

CONSTITUTION OF THE AUTISTIC STUDENTS UNION
AT THE OHIO STATE UNIVERSITY

Article I – Name, Purpose, and Non-Discrimination Policy

Section 1. Name

- (i) The official name for this organization is The Autistic Students Union at The Ohio State University.

Section 2. Purpose

- (i) The purpose of this organization is to support and uplift autistic voices. This organization is run by an executive board composed of neurodivergent students and supported by its neurodivergent advisor(s). Our mission is to create a campus environment where autistic individuals are supported by their peers in their academics and daily life.

Section 3. Non-Discrimination Policy

- (i) The Autistic Students Union at Ohio State University is committed to fostering and upholding a diverse community that embodies the vast spectrum of human experiences and enhances opportunities for all. Drawing inspiration from the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act), we stand firm in ensuring that individuals with developmental disabilities have

access to essential community services and individualized supports. Our commitment is deeply rooted in the principles of promoting self-determination, independence, productivity, and integration into all aspects of community life. We not only uphold our dedication to equal opportunity, affirmative action, and the eradication of discrimination but also align with values that celebrate individuality, diversity, and the principles and ethical standards and rights set by the DD Act.

- (ii) This organization does not discriminate based on 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 and membership.

Section 4. University Sexual Misconduct Policy

- (i) As a student organization at The Ohio State University, The Autistic Students Union 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>

- (ii) 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.

Article II – Definitions and Interpretations

Section 1. Definitions (generally)

- (i) Unless otherwise specified before employing interpretation to definitions,

Article III – Membership

Section 1. Requirements

- (i) Only currently enrolled Ohio State students can be voting members within the organization.
- (ii) Faculty, alumni, professionals, and others may join as non-voting associate or honorary members. They may also serve as advisors.

Section 2. Termination of Membership (general process)

- (i) General body member may face suspension if they:
 - a. Act in a way detrimental to the advancing of this organization's purpose.

b. Violate the organization's constitution, bylaws, or any related conduct codes or laws.

- (ii) Immediate suspension may occur, pending investigation.
- (iii) If 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(s), may vote to temporarily suspend the member.
- (iv) After the investigation, the officers may act to revoke membership through a majority vote during a regular or special meeting, in consultation with the organization's advisors.

Section 3. Termination of General Body Membership

- (i) Any general body member facing potential termination will be informed in writing at least one week before the meeting where the vote will occur.

Article IV - Organization Leadership

Section 1. Executive Board (generally)

- (i) Duties include:

- a. Understand and adhere to university rules and organizational constitution and bylaws.
- b. Communicate organizational changes to advisors and appropriate university officials.
- c. Address and resolve conflicts within the organization, ensuring that all members feel heard and valued.
- d. Additional duties, as specified and detailed in the organization's bylaws, may be required throughout the academic year.

Section 2. President or Co-Presidents

(i) Duties include:

- a. Set the direction and tone of the organization, ensuring that its activities align with its mission and goals.
- b. Act as the primary spokesperson and representative for the organization in interactions with the university officials, other student organizations, and the broader community.
- c. Preside over all meetings of the organization, setting agendas and ensuring that meetings are productive.

- d. In conjunction with the Treasurer, ensure that the organization remains financially stable and that funds are used appropriately.

Section 3. Vice President

(i) Duties include:

- a. Step in to fulfill the President's duties in their absence or when they are otherwise unable to do so.
- b. Work closely with the President to co-create meeting agendas, assist with facilitation of meetings, set organizational goals, and drive initiatives forward.
- c. Serve as the main point of contact for committees or sub-groups within the organization, ensuring they remain on track with their objectives.

Section 4. Treasurer

(i) Duties include:

- a. Maintain and record all financial transactions.
- b. Regularly review account balances and financial transactions with advisors.
- c. Prepare and manage budgets, membership dues (where applicable).
- d. Provide financial advice regarding organizational finances.

Section 5. Secretary

(i) Duties include:

- a. Document and share minutes for meetings.
- b. Coordinate meeting times in consultation with the executive board.
- c. Maintain the organization's attendance and roster.

Section 6. Director of Outreach

(i) Duties include:

- a. Oversee club's social media accounts.
- b. Lead marketing and recruitment initiatives.
- c. Collaborate with the President to act as spokesperson and representative for the organization during interactions with university officials, other student organizations, and the broader community.

Section 7. Historian

(i) Duties include:

- a. Accurately document and preserve the organization's history, including data, artifacts, documents, milestones, and events.
- b. Offer historical context when relevant during organizational decision-making.
- c. Plan and facilitate historical events like anniversaries and alumni reunions.

Article V – Leadership Appointments and Elections

Section 1. Eligibility for Office

- (i) Individuals who resign in anticipation of disciplinary actions, or who are removed or otherwise dismissed from the executive board due to misconduct, are prohibited from serving on the executive board again. Exceptions to this rule include the reinstatement of the said executive board member to their original role or an acquittal.
- (ii) Removal of executive board membership does not necessarily mean that the member in question will also be terminated of general body membership.

Section 2. Nomination Process

- (i) TBD by executive board.

Section 3. Ballot Design and Balloting Procedures

- (i) TBD by executive board.

Section 4. Electoral period

- (i) Elected annually in the spring semester typically in the month of march. Executive Board Elects will serve for the subsequent academic year.

Section 5. Special Appointments and Ratification Procedures

- (i) In the event of the introduction of a novel executive board role an interim executive board member shall be appointed to serve the remainder of the term.

- (ii) The interim appointment requires a majority vote of the sitting executive board, in consultation with the organization's advisor(s).

Section 6. Resignation Procedures

- (i) When an officer finds that they are unable to fulfill their position and its associated duties, the executive board should be informed in writing. Following the resignation, a meeting should be held to delegate responsibilities to other executive board members and/or a replacement. Procedures for the delegation of tasks or titles for this process should be referred to Article V, Section 8 of this constitution.

Section 7. Impeachment and Removal Procedures

- (i) If an executive board member is suspected of having engaged in behavior that violates this constitution, its bylaws, or any conduct deemed to jeopardize the organization's longevity, then impeachment articles should be drafted. The impeachment articles should contain the following:

- a. Title and Introduction

- i. Start with a clear title specifying the purpose of the document (e.g., Articles of Impeachment against *[individual name here]*).

- ii. Indicate the date and who is presenting the articles.

b. Preamble

- i. Begin with a preamble establishing the foundational principles of the organization.
- ii. Mention any expectations from members and especially from those in leadership roles.

c. Contextual Insight

- i. Clarify the meaning of key terms or processes that might be used throughout the document.
- ii. Provide any definitions or contextual explanations, ideally with authoritative sources (e.g., Cornell Law).

d. List of Articles

- i. Each article should relate to a specific alleged violation or act of misconduct.
- ii. Start with a clear title for each article, followed by a concise explanation.
- iii. Use specific examples, dates, or exhibits as evidence.
- iv. Be as detailed as necessary, ensuring each article is clearly understood.

e. Article Details

- i. The articles should explicitly explain the violation or act of misconduct.
- ii. Articles should refer to specific rules, by-laws, or constitution provisions that were violated.
- iii. Cite any evidence, correspondence, or records to substantiate the allegations.

f. Proposed Actions

- i. Clearly state the action you are proposing based on the articles of impeachment.
- ii. Make sure to reference any constitutional or bylaw provision that gives authority to the proposed action.

g. Notice of Hearing

- i. Provide details of any upcoming hearings or meetings related to the impeachment.
- ii. Clearly indicate the date, time, and expected proceedings. The date of trial should be at least 7 days following the introduction of the impeachment articles.

h. Confidentiality Notice

- i. Remind members of the importance of confidentiality throughout the impeachment process.

- ii. Highlight potential consequences for any breaches.

i. Document Retention

- i. Consult with the sitting historian regarding document retention and record keeping for the organization.
- ii. Specify how the document(s) and any related evidence will be stored and who will have access.

j. Conclusion

- i. Conclude with a statement from the person or body proposing impeachment.
- ii. Sign and date the document.

k. Exhibits

- i. Attach any evidence, correspondence, screenshots, or any other supporting documents.
- ii. Clearly label each exhibit and refer to them in the main document.

l. Tips

- i. Ensure the document is free from any errors, including grammatical or factual inaccuracies.
- ii. The document should be as objective as possible, avoiding personal bias or emotion.

- iii. Ensure all claims are supported by evidence or specific references.
- iv. Consult with legal or procedural experts within the organization to ensure the document follows the correct process.
- v. Remember to review and adhere to the organization's constitution and/or bylaws to ensure the articles of impeachment are valid.
- m. Next steps
 - i. Create a document outlining the outcome of the trial. This document must be signed by all members of the sitting executive board.

Article VI – Executive Committee

Section 1. The Executive Committee

- (i) This organization is run by an executive board composed of neurodivergent students and supported by its neurodivergent advisor(s).

Article VI – Advisor(s)

Section 1. Qualifications for Advisors

- (i) Advisor(s) of this organization must be neurodivergent and fulltime members of The Ohio State University faculty or Administrative & Professional Staff.

- (ii) If an individual does not meet the above criteria a co-advisor who meets the above criteria must be appointed.

Section 2. Qualifications for Co-Advisors

- (i) The Co-Advisor(s) of this organization must be neurodivergent.

Section 2. Appointment of Advisors / Co-Advisors

- (i) Appointment of an Advisor or Co-Advisor requires a majority vote of the sitting executive board, in consultation with the organization's advisor(s).

Article VII – Organizational Meetings & Events

Section 1. General Body Meetings

- (i) The organization must have at least two general body meetings for spring and autumn semesters.

Section 2. Disruptions at Organization Meetings & Events

- (i) If an attendee's behavior is deemed disruptive or harmful during an event or meeting, they may be removed and immediately be placed on suspension pending an investigation.
- (ii) Disruptive behavior includes behavior that interferes with students, faculty, or staff and their access to an appropriate educational or work environment.

Article VIII – Amending the Constitution

Section 1. Amendment overview

- (i) 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 read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

Section 2. Procedure

- (i) Initial Drafting
 - a. The individual or group proposing an amendment should draft one while referencing the format of previously drafted constitutional amendments.
 - b. The draft should be concise and adhere to the principles of the organization.
 - c. Provide any definitions or contextual explanations, ideally with authoritative sources (e.g., Cornell Law).
- (ii) Feedback and Revisions

- a. Discuss the proposed amendment with fellow members or stakeholders for feedback.
- b. Make any necessary revisions based on the feedback received.

Article XIV – Organizational Records and Intellectual Property

Section 1. Retention of Work

- (i) All work created for the organization must remain with the organization upon the departure of any member, executive board member, or affiliated party. This includes but is not limited to the organization's constitution, by-laws, amendments, documents, and marketing materials.
- (ii) Reproduction, dissemination, copying (either in whole or in part), or any other unauthorized use of the organization's intellectual property is prohibited. Written permission from the organization, coupled with unanimous approval from the sitting executive board, is required prior to any such actions involving the organization's materials.

Article XV – Dissolution of the Organization

Section 1. Consultation with Founding Members

- (i) Before proceeding with the dissolution, founding members who remained in good standing throughout their term

should be contacted to explore options to maintain the organization's longevity, history, and registration status.

Section 2. Intellectual Property Post-Dissolution

- (i) Upon the organization's dissolution, intellectual property belonging to the organization will automatically receive approval for use or reproduction by its original authors.

Article XVI – Introductory Period for Constitutional Amendments

Section 1. Establishment of Introductory Period:

- (i) Upon the initial ratification of this constitution on this 2nd day of October 2023, an "introductory period" was instituted to facilitate seamless amendments to the constitution. This period is hereby extended to allow for additional necessary amendments.

Section 2. Establishment of Introductory Period:

- (i) For the duration of the extended introductory period, any constitutional amendments can continue to be made with blanket approval in consultation and with the majority vote of the executive board. These amendments can be approved without the need for a formal presentation during a special or general meeting.

Section 3. Transition to Standard Process:

- (i) The introductory period, previously set to conclude on the 1st day of November 2023, 31st day of December 2023, shall be extended until the 5th day of May 2024.

Following the conclusion of this extended period, the regular amendment procedures, as outlined elsewhere in the constitution, will resume.

BYLAWS

Article I – Amendment of Bylaws and Parliamentary Authority

Section 1. Amendment Provisions

- (i) The procedure for amending the by-laws should be more lenient than that for the constitution.

Section 2. Notification Requirements

- (i) Prior notice of proposed changes to the by-laws must be given to the officers. Such amendments shall not be enacted during the same meeting in which they are introduced.

Section 3. Amendment Approval Process

- (i) Amendments to the by-laws and meeting plans shall be determined by a simple majority during an executive board meeting.
- (ii) Full participation in the vote is expected from all members.
- (iii) In the event of absence, members must forward their decisions to the entire Executive Board.

Article II – Financial Responsibilities of Officers

Section 1. General Understanding

- (i) Each officer must understand the organization's financial management framework and collaborate with the Treasurer, as necessary.

Section 2. Handling of Receipts

- (i) All receipts from purchases shall be digitally scanned and stored on the organization's file sharing system provided by the university.
- (ii) Physical and digital copies of said receipts shall be entrusted to the organization's Treasurer for retention.

Section 3. Management of Checks and Invoices

- (i) All checks or invoices, whether incoming or outgoing, shall be the responsibility of the Treasurer.
- (ii) Physical records of these transactions shall remain with the Treasurer, while digital copies shall be scanned and archived on the organization's file sharing system provided by the university.

Section 4. Restrictions on Expenditures

- (i) Funds of the organization shall not be used to procure products competing with Coca-Cola. Such purchases are non-reimbursable and are subject to auditing.

Section 5. Audit and Program Operations

- (i) Audits pertaining to operations or programs must be completed within thirty days following the program's date.
- (ii) All financial documents related to an event, including receipts, invoices, or checks, must be delivered to the Treasurer no later than one-week post-event for auditing.
- (iii) Completed audits shall be archived in the organization's file sharing system provided by the university for subsequent reviews.

Section 6. Funding Requests and Approvals

- (i) A minimum notice of 48 hours is mandatory for all funding requests and proposals.
- (ii) Proposals require a majority consensus from the executive board members, either verbalized in a formal meeting or conveyed via text. The endorsement of the Treasurer is required.

Section 7. Grants and Audits

- (i) Each grant application initiated by an executive board member mandates an accompanying audit.
- (ii) Executive board members seeking funds are required to draft a projected budget for the grant, to be presented to the Treasurer for evaluation.
- (iii) This budget is subject to a majority vote of the sitting executive board.
- (iv) The acquisition of new grants may precipitate the formulation of novel audit procedures.