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Constitution

University Student Consultants

**Preamble**

We, the Membership of University Student Consultants hereby adopt this document as the official Constitution of the University Student Consultants organization of The Ohio State University.

**Article I: Name, Purpose, and Non-Discrimination Policy**

**Section I - *Name***

The name of this organization shall be “University Student Consultants”.

**Section II - *Purpose***

Cognizant of our responsibility towards the enrichment of The Ohio State University, our organization is steadfast in its commitment to elevating the institution's standing. We aim to achieve this objective through active participation in consulting projects with various on-campus organizations and departments. Moreover, we are dedicated to fostering a culture of continuous learning amongst our members. To realize this goal, we organize and host comprehensive classes, workshops, and seminars, featuring esteemed guest speakers who share their expertise and insights. Through these endeavors, we aim to contribute meaningfully to the university's growth and the holistic development of our members.

**Section III – *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 bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, University Student Consultants 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 II: Membership**

**Section I – *Membership Process***

The organization shall accept members through an application process. The application process shall be defined and lead by the Director of Recruitment. There shall be one application period per semester. The organization does not open an application period during the summer term, as summer term is not part of the organizations operating year. Re-application is not required if one becomes an active member.

**Section II – *Membership Roles***

Once granted acceptance into University Student Consultants one assumes the role of “Active Member”. Members are full participants in the organization in its strive to follow and achieve its goals and purpose. Members are also granted voting rights for any amendments to the organization’s constitution.

**Section III – *Membership Dues***

The operating year of the organization shall be from the first day of fall semester to the last day of spring semester. The organization’s Board of Director’s shall vote before the beginning of each operating year to decide if membership dues shall be required. If the board votes in the affirmative, the Director of Finance & Administration shall provide a recommendation due amount which shall than be approved via vote by at least fifty percent of the organizations’ Board of Directors.

**Section IV – *Membership Standing***

Because the organization does not require re-application to sustain membership, as defined in Article II Section I, members may have different standing within the organization.

1. **Active Member –** This standing is defined as a member who has been accepted into the organization and is an active participant in the membership responsibilities of the organization. They are responsible for the fiscal and membership requirements of the organization.
2. **Inactive Member –** This standing is defined as a member who has been accepted into the organization but does not wish to be an active participant in the membership responsibilities of the organization for a set period of time. While inactive, a member is not required for any fiscal or membership responsibilities. To be considered an inactive member one must request permission from the organization’s Board of Directors. After a request for inactivity, a vote shall be conducted in which the organization’s Board of Directors must approve the request by a margin of at least fifty percent. If a member who is up for inactivity serves on the organization’s Board of Directors, the Co-Presidents must unanimously agree to grant the status and the Co-Presidents must seek an interim director.
3. **Suspended Member –** This standing is defined as a member who has been accepted into the organization and failed to meet the membership responsibilities. For a member to be suspended, the organization’s Board of Directors shall vote on the matter requiring seventy-five percent of the board to vote in the affirmative. Upon a successful vote to suspend, the organization’s Board of Directors shall outline a plan for the “suspended member” to regain “Active Member” status. If a member who is up for suspension serves on the organization’s Board of Directors, the Co-Presidents are responsible for the vote to suspend, requiring a unanimous vote in the affirmative for the motion to pass.
4. **Expelled Member –** This standing is defined as a member who has been accepted into the organization but no longer deserves standing in the organization. To expel a member from the organization, the organization’s Board of Directors must approve the matter by a unanimous vote, **if the vote fails** the Co-Presidents may unanimously agree on the expulsion with the approval of the organization’s faculty advisor.

**Article III: Organization Board of Directors**

**Section I – *Definition***

The organization shall be run and directed by the Board of Directors. The Board of Directors shall meet at least once each week to discuss the status and operations of the organization. The Co-Presidents act as Co-Chairmen of the board and are responsible for presiding over the board meetings. In the event of an absence of the Co-Presidents, the Director of Finance & Administration shall preside over the meeting. If neither Co-President nor the Director of Finance & Administration are able to preside over the meeting, then the meeting shall not take place. The Co-Presidents may call Board of Director meetings whenever deemed necessary.

**Section II – *Board of Director Appointment Process***

To be eligible to run for a position on the Board of Directors one must be an Active Member of the organization. The appointment process shall take place during the end of the operating year (April) due to the organizations fall registration through the university. To be eligible for a director role, a prospective officer must apply. Applications shall be designed by the active Board of Directors. Applications shall then be reviewed, and potential candidates shall be placed in front of the current Board of Directors for an interview. Each member of the active board shall vote for their preferred candidate in each open position. Current board members are required to re-apply to their position if they would like to be considered for the role again. A director shall abstain from voting if they are a candidate for said position. The Co-Presidency position does not require re-election as the position holds a term-limit of two operating years. To be eligible to run for Co-Presidency one shall be serving on the Board of Directors during the year of candidacy. If a Co-President fulfills their two-term limit and still has academic eligibility, they shall be allowed, but are not required, to run for other Board of Director positions. If a vacancy arises in any position the above process occurs at the time of the vacancy unless the vacancy is temporary (because of inactive status).

**Section III – *Definition of Board of Director Positions***

1. **Co-President –** The role of Co-President is to act as the primary leader of the club and work alongside the other Co-President to achieve the organizations’ objective in-line with the purpose statement. The Co-President presides over the Board of Director meetings and may call a meeting when deemed necessary. They shall be responsible for representing the club’s interest. They have full responsibility on the operations of the organization, they can and shall oversee the operation of the organization on all levels. They have discretionary power over any matter not discussed in the constitution but shall be reminded to consult the other Co-President, Board of Directors, and general body as deemed fit.
2. **Co-President –** See Section III Part A for the definition of the Co-President role.
3. **Director of Finance & Administration –** The role of Director of Finance & Administration is responsible for managing the Treasury of the organization. To act in this role, one must complete the required courses set out by The Ohio State University Office of Student Life. Failure to complete these courses will result in the position being vacated and a special appointment being held. In the role of Director of Finance & Administration, one is responsible for managing the finances and bank accounts of the organization. Due to the magnitude and importance of this role the Director of Finance & Administration shall meet privately with the Co-Presidents on a monthly basis to discuss the updated finances of the organization. They are also the default record keeper for the organization, meaning they shall keep the records up to date.
4. **Director of Marketing & Communications –** The role of Director of Marketing & Communications is responsible for promoting the organization and communicating with the membership base. They shall do this through the management of social media and physical advertisement as well as being a face at involvement fairs. They are also responsible for the creation of any and all type of communication sent out to the entire membership body i.e. email communication.
5. **Director of Programming -** The role of the Director of Programming is to manage the programming for official organization events and meetings. They are responsible for planning events, speakers, etc. for weekly general body meetings as well as working on other events for social or education purposes.
6. **Director of Recruitment –** The role of the Director of Recruitment is to manage the recruitment and membership application process for the organization. They are responsible for defining and organizing the membership application process. They shall be present and active at all events relating to the membership recruitment process.
7. **Director of Operations –** The role of the Director of Operations is to manage our relationships with our “clients”. The main purpose of the role is to source projects for the organization and manage communication and relationships with our project partners.

**Section IV – *Co-Presidency Clarification***

The organization was created by two-founders who each assumed the role of “Co-President”, the role is designed for a responsibility share between the two presidents. If the board finds for any reason that the organization shall only need one president, the constitution shall be amended to include a vice-president role. The Ohio State University requires organizations to have a primary and secondary leader. If the organizations exists with two presidents, the Board of Directors shall vote on who assumes the role of primary leader. The primary leader title exists for purposes of the university. Within club operations, both presidents shall hold equal power/responsibilities regardless of their leadership title. If the organization exists with a president and vice-president, the president automatically assumes the primary leader designation with the vice-president being designated as the secondary leader.

**Section V – *Additional Leadership Positions***

Additional leadership positions shall be created if deemed necessary for the organizations function. These positions shall be titled Associate Director of *Position*. The selection process of an Associate Director is at the discretion of the Board of Directors, though they are encouraged to design the process fairly for all members to have the opportunity to occupy the roles. Associate Director positions shall be reviewed for their relevancy prior to each operating year. Because these positions are not defined in the constitution, they do not have a Board of Directors vote.

**Section VI – *Director Removal***

If a director is acting in a way that is detrimental to the values and purpose of the organization, they can be recommended by a director or a member of the organization for removal. Removal recommendations shall be directed to the organizations Co-Presidents. The Co-Presidents shall then call a meeting of the Board of Directors to discuss the matter and a vote shall be cast on the removal of the director. In order for the motion for removal to pass the board must vote seventy five percent in the affirmative. Removal also requires the faculty advisor to agree and a unanimous agreement between the Co-Presidents. If the Director who is subject to removal is present at the meeting in which the vote is occurring, they shall abstain from voting on the motion.

**Section VII – *Voting Procedures***

Votes shall occur whenever necessary to be called and shall be completed in a timely matter. Votes shall be decided by margins defined in the constitution. If a vote is not defined in the constitution, for a vote to pass it shall require fifty percent of the Board of Directors to vote in the affirmative. Votes on a matter shall only occur one-time, the result of a vote is final no exceptions shall be granted without any exception. If a vote allows for unanimous agreement between the Co-Presidents that counts as the sole vote on the matter, thus meaning if the Co-Presidents vote the result of it is final and the motion does not go in front of the Board of Directors. As long as the rules and procedures set out in this constitution are being followed, votes shall be allowed to occur via digital methods.

**Article IV: Faculty Advisor**

**Section I – *Advisor Definition***

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. Responsibilities and expectations of advisors should be clearly and adequately described.

**Article V: Organization Meetings**

**Section I – General Body Meetings**

General body meetings shall occur on a weekly basis during the operating year. They shall occur on a consistent day and time defined as by the Board of Director’s at the beginning of each operating year. General body meetings shall be open to any “Active Member” of the organization. Attendance is required and failure to attend may be used as a reason for membership suspension.

**Section II – Board of Director Meetings**

The organization’s Board of Directors shall meet on a weekly basis during the operating year. They shall occur on a consistent day and time as defined by the Co-President’s before the beginning of each operating year. Board meetings are open to all organization directors. Attendance is required and failure to do so may be used as a reason for removal.

**Section III – Miscellaneous Organization Meetings**

The organization may officially meet in other capacities not listed in in Section I or II. The University Student Consultants constitution and The Ohio State University Code of Conduct shall be abided by. Examples of miscellaneous organization meetings may be defined as recruitment events or official organization social events.

**Section IV – *Attendance Exemptions***

For meetings in which attendance is required, exceptions to the attendance requirement may be granted if a member emails a request for exemption to the Board of Directors before the meetings start time. For the exemption to be granted the Board of Directors are required to vote in the affirmative by a majority margin or a unanimous agreement by the Co-Presidents. Special circumstances for attendance exemptions may be granted if deemed necessary. For a special circumstance to be granted the board must have at least seventy five percent of directors voting in the affirmative.

**Article VI: Organization Records**

**Section I – *Voting Records***

To ensure the honesty and integrity of the organizations voting procedures, records of all votes shall be recorded and kept in a log. The record shall be kept as shown in Figure 1 of Article VI, Section I. Records of votes shall be sealed, only available to the Board of Directors and the faculty advisor, unless otherwise indicated. The certifying party is defined as the person overseeing the vote.

Motion to *purpose of the vote*

Called by *name of the person who called the vote.*

The motion *passed/failed* with *X* of *X* voting in the affirmative

The following directors voted in the affirmative:
*List of people voting in the affirmative*

The following directors voted in the negative:

*List of people voting in the negative*

The following directors voted present:

*List of people voting present*

I, *certifying party,* attest to the legitimacy of the vote and certify the results as valid.

*Figure 1: Format for voting records*

**Section II – *Financial Records***

The financial records of the organization shall be kept updated and balanced by the Director of Finance & Administration. They shall define the method of keeping the financial records. They shall follow university treasury guidelines in their record keeping. The financial records shall be reviewed at least monthly by the organization Co-Presidents.

**Article VII: Amending the Constitution**

**Section I: *Amendment Proposal***

The constitution is designed to be amended as the organization grows, changes, and develops. If a member of the organization wants to propose an amendment to the constitution, they may email the Board of Directors their proposed amendment.

**Section II: *Amendment Voting Procedure***

Once an amendment has been sent to the Board of Directors the proposed amendment is subject to two votes. The first vote goes to the Board of Directors who vote on the motion to bring the amendment to the general body, this vote shall require at least fifty percent of the board to vote in the affirmative. If the vote passes, it then goes to the general body which requires at least seventy five percent of the body to vote in the affirmative. If the motion passes the amendment shall be adopted with immediate effect.

**Article VIII: Dissolution**

**Section I: Rules for Dissolution**

In order for the organization to cease operations a unanimous vote in the affirmative shall be required of the Board of Directors with a vote in the affirmative from the faculty advisor. The organization shall not dissolve until it has the required assets to cover all outstanding debt. The general membership body shall be given a 48-hour notice that a motion to dissolve vote will be occurring.