**MIXED HERITAGE BUCKEYES CONSTITUTION**

***Article I:***

*Name:* Mixed Heritage Buckeyes (MHB)

*Purpose:* Our purpose is to provide a place for students of mixed heritage to gather and unite and cultivate dialogue to understand what it means to be mixed at Ohio State. We also seek to inform ourselves as well as others in our community about critical mixed race studies.

*Non-Discrimination Policy:* We prohibit discrimination 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](https://activities.osu.edu/posts/documents/student-organization-registration-guidelines-updated-may-2021.pdf).

*Scope of Organization*

1. MHB has a near limitless array of projects and events that it can implement. However, these activities should have a focus on the mixed heritage community.
2. Each administration has the flexibility and power to cultivate its own agenda within the guidelines of the constitution.
3. MHB is strongly encouraged to collaborate and work with other organizations, faculty and members of the community.
4. MHB is strongly encouraged to maintain their spring registered student organization status with the Center for Student Leadership and Service.

***Article II:***

*Membership:* 90 % of the membership within this organization will be students currently enrolled at the Ohio State University, in good academic standing. Non-student members can include any faculty member, alumni, or professionals within the community that seek to further the purpose of the organization and give direction and guidance to the current members of the organization.

***Article III:***

*Organization Leadership:*

Leadership will be comprised of a treasurer, secretary, and president.

1. All officers are permitted to miss no more than three general meetings per semester. Additional absences must be discussed at e-board meetings, or the impeachment process will be enacted.
2. All officers are permitted to miss no more than one e-board meeting per semester, barring emergency circumstances. The e-board meetings are set on a as needed basis. Additional absences must be discussed at e-board meetings, or the impeachment process will be enacted.
3. All officers should be aware of the constitution, its rules, requirements and guidelines.
4. All officers have a responsibility to fulfill the agenda established by the administration.
5. All officers will complete an event summary that will be used for reference for whatever program they will be leading and in transition materials.
6. If an officer is unable to complete their duties for an extended period of time, the officers may vote for the elected person to be removed from office and a new person will be elected to replace said officer.
7. The minimum GPA for all members of the executive board or those desiring to secure an executive position is a 2.5 GPA for the semester and cumulative, at minimum.

i. If a member of the executive board who is unable to obtain a 2.5 GPA for the semester and an overall 2.5 cumulative GPA, the executive board member will be placed on a probationary period the following semester (autumn, spring, summer) and will have the opportunity during the probationary semester to raise their semester and cumulative GPA at or above the 2.5 GPA minimum. In order for the student to remain in the role, the GPA requirement must be met and an academic support plan must be approved by a professional staff member of the advising team or a graduate advisor in conjunction with a professional advisor. Action steps must be identified and pursued as a component of the academic support plan.

ii. A student whose GPA at the start of their campaign to secure an executive board member position does not meet the minimum 2.5 semester and cumulative GPA requirement, are ineligible to run for an executive board member position.

iii. First year students who have not yet accumulated a GPA will remain eligible to run & elected, but will not be able to assume their position until their GPA reflects that they have met the GPA minimum.

iv. In regards to Freshmen Forgiveness: Freshmen Forgiveness recalculations of GPA will not be used for consideration as to whether or not a student’s eligibility to pursue or desire to maintain an executive board position is in jeopardy once it is apparent that their academic performance will impact their ability to maintain a 2.5 GPA minimum, both semester and cumulative. This means that probation or otherwise ineligible status will not be rescinded even if Freshman Forgiveness raises a student’s GPA retroactively.

v. If any student’s semester and cumulative GPA falls below the 2.5 GPA minimum, they forfeit their position within the organization and will be deemed ineligible to maintain their position, regardless of election results or extent of service to the organization. A student’s removal from their position will also correspond to their loss of all benefits tied to the position including, but not limited to, housing scholarships, recognition, and executive member privileges.

*ROLE OF OFFICERS*

**President**

a. The President must work with officers in order to create a vision for the organization.

b. The President heads and represents the organization at all events and/or programs, unless otherwise delegated by the President.

c. The President has a responsibility to delegate power and responsibilities within the organization, and specifically amongst the organization's officers.

d. The President has the duty to hold consistent executive meetings or meet with specific officers to ensure quality events and projects.

e. The President should run executive board meetings.

f. The President must meet with the advisor once per month.

g. The President should be aware of all money matters.

h. The President should be open to all ideas while seeking feedback and suggestions regarding the organization.

j. The President opens and closes general body meetings unless otherwise delegated to other executive members.

**Treasurer**

a. The Treasurer's primary duty is to work closely with the advisor in order to maintain an accurate record of the organization's accounts, distribute checks and create financial reports.

b. The Treasurer has the duty to disseminate information regarding the status of the accounts at the executive board meetings.

c. The Treasurer is responsible for facilitating proposals and reporting requests at executive board meetings.

d. The Treasurer is responsible for expenses at general body meetings, such as ordering food and beverages.

e. The Treasurer must maintain receipts of all transactions.

f. The Treasurer performs other duties assigned by the President.

**Secretary**

a. The Secretary is responsible for relaying MHB related meetings and events information to all members.

b. The Secretary has the duty of maintaining the organization's e-mail listserv.

c. The Secretary maintains records of all members regarding contact information, (i.e., e-mail).

d. The Secretary should respond to all e-mails in a timely manner and send concise emails that are easy to read and understand.

e. The Secretary records the minutes of all meetings.

f. The Secretary is responsible for sending the minutes of the e-board meetings to the e-board before the next meeting.

g. The Secretary performs other duties assigned by the President.

h. The Secretary shall be responsible for tracking attendance at general body meetings.

**Advisors**

a. The Primary Advisor must be a full-time employee at the University.

b. The Advisor(s) should keep the officers and general body informed of institutional matters.

c. The Advisor(s) must monitor the well-being of the organization and offer advice when necessary or consulted.

d. The Advisor(s) should make efforts to attend all e-board meetings and have regular one-on-one meetings with assigned meetings.

e. The Advisor (s) should attend organization meetings and functions when possible.

f. The Advisor(s) must conduct audits and review finances with the treasurer.

g. The Advisor (s) must respect and encourage all students involved with the organization.

*Attendance*

i. In order to maintain membership, members must continue to attend meetings regularly.

ii. Students who have attended at least fifty percent of general body are considered members.

iii. The executive board will take note of attendance at each meeting.

*Inclusiveness*

i. Only students of The Ohio State University are permitted to become members.

iii. MHB strives for and encourages diverse membership and viewpoints at all its events and projects.

*Meeting and Event Guidelines and Suggestions*

i. All meetings (general body, executive board and committee) are to be held at least once per week during autumn and spring semester.

ii. All meetings are to follow university rules and guidelines.

iii. All general body meetings will meet every other Monday at 12 PM EST on Zoom, unless otherwise notified. General body meetings are subject to change each semester depending on member availability.

v. All members should have the opportunity to network at MHB events and mingle with every member.

vi. Major or special events are encouraged, but are at the discretion of the officers.

*Executive Meetings*

i. All meetings are to follow university rules and guidelines.

*Voting*

1. Bringing resolutions, policies or tasks to a vote can be suggested by any officer. Bringing a resolution to vote is at the discretion of the officers. All major policies and procedures that affect the entire organization should be voted on.
2. The executive board will decide what matters the general body should vote on.
3. In order to ensure that all voters are comfortable with their decisions and are not influenced by their peers, all votes are to be made in anonymous manner due to certain situations.
4. During the meetings, all members, including the officers but excluding the President, can vote on motions on the floor.
5. In the event of a tie vote, the President will cast the last vote.
6. Members are not permitted to vote on financial issues.
7. A simple majority is used in all cases except the impeachment of officers.
8. The Secretary will oversee all votes within the general body and the executive board.

*Elections and Position Transitions*

Elections

i.          Elections for the following year will be held in Spring Semester by no later than the 8th week of classes for the President, Treasurer, Secretary.

ii.         The potential officer is to complete the application process, which includes

a. Application

b. General Body Vote and Speech

iii.        Potential officers may run for multiple executive positions, but can only assume one position.

iv.        Potential officers can be nominated by themselves. Applications for officers must be turned in no fewer than seven days prior the election.

v.         Potential officers will make a 3-5 minute speech in front of the general body that is to be followed by a question and answer period.

vi.        Candidates that are deemed inadequate can be cut from the process by advisors and current executive board.

vii.    If a current candidate/executive board member is seeking re-election, they cannot be a part of the election process in regards to their respective position.

viii.   Anyone running for the position of President must have previously been an officer of MHB (whether on executive board or a committee) or have been a member in good standing with previous collegiate leadership experience (that does not mean that they must be MHB officer, but that they had the responsibilities that come with leadership).

ix.        In order to ensure that all voters are comfortable with their decisions and are not influenced by their peers, all votes are to be made by secret ballot.

x.         Only MHB members, except for the President, can vote in elections.

xi.        In the event of a tie vote, the President will cast the last vote.

xii.    The Secretary will oversee all votes for the general body.

xiii.   In the event that an officer position becomes vacant, whether by resignation or impeachment, the regular election procedure will take place within three academic weeks of the vacancy.

Position Transitions

i.          Incoming officers may only enter office at the end of Spring Semester, during the last official meeting/event.

ii.         Incoming officers are highly encouraged to meet with current officers in order to understand their duties and gather advice for the upcoming administrative year.

*Finances*

A. To make a funding request, a student/student organization must fill out a Funding Request and Collaboration packet to the Treasurer and President.

i. Funding Request and Collaboration packets must be received at least two weeks in advance.

ii. Only officers are allowed to vote on proposals and financial matters.

iii. If the majority of the officers agree that the request is reasonable, they will vote on an amount to allocate and present the proposal to the requesting party.

B. To receive a check as reimbursement, funding must be pre-approved with a signature on a Funding Request form.

i. The form must be given to the Treasurer with a receipt before a check can be written.

ii. All checks must have two signatures.

C. Spending Restrictions

i. MHB will not make any donations to non-student charitable organizations, profit or non-profit organizations.

ii. MHB will not give cash gifts to students, or any other gift or award of an unreasonable amount given the organization’s budget, or in excess of $100 unless otherwise determined by the executive board

iii. MHB will not make any expenditure to compensate or support political candidates or issues in any national, state or local election.

v. MHB will not purchase any alcoholic beverages.

vi. MHB will not participate in or host any raffles of games of chance that involve an exchange of funds.

vii. MHB may not provide scholarships in accordance with University policies.

*Conflict Resolution Suggestions and Guidelines*

A. The Executive board has the responsibility to monitor the well-being of officers and members.

B. If a conflict arises, the parties involved should, to the best of their abilities, work towards:

i. Identifying the problem accurately

ii. Discussing the problem constructively and logically

iii. Seeking a resolution or compromise

C. If a conflict is serious, officers may seek out a mediator from within the organization's membership or a neutral advisor.

D. All officers have an obligation to keep private information confided in them, confidential, unless otherwise clearly specified by the party of concern.

*Impeachment of Officers and Expulsion of Members*

A. The undermining of MHB and its members, the malicious attack (whether verbal or physical) of another member, repeated negligence in maintaining the integrity of the organization, or the like, are grounds for expulsion or impeachment from MHB.

B. Proceedings may occur if all officers (excluding the officer in question) vote to move ahead with the impeachment process.

C. The impeached officer and the executive board must meet with an advisor to discuss the proceedings an attempt to mediate the crisis.

D. Upon the completion of the mediation, if the executive board, with the exception of the officer in question, still feels the necessity to unanimously vote out an officer, the officer must relinquish their power.

E. All expulsion of members requires unanimous votes by the executive board.

F. The impeachment of officers or the expulsion of members should only be conducted as a last resort after attempts to mediate or seek a conflict resolution fail.

*Amendments to the Constitution*

A. The constitution is inherently flexible to each administration and may be changed at any time.

B. All changes to the constitution require a 3/4 majority of the entire executive board.

C. All changes must be published and digital copies must be available to members, advisors or alumni if demanded.

**Conclusion**

This document shall serve as a basis for administering the MHB. Through the aforementioned rules and guidelines, the constitution shall provide all interested parties’ greater understanding of the organization's structure and commitment to serve its members, community, and world.