

Sustainable Steps Constitution

Article 1 - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1 - Name

Sustainable Steps

Section 2 - Purpose

To take active steps towards a greener planet. Doing community service work to aid in Ohio State and the city of Columbus' efforts to be more sustainable. To challenge the status-quo on what can and cannot be done through collaboration and competition.

Section 3 - 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 Student Organization Registration and Funding Guidelines.

As a student organization at The Ohio State University, Sustainable Steps 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.

Article 2 - Membership

Section 1 - Qualifications

Membership is open to any undergraduate or graduate student at Ohio State University that has any interest in sustainable work, projects, and technologies. Alumni of Ohio State University can also be members as long as they were active in the organization at the time of their graduation. Alumni may make up no more than 10% of the organization's membership.

Section 2 - Voting Members

Voting Members shall be members who are current undergraduate or graduate students at Ohio State University who currently have attended at least two meetings either conducted for the

project team or general body. Voting Members who also attend at least one Executive Board meeting are eligible for any leadership position in the organization.

Section 3 - Non-Voting Associate Members

Non-Voting Associate Members shall be alumni of Ohio State University who were active in the organization at the time of their graduation.

Article 3 - Method of Removing Officers and Members

Leaders and members may be removed from their positions and/or the organization if a majority of the Executive Board members deem their presence detrimental to the function of the organization and/or they have proven that they cannot adequately perform their designated duties. Notification to the advisor is needed as well.

Article 4 - Organization Leadership

Section 1 - The Executive Board

Is responsible for the general governance of the organization. Is made up of the President, Vice President, Project Manager, Treasurer, Secretary, and Director of Media. Votes on legislation that does not require a change to the Constitution. Votes on the taking out of a loan, in the situation the Treasurer requests it.

Section 2 - President (Primary Leader)

Serves as administrative head and is responsible for the overall function of the organization. Is the face of the organization. Is responsible for the scheduling of General Meetings, Board Meetings, and other events. Is a member of the Executive Board. The Vice President, Project Manager, and Treasurer fill in when the President is not available.

Section 3 - Vice President (Secondary Leader)

Serves as secondary leader and supports the work of the President. Responsible for the club when the President is not available. Is a member of the Executive Board.

Section 4 - Project Manager

Serves as head of the project teams and is responsible for the timely completion, and plausibility of projects. Also is responsible for aiding the Team Leads and conducting team meetings. Position can be held in tandem with another Executive Board position. Is a member of the Executive Board.

Section 5 - Treasurer

Is responsible for the handling of all assets and debts of the organization. Is responsible for the allocation of funds, with the consent of the Executive Board. Is a member of the Executive Board.

Section 6 - Secretary

Is responsible for the recording and archiving of meeting notes, the organization of club documents, the recording of attendance at meetings, and the updating of the member roster. Oversees elections and all votes. Make sure Team Leads are sending meeting notes from team meetings. Is a member of the Executive Board.

Section 7 - Director of Media

Is responsible for the promotion of the organization, as well as recruitment efforts. Works with the Treasurer on fundraising. Is responsible for most communication with members. Is a member of the Executive Board.

Section 8 - Other Officers

In the case that a member of the Executive Board has too many responsibilities to adequately manage or a new role arises, a member that meets the leadership team application requirements may take on this role. They are members of the Executive Board.

Article 5 - Advisors

Advisors of student organizations must be members of the University faculty or Administrative and Professional staff. The advisor serves as the group's liaison with the university and provides guidance when requested by the members of the group.

Article 6 - Meetings of the Organization

General Meetings and Board Meetings as well as other events shall be conducted as specified by the President, with the advice of the Executive Board. Team Meetings shall be conducted as specified by the Project Manager, with the advice of the Executive Board, and Team Leads. All members can attend Board Meetings, as long as they are not disruptive. Team Leads are invited to Board Meetings.

Article 7 - Method of Amending Constitution

Proposed amendments should be submitted to the Executive Board in writing. If approved by the Executive Board, through a majority vote, they will be announced at the next General Meeting and by email. Two General Meetings after they are announced, they will be voted on by the entire voting membership. Approval requires a 2/3 affirmative vote where at least 50%+1 of the voting members voted.

Article 8 - Leadership Elections and Terms

Section 1 - Election Day

Elections will be by majority vote at the second to last General Meeting of the spring semester. New Executive Board Members will take their positions on Spring graduation day.

Section 2 - Executive Board Member Terms

The Executive Board Members serve one-year terms with the possibility of re-election.

Section 4 - Team Leads

Team Leads serve at the discretion of their project team.

Section 5 - Vacancy

In the event that an Executive Board Member position becomes vacant, the remaining members of the Executive Board or an Officer of the former Board Member shall take over the position's duties. The vacancy will be announced at the next General Meeting and Project Team meeting. A vote for the filling of the position for the rest of the current term will be held at the following Executive Board Meeting.

Article 9 - Method of Dissolution

The organization can be dissolved if membership falls below the required 5 members, at which point a majority vote will begin dissolution. Before the dissolution of the organization, all debts must be paid. Assets of the organization must be sold to pay any remaining debts. If the debts of the organization are settled, then the organization shall offer to donate any remaining assets to The Ohio State University or the community surrounding it. If any assets cannot be donated then they may be properly discarded. The remaining assets of the organization shall not be sold for the profit of any individual member. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove the organization's information from their website.