

The Main Menu Project Constitution

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

Section 1. Name

The organization is named The Main Menu Project.

Section 2. Purpose

The Main Menu Project is dedicated to making our community more accessible for visually impaired individuals.

Section 3. Non-Discrimination Policy

The Main Menu Project and its members do 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. This organization holds a zero-tolerance policy for all violations of this article.

Further, The Main Menu Project 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, 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 II. Qualifications and Categories of Membership

Section 1. Qualifications for Membership

Members must be currently enrolled students at The Ohio State University; members may be full or part-time students in any undergraduate and graduate programs.

Section 2. Membership Responsibilities

- I. Further the goals of the organization through:
 - a. Establishing and maintaining relationships with community partners
 - b. Creating and maintaining accessible menus
 - c. Maintaining the organization's online presence and platform

- d. Conducting outreach within the visually impaired community
 - e. Exploring avenues of expansion
 - f. Volunteering time in any other way so that the organization maximizes our local impact
- II. Attend all general body meetings.
 - III. Participate and vote in all elections.
 - II. Contribute to the organization's strategic goals and vision.

Section 3. Good Standing

All members must be in good standing with a cumulative GPA of 2.0 or higher and have not violated:

- (1) this organization's constitution or by-laws;
- (2) the Code of Student Conduct or any university policy;
- (3) federal, state, or local laws

Section 4. Voting Rights

All members are eligible to vote on any issue, including amendments to this constitution and yearly executive board elections.

Article III. Suspending and Removing Members and Executive Officers

Section 1. Member and Executive Officer Suspension

Any Member or Executive Office will be suspended if their cumulative GPA is less than 2.0; this suspension will end once their cumulative GPA is 2.0 or higher. While suspended, a member or Executive Officer may not vote on any issue. Further, any suspended Executive Officer will be relieved of all responsibilities and their duties will be reassigned until no longer necessary.

Section 2. Member Removal

If a member engages in behavior that is detrimental to the purpose of this organization, violates this organization's constitution, 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.

Section 3. Executive Officer Removal

Any Executive Officer may be removed from their position. Cause for removal includes, but is not limited to, violation of the constitution, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this 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 majority affirmative vote of the Executive Board in consultation with the organization's advisor.

Section 4. FERPA Note

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), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV. Organization Leadership

Section 1. Titles

The Main Menu Project will be directed by an Executive Board that will be guided by a faculty advisor. The Executive Officer positions are as follows:

- I. Co-President
- II. Treasurer
- III. Marketing and Communication Coordinator
- IV. Restaurant Outreach Coordinator
- V. Menu Writing Coordinator
- VI. Technology Coordinator
- VII. Event and Outreach Coordinator

Section 2. Terms of Office

Elected and Appointed Executive Officials will serve for one academic year; Executive Officials are not limited to the number of terms served.

Section 3. Election and Appointment of Executive Officers

Elections will be held once a year during the spring semester. The Co-Presidents must be elected by a majority vote of general members present at elections. All other positions will be appointed by the Co-Presidents in consultation with the general member body.

Section 4. Duties of Leadership

- I. Co-Presidents (Primary and Secondary Leaders)

The Co-Presidents are responsible for creating and overseeing the strategic goals of the

organization. The Co-Presidents will coordinate monthly meetings, oversee the progress of Executive Board members, send official communication to accepted community partners, and maintain relationships with the visually impaired community. The position will be held by two elected officials; officials will be elected individually.

II. Treasurer

The Treasurer is responsible for managing the accounts and funds of The Main Menu Project. The Treasurer must create and maintain a yearly budget, apply for all necessary funds, and arrange community fundraisers. The Treasurer also advises the Executive Board on the allocation of funds. Further, the Treasurer must ensure that The Main Menu Project remains an active organization in good standing at the Ohio State University.

III. Restaurant Outreach Coordinator

The Restaurant Outreach Coordinator(s) is responsible for establishing and maintaining relationships with local restaurants. The position may be held by up to two officials.

IV. Menu Writing Coordinator

The Menu Writing Coordinator is responsible for ensuring that all menus are written in an accessible format and shared with the community partners on time. The Coordinator will also oversee The Main Menu Project database where all menus will be housed in a consolidated, online platform.

V. Event and Outreach Coordinator

The Event and Outreach Coordinator is responsible for organizing training, community outreach events, and social events for members.

VI. Technology Coordinator

The Technology Coordinator is responsible for establishing and maintaining the Main Menu Project's online presence. The Coordinator will manage the organization's website and create all menu QR codes. The position may be held by up to two officials.

VII. Marketing and Communication Coordinator

The Marketing and Communication Coordinator is responsible for establishing and maintaining The Main Menu's social media presence. The Coordinator will manage the

Main Menu Project's social media and communicate all organizational updates through these platforms. The position may be held by up to two officials.

Section 5. Creation of New Positions

New Executive Board positions may be created. Any member may submit a proposal to the Executive Board; the proposal must be approved by a majority of the Executive Board. Thereafter, any member may be nominated and appointed to the position.

Article V. Elections of Organizational Leadership

Section 1. Election Timeline and Process

- I. Any member may be nominated for an elected position; nominations are open to all members and will be open for one week.
- II. Following the nomination period, all nominees will be asked to accept or decline the nomination.
- III. An election ballot will be created before the next general body meeting.
- IV. At the next general body meeting, all nominees will be allotted time to speak.
- V. The ballot will then be shared. Executive Officials must be elected by a majority vote of members present at the meeting. Positions with only one interested member are automatically granted to that member for one academic year.

Section 2. Voting Process

- I. All elections must be taken by secret ballot
- II. A simple majority of the members present will be required to elect an officer.
- III. If a simple majority is not reached on the first ballot, a runoff election will be held between the candidates receiving the highest and second highest number of votes in the initial vote (for positions held by one official).

Article VI. Advisor

Section 1: Qualification Criteria

Advisors must be full-time members of the University Faculty or Administrative & Professional staff.

Section 2. Responsibilities

The Advisor is responsible for overseeing the Executive Board and may act as a mediator in the event of a constitutional conflict or other extraordinary event.

Article VII. Method of Amending Constitution

Section 1. Proposing an Amendment

- I. Any member may propose an amendment to this Constitution.
- II. All proposed amendments will be submitted in writing to the Executive Board and discussed with the membership body before voting.

Section 2. Voting on an Amendment

All members may vote on Amendments to this Constitution; amendments will be voted on at the earliest possible general meeting. Amendments must be approved by a majority of members present.

Section 3. Enactment of Amendment

Any approved amendment will be adopted and considered valid immediately following the vote. The text of the amendment will be added to this Constitution by the Treasurer.

Article VIII. Dissolution of Organization

Section 1. Funds

In case of the dissolution of the organization, any assets will be donated to an organization whose mission aligns with that of The Main Menu Project. This beneficiary organization will be proposed by and voted on by all members in good standing.

Section 2. Notification

Upon the official dissolution of the organization, Student Activities staff must be contacted to remove the organization's information from the website.

Article IX. Enabling

Upon its approval, this Constitution will be the official Constitution of The Main Menu Project.