President is deemed unfit for office or is temporarily unable to fulfill presidential duties due to emergencies, illnesses that leave them incapacitated and unable to perform presidential duties as aforementioned.
- (ii) Assist President in preparation of an agenda for general and Executive Board meetings.
- (iii) Assist in the development of programs and events.
- (iv) Assist with committee creation and appointment of committee assignments.
- (v) Additional duties as assigned based on the organization needs.

(c) Treasurer

- (i) Keep a record of all financial transactions.
- (ii) Meet with the advisor(s) at least once monthly to review account balances and financial transactions.
- (iii) Preparing budgets, budget requests/appeals, etc.
- (iv) Maintain a record of all membership dues (if applicable).
- (v) Assist Executive Board members with financial aspects of club events (such as paying for merchandise).
- (vi) Additional duties as assigned based on the organization needs.

(d) Secretary

- (i) Collect availability from Executive Board officers for scheduling of meetings.
- (ii) Log minutes for Executive Board meetings.
- (iii) Assist in organizing programs and events.

- (iv) Assist Treasurer in managing funds as needed.
- (v) Additional duties as assigned based on the organization needs.
- (e) Advisor
  - (i) Ensure Executive Board members follow university regulations and by-laws.
  - (ii) Attend Executive Board Meetings regularly.
  - (iii) Assist Executive Board in tasks as needed.
  - (iv) Additional duties as assigned based on the organization needs.

#### ***Article VI - Meeting Requirements***

- (a) The organization shall have at least two general body meetings each semester
  - (i) excluding summer term unless special events are occurring. Absence from special events during summer term shall not impact active status of members.
- (b) The Executive Board shall meet as necessary according to the schedule agreed upon by all officers.
- (c) Emergency sessions may be called within 24 hours; a quorum of at least two-third of the Executive Board must be present in order to conduct official business.

#### ***Article VII - Parliamentary Procedure***

- (a) Robert's Rules of Order shall govern all parliamentary procedure unless otherwise specified.

#### ***Article VIII - Method of Amending Constitution and By-Laws***

- (a) The constitution should be simple, yet comprehensive, and difficult to amend, leaving any specific procedural rules to be included in the by-laws. When amending the constitution, as with the by-laws, previous notice of any proposed changes are usually required to be given to the membership and should not be changed in the same meeting in which it was proposed.

(b) Methods should be similar to amending the constitution, however, by-laws are apt to change more often than the constitution, thus amending should be somewhat easier. By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bringing the proposed change up for a vote at the next general meeting with a two-third majority vote of the general body and two-third majority vote of the Executive Board present (a quorum being present).

Or

(c) Unanimous vote of the Executive Board along with approval from the Advisor.

## **TAPDINTO-STEM at the Ohio State University**

### **Student Organization By-laws**

#### ***Article I - Election / Appointment of Government Leadership***

Election of new officers will occur in March, and transition of leadership and completion of required trainings will occur in April. Each officer will be elected to serve for the next academic year, except for special cases, such as a student graduating in the Fall semester.

If an officer finds that they are not able to fulfill their position, then a meeting will be held in order to delegate their responsibilities to other officers and/or a replacement. The replacement should be decided by a majority vote of the officers.

If an officer is found to be unfit to be a member of the Executive Board, they may be removed. Cause for removal includes, but is not limited to, violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the organization. If members of the executive board believe that an officer should be removed, then they should organize a meeting of the executive board and the advisors. The officers should detail why the person is not fit for their position and why they believe it is necessary to remove them. The board should then vote. A two-thirds majority and the approval of at least one advisor is necessary to remove an officer. The removed officer is responsible for detailing all responsibilities that they had for the organization. Those responsibilities will be delegated to other officers and/or a replacement. The replacement is elected via a majority vote of the officers.

Constitution  
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