

Constitution

Article 1 Organization Name

The organization is to be known as The User Experience Club at The Ohio State University.

Section 2 - Purpose

The purpose of the UX Club at The Ohio State University is to teach both design and research aspects of UX, utilizing, as well as refining those skills through projects. The User Experience Club projects aim to benefit those in the community and the students involved. The UX Club at The Ohio State University is dedicated to giving back to the community by partnering with nonprofits and charities of the club's choosing, giving a platform for students to not only build their portfolio and pursue professional advances, but to serve those in the public while employing respect and professionalism when working with members of the community. The club meetings will be split between project days; where various projects will be worked on, such as working on web design for a non-profit's website, and between teach-in days, where new software and skills are taught or professionals in the UX field give a lecture. The User Experience Club at The Ohio State University will explicitly work with **Non-profits** (Specifically with 501c3 status, refer to the IRS's definition) and **Charities** that are committed to bettering communities of **marginalized** groups in Franklin County. The User Experience Club will **not** service **for-profit companies under any circumstances.**

Section 3 - Non-Discrimination Policy:

The User Experience Club of The Ohio State University 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.

Article II - Membership: Qualifications and categories of membership.

All members of The User Experience Club at The Ohio State University shall be undergraduate students of OSU, enrolled in the fall semester of the season, and be in good standing with the university. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

Article III – Methods for Removing Members and Executive Officers

Any elected officer of the club may be removed for sufficient cause. Sufficient 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 club. Prior to a vote on the matter of removal of an elected officer, the club Internal Committee shall hold a formal hearing. The officers shall have the opportunity to personally attend the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two-thirds affirmative vote of the Executive Board.

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

Each Officer may hold as many terms in office as they like so long as they remain an undergraduate student at The Ohio State University.

***President-** The president will oversee club operations, and be the external contact person (includes but is not limited to responding to clientele, coordinating speaker events, and emailing other organizations and potential sponsors.) The president is responsible for mediating meetings, monitoring the goals of the club, and making sure they are met. The president is also responsible for renewing student organization registration and making sure the organization keeps its active status. The president will also ensure the Club is working only with Non-Profits and Charities who are committed to helping communities of marginalized groups and can provide proof of such either via GuideStar or through the organization itself.*

Vice President- The vice president will assist the president in their responsibilities, if the president becomes unavailable they will become the acting vice president. Ultimately the vice president's duties are similar to the president's, but in a supportive nature.

Treasury- the treasury will be responsible for executing all financial decisions. This includes but is not limited to, making a budget and reviewing it with other officers, applying for programming and audit funds, fundraising and philanthropy, and financial risk reduction. managing the organization's bank account, submitting audits to the organization every year by the deadline, and handling finances given to the club from sponsors.

Diversity & Inclusion Officer This officer will uphold the university's discriminating policies both online and monitoring digital footprint. This officer is also responsible for making sure each officer does their annual online training prescribed by the Ohio State University. This officer will be seen as the bridge between beneficiaries of The User Experience Club at The Ohio State University, its members, and its committees. The DIO must work closely with communications to make sure the The User Experience Club at The Ohio State University remains in good standing with the university, as well as the community. This officer will be doing work adjacent to a human resources official at a typical organization.

The secretary- the secretary will be responsible for recordkeeping, executive meeting notes, and updating membership, sponsors, events, and meeting records. The secretary will organize meetings for both executive and general membership. The secretary will work with the treasurer to keep receipts in an organized manner, if others need the executive board's contact information the secretary should be able to give the contact information of that requested member. They will also handle Executive board applications and relay that information to the other executive board members

Communications- This officer must create and maintain a favorable reputation for the club. They are responsible for marketing activities such as making fliers, handling the social media page, taking photos of events, and maintaining the club website, they will be responsible for coming up with recruitment ideas. Important dates for events/event planning must be relayed to all club officers. They will also do content writing. They will also be responsible for outreach activities such as recruiting club sponsors, and collaborating with other student organizations.

All officers are required to come to executive board meetings if something prevents such from happening the executive officer missing the meeting must notify their fellow officers ahead of time.

Article V - Internal Committee: Composition of the Committee

The executive committee will be responsible for handling the internal operations of the club; meaning in the event it becomes difficult to gather all members of the club they will act as an “emergency” committee. This committee is meant to handle solely internal operations, such as investigations, reaching out to nonprofits, and any other internal duties. The executive committee consists of the following officers.

President - they must be notified and active in handling for all circumstances

Treasury - if finances are involved if not they're optional.

Vice President - Must aid the president in executive action and serve as a second opinion.

Diversity & Inclusion officer - must be there to give perspective between all operations of the club for they will be the binding substance between exec's beneficiaries, and general members.

Article VI - External Committee: Names, purposes, and composition.

The executive committee will be responsible for handling external operations of the club; meaning in events where it becomes difficult to gather all members of the club they will act as an "emergency" committee. This committee is meant to handle solely external operations, such as investigating potential companies we may service, and making sure The User Experience Club at The Ohio State University only associates with organizations in good standing with the community and the University. The executive committee will also be in charge of events held for the club and keep track of membership. This includes but is not limited to team workshops, teach-ins, and weekly newsletters. The executive committee consists of the following officers.

President - they must be notified and active in handling for all circumstances

Diversity & Inclusion officer - must be there to give perspective between all operations of the club for they will be the intersecting person between execs, beneficiaries, and general members.

Communications - must be notified of all external operations for they are responsible for recruitment, sponsorship, and handling the club's standings with external organizations.

Article VII – Adviser(s) or Advisory Board: Qualification Criteria.

The user experience club at The Ohio State University must have at least one faculty advisor. The faculty advisor must be a full-time member of the University faculty or Administrative and Professional staff. The advisor shall be the program's primary contact within the University.

Article VIII – Meetings of the Organization: Required meetings and their frequency

Members of The User Experience Club at Ohio State University will not be required to attend meetings.

Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.

Proposals must be formally proposed (either in person or via Zoom) to all active members notice must be given on the main communication platform so that everyone is aware of what is to happen. The proposal must be written and shared with club members. All members can move to change the constitution. Votes must be handled by the body of the executive committee (the internal committee). All parts of the constitution can be amended ***except*** the following clauses

- a. *“The User Experience Club at The Ohio State University will explicitly work with **Non-profits** (Specifically with 501c3 status, refer to the IRS’s definition) and **Charities** that are committed to bettering communities of **marginalized** groups in Franklin County. The User Experience Club will **not** service **for-profit companies under any circumstances.**”* (refer to Article I section 2). **No exceptions**
- b. *“One executive board member can not hold two positions at once.”* (article 3 section b)
- c. *“**Under no circumstance should The User Experience Club take out a loan.** Executive board members should refer to The Ohio State University page for raising funds. If debt does incur The User Experience club must have **all members pay for it out of their own pockets.**”*

For a motion to be accepted, the proposal must have 2/3 majority votes of both the general body and executive board members.

Article X – Method of Dissolution of Organization

Under no circumstance should the User Experience Club take out a loan. Executive board members should refer to The Ohio State University page for raising funds. If debt does incur The User Experience Club must have **all members pay for it out of their own pockets.** Including the exec board members, or they could have fundraising events (if they can pay for it using already available club funds). The club must be following a crowdfunding model. The exec boards should understand that if it's out of budget it can be done without it. The exec board must strive to gain sponsorships and grants from other sources, i.e **money you don't have to pay back**

By-Laws

Article 1 – Parliamentary Authority

The rules contained in Consensus Decision-Making shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of students in user experience at The Ohio State University.

Article II- Membership

Students in User Experience at The Ohio State University will have a free membership, thus there will be no dues paid for membership, members who wish to join will have the chance to do so at the beginning of each semester. Members who wish to join will fill out a form. Termination of membership will be based on whether one member poses a safety threat to one or multiple other members, In the event an incident happens that jeopardizes the members' safety, Club organizers should immediately notify the club advisor & DIO officer and discuss the appropriate steps. If organizers feel it's appropriate they may ban the disruptive member from attending meetings until a solution is met between all acting members.

Article III- Election / Appointment of Government Leadership

a. Election rules and procedures

Voting in elections for new Executive board members will be primarily by executive board members. All executive board members have an equal vote. The voting process will happen at the beginning of every fall semester, every member will be allowed to apply to become an exec board member. Once potential exec members are selected the active board will vote on who they want to take that specific role.

b. Eligibility for office,

All prospective members are eligible for office. One executive board member can not hold two positions at once.

c. The nominating process

Members will be given a chance to apply for an exec board member at the beginning of each fall semester, where they shall be allowed to hold office for however long they wish. Executive board members will go through applications, interview potential members (this can be done however the board sees fit), and vote on who the new board member will be

Article VI - Adviser/Advisory Board Responsibilities

The faculty advisor will be asked to mediate disputes between members, the advisor is also responsible for submitting online approval of the organization's registration and goals, every year. The advisor will share review and edit the organization's communications, interpret university policies and processes, provide historical context for the organization, and submit requests for university email services and other technology.

Article VII - Meeting Requirements

The club will meet every other week on Tuesdays from 6-7:30pm. The secretary's duty will be to take attendance at each meeting and event. The secretary will also track overall meeting time. Each meeting needs to be held in a physically accessible building for those with physical limitations (eg. needing a wheelchair ramp, wide enough doors, and elevators). Each meeting will also be held over Zoom for those who are immunocompromised, live off campus, and commute but can not make the commute. If a student is absent or unable to come to a meeting, they must send the secretary a message letting them know as soon as possible.

Article VIII - Method of Amending By-Laws

The User Experience Club will need a total of 8 votes regardless of whether exec board or general membership to amend the by-laws.