

CONSTITUTION

Four Square Club at the Ohio State University

Article I. Name

The name of the organization is the Four Square Club at the Ohio State University, or shortened to the Four Square club, and it shall exist at The Ohio State University, Columbus campus.

Article II. Purpose

The Four Square Club exists in order to provide an opportunity for students to engage in playing Four Square non-competitively for their own leisure and enjoyment.

Article III. Membership

The general membership of the Four Square Club will consist of all students of The Ohio State University. No student shall be denied membership in this organization based on race, sex, national origin, religion, age, sexual orientation, disability, political views, class rank, veteran status, et al.

Article IV. Election of Officers

A. Eligibility for Office.

All Four Square Club members are eligible for a position on the executive board.

B. Terms

All current officers may assume their position for as long as they would like while they are still participating in the club.

C. Elections

1. Should an officer resign or leave the club for any reason, it is their responsibility to nominate a willing successor at their own discretion. No formal ballots are required.
2. Should they fail to find a successor to their role, or if they are removed from the club, the club may choose to vote on a new candidate. All members may nominate themselves. The candidate with the most votes shall be elected.
3. Should a tie occur, casting of lots may be used to break the tie.
4. No one shall be denied their vote or be forced to participate in voting.

Article V. The Executive Board

A. Members.

The Four Square Club Executive Board will consist of five officers: President, Vice President, Treasurer, Communications Director, Advertising Director. The Executive Board may formally vote on matters being considered by the Executive Board.

B. Purpose.

The officers of the Four Square Club, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all Four Square Club programs in conjunction with the general body of the Four Square Club.

C. Meetings.

The Executive Board will meet as needed throughout the academic year. In order to conduct business, a majority of the Executive Board members (no less than 3) must be in attendance.

D. Duties of the Executive Board.**1. Duties of the President.**

- a. Serve as chief officer of the Four Square Club.
- b. Preside over the Four Square Club and Executive Board meetings.
- c. Assist with program development, planning and funding.

2. Duties of the Vice President

- a. Assist the President and other members of the Executive Board as directed by the President.
- b. Be fully prepared to assume any position on the Executive Board at any time.
- c. Manage and coordinate subdivisions in the Four Square Club general membership.

3. Duties of the Treasurer

- a. Write checks and reconcile all sub-accounts of the Four Square Club ledger weekly
- b. Keep accurate total of sub-account budgets.
- c. Work with Executive Board to write money forms for programs that require additional funding.
- d. Input expenditures/deposits into club ledger.
- e. Review all funding requests prior to their presentations.

4. Duties of the Communications Director

- a. Take attendance at weekly meetings.
- b. Maintain the Gmail account and send out weekly email updates regarding meeting times and upcoming programs.
- c. Run the club's social media accounts.

5. Duties of the Advertising Director

- a. Create a t-shirt design or run a t-shirt design contest mid fall semester.
- b. Take orders for t-shirts and/or other equipment.
- c. Assist with the creation of advertisements for various Four Square Club programs and solicit the necessary manpower to implement advertising campaigns.

6. Removal of an Executive Board Member

An E-Board member may be removed from their position by:

- a. The President or by a three-fourth vote of the members in attendance, when determined to be in breach of his/her duties outlined in his/her position or when s/he is no longer able to carry out his/her duties.
- b. An E-Board member may also voluntarily resign his/her position by submitting a written statement to the President.
- c. Should there be a time lag finding a new officer, the president must temporarily assume all responsibilities of the vacant role.

7. Suspension of Constitution

The Executive Board reserves the right to alter or suspend other sections of the Constitution for a limited period of time if they deem it is in the best interest of the Four Square club.

Article VI. Four Square Club at Ohio State

A. Membership

Ohio State Four Square Club will consist of students of The Ohio State University.

B. Meetings

Four Square Club will meet in regular sessions, during announced times and at least once a week, open to the general membership unless the president of Four Square Club, by a majority vote of the Executive Board, decides to cancel a particular weekly meeting.

C. Voting

Four Square Club will ratify all decisions by a unanimous vote within the Board.

D. Duties of Four Square Club Members

As Four Square Club representatives, the members will help organize and plan programs; participate as well as stimulate interest; work with the Executive Board to help develop the Four Square Club.

E. Minimum Qualification of Members

An "Active Member" is any person that has shown a "vested" interest in Four Square Club through regular attendance at Four Square Club meetings and/or programs.

F. Removal of a Member

An active member will cease to be a member of Four Square Club at the time of his/her own choosing, or upon the conferencing of the Executive Board, Advisors, and determination by the President.

Article VII. Allocation of Funds

A. Responsibility

All money given/received to Four Square Club shall be in the presence of an Advisor, the President, or the Treasurer.

1. Semesterly Budget

- a. In conjunction with the Executive Board, the President will allocate funding for the semester to each of the determined sub-accounts.
- b. The budget allocations (percentages) will remain consistent from semester to semester.

2. Expenditure of Funds

- a. The President will be in charge of the overall allocation of funding.
- b. The Four Square Club executive board will collectively make decisions regarding the allocation of Four Square Club funds.
- c. The Four Square Club will not contribute funds to external functions.

Article VIII. Advisors

A. Appointment

Advisors will be sought out and appointed by the President of the Club.

B. Duties of the Advisors

1. The Advisors will serve as representatives of the University and consultants to Four Square Club
2. The Advisors will consult with the President on the selection and training of the Executive Board
3. They will participate in all functions that directly the success of Four Square Club and the Executive Board
4. An Advisor will serve as a financial consultant and will:
 - a. Pay close attention to the Four Square Club Ledger to ensure appropriate financial status
 - b. Call for an audit of the ledger in case of concern
 - c. Serve as a second signature on call checks written by Four Square Club

Article IX. Not-for-Profit Statement

The Four Square Club at Ohio State is a not-for-profit organization.

Article X. Non-Discrimination Statement

Discrimination against any individual based upon protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or protected veteran status, is prohibited.

-Updated by Deason Xu, February 29th, 2024