

## **THE CONSTITUTION OF THE COLLEGIATE COUNCIL ON WORLD AFFAIRS**

*The Collegiate Council on World Affairs is a student organization at The Ohio State University dedicated to increasing knowledge of world affairs and promoting related debate, scholarship, and activities. This organization strives to create a diverse network of the brightest minds from all corners of the university and to provide innovative events and programming centered on our membership's core interest in world affairs and international relations. As The Ohio State University's premier international affairs student group, The Collegiate Council on World Affairs shall also serve as the university's officially sponsored Model United Nations team and student organization, as well as the representative of the Alger International Affairs Journal and the OSU chapter of the United Nations Association. In pursuit of this mission and purpose, the Collegiate Council on World Affairs shall be governed by the following Constitution:*

### **ARTICLE I: NAME**

This organization will be officially known as The Collegiate Council on World Affairs, hereafter referred to as "CCWA."

### **ARTICLE II: AFFILIATION**

CCWA shall be an official political science club of The Ohio State University's Political Science Department.

### **ARTICLE III: MEMBERSHIP**

#### **Section 1: Definition of Membership**

- 1) A member of CCWA shall be defined as any person who has completed the membership prerequisites.
- 2) CCWA is committed to fostering a diverse and safe environment for all of its members. Therefore, 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.

#### **Section 2: Membership Prerequisites and Responsibilities**

- 1) Induction Requirements:
  - a) All prospective and current members of CCWA shall be enrolled in an approved degree program at The Ohio State University and shall be in good academic standing;
  - b) All prospective members must attend at least six (6) weekly CCWA or sub branch meetings
  - c) All prospective members must pay the annual membership dues outlined in Article III Section 4.1;
  - d) A prospective member shall enjoy the right to attend all official meetings, programming, and social events of CCWA prior to becoming an official member;

- e) Membership in CCWA shall be open to all individuals upon completion of the above criteria.
- 2) Membership Responsibilities:
  - a) Actively participate in CCWA meetings;
  - b) Pay annual dues as assessed by the Director of Finance;
  - c) Actively participate in the events of CCWA;
  - d) Vote on all motions proposed by members and the Executive Board;
  - e) Participate and vote in all elections of CCWA.

### **Section 3: Membership Code of Conduct**

- 1) All members and prospective members are expected to abide by all parts of The Ohio State University Student Code of Conduct at all official and unofficial events hosted by CCWA.
- 2) Hazing of any member(s) or prospective member(s) of CCWA, based on real or perceived membership status, age, color, creed, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, ethnicity, ancestry, marital or veteran status by a current or prospective member(s) shall not be tolerated under any circumstances.
- 3) Discriminatory language towards, or targeted harassment against, any member(s) or prospective member(s) of CCWA, based on real or perceived membership status, age, color, creed, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, ethnicity, ancestry, marital or veteran status by a current or prospective member(s) shall not be tolerated under any circumstances and shall be subject to an escalating series of sanctions, as follows:
  - a) All discretion as to the classification of an offense rests with the Executive Board,
  - b) For the first instance of a minor offense, the offender shall be removed from official CCWA group chats and suspended from meetings for a period of 1-3 week(s), and asked to undertake remedial actions as specified by the Director of Membership,
  - c) For a repeated instance of a minor offense, the offender shall be removed from official CCWA group chats and suspended from meetings for a period of 1-3 semester(s), pending an interview with the Director of Membership and President,
  - d) For major offenses, offenders will be asked to voluntarily resign CCWA membership, before proceedings of Membership Removal (as detailed in Article III, Section 6) are begun against them,
  - e) Offenders are entitled to hear the evidence raised against them and speak in their defense at a specified Executive Board meeting;
- 4) CCWA Membership is a conditional privilege, based on adherence to the Ohio State Student Code of Conduct and CCWA guidelines;

### **Section 4: Membership Dues**

- 1) The Director of Finance shall determine annual membership dues at the beginning of the academic year.
- 2) Each member shall pay membership dues to the Director of Finance:
  - a) All prospective members shall pay the full membership dues, as outlined in Article III Section 2.1(c) before being granted membership;

### **Section 5: Honorary Membership**

- 1) CCWA may, on the nomination of a member and approval of the Executive Board, grant honorary membership to non-members of the club.
- 2) Honorary members will not be required to pay annual dues, attend 50% of meetings, or fulfill the requirements outlined in Article III Section 4.

### **Section 6: Removal of Membership**

- 1) If an official CCWA member is violating the Membership Code of Conduct, defying the mission of CCWA, or unnecessarily damaging the reputation of CCWA, any member in good standing may bring up the offending member for consideration of membership removal.
- 2) The plaintiff member must inform the Director of Membership and President in writing of the motion one (1) week prior to formally moving for consideration of membership removal at a weekly CCWA meeting;
  - a) The Director of Membership will inform the defendant member no later than five (5) days prior to the motion being introduced.
- 3) The plaintiff member must motion for Removal of Membership Consideration at a regularly scheduled weekly CCWA meeting after following the required steps outlined above in Article III Section 6.2;
  - a) Two thirds ( $\frac{2}{3}$ ) majority of members present must vote in favor of the motion for it to be formally considered.
- 4) Consideration for Removal Process:
  - a) After the motion for membership removal has been formally considered, the defendant member shall leave the room, and the plaintiff member shall give a speech no longer than 3 minutes before the body explaining the reason(s) the defendant should lose membership;
  - b) The plaintiff member shall then leave the room, and the defendant member shall be given 3 minutes to defend themselves before the body;
  - c) Following both speeches, the defendant shall leave the room, and the body will have up to 10 minutes to discuss the motion;
  - d) After discussion has ended, a secret ballot of all members present (excluding the President, Director of Membership, defendant and plaintiff) shall be taken;
  - e) A two thirds ( $\frac{2}{3}$ ) vote in favor by all present voting members shall be required to remove the defendant's membership.

## **ARTICLE IV: Collaborative Leadership Organization**

### **Section 1: Officers of the Executive Board**

- 1) The following individuals shall be the elected voting officers of the Executive Board:
  - a) President,
  - b) Vice President,
  - c) Director of Finance,
  - d) Community Chair,
  - e) Director of Communications,
  - f) Executive Secretary.
- 2) The following individuals shall be appointed voting officers of the Executive Board:
  - a) Senior Head Delegate,

- b) United Nations Association Liaison,
  - c) Alger Magazine Editor-in-Chief,
  - d) Secretary-General of The Ohio State University Model United Nations Conference (OSUMUN);
- 3) The following individuals shall be appointed officers of the Collaborative Committee structure:
- a) Historian,
  - b) Weekly Jeopardy Coordinator,
  - c) Alumni Liaison.

## **Section 2: Officer Eligibility**

- 1) Any member of CCWA in good standing who meets the qualifications for the office shall be eligible to seek and hold such office.
  - a) A member may hold an elected and appointed position but must receive a  $\frac{2}{3}$  affirmative vote by the executive board to do so.”
- 2) The membership of CCWA shall elect officers, who shall each serve a one (1) year term;
- 3) All officers shall keep records detailing their activities pertaining to their positions during their term;
  - a) These records must be submitted to the President-elect upon completion of said term.
- 4) All officers shall retain full rights and fulfill all responsibilities of membership to remain in office.
- 5) At the discretion of a  $\frac{2}{3}$  majority of the Executive Board, any officer may be suspended from their office temporarily, should the Executive Board deem it necessary due to:
  - a) Incapacitation,
  - b) Any minor violation of Article III, Section 3: Membership Code of Conduct,
  - c) Clear and apparent conflicts of interest in CCWA matters;
- 6) In any instance of potential temporary suspension, the officer in question shall have the right to hear the evidence presented against them and speak in their defense at a specified Executive Board meeting;

## **Section 3: Appointments**

- 1) All appointed officers must be approved by a two-thirds ( $\frac{2}{3}$ ) majority of voting Executive Board members during Spring Semester unless otherwise stipulated, and must follow these requirements:
  - a) In the case of appointments occurring directly after the election, but before the roles of the Editor of Alger International Affairs Magazine, and the UNA Liaison take place, then only the voting members of the incoming executive board may vote on these appointments,
  - b) In the case that a current member of the executive board, or an appointed member of the outgoing executive board is seeking re-appointment, then they will recuse themselves from participation in discussion, voting procedures, or the decision making process related to filling the vacant position.
- 2) Elections for the Alger Editorial Board shall occur according to the protocol outlined in Article IV Section 8.

#### **Section 4: Responsibilities of the Executive Board**

- 1) The President shall:
  - a) Call, preside, and supervise over the Executive Board and general body meetings as chair and be considered the chief Executive Board member,
  - b) Be responsible for establishing the agenda for all Executive Board and general body meetings,
  - c) Coordinate efforts of all members of CCWA in relevant business,
  - d) Serve as ex-officio member on all committees,
  - e) Be limited to one elected term, and be barred from running for President or Vice President in the future,
  - f) Be considered the primary liaison and point of contact to all outside organizations and campus administration unless delegated otherwise,
  - g) Issue at the conclusion of their term of office, with consultation of the Executive Board, a yearly executive report. The executive report must be made available to CCWA's advisors and membership, submitted to the University Archives, and placed on file with the Executive Secretary,
  - h) Not vote in Executive Board votes except to break a tie, or any general meeting CCWA officer elections except in the case of a secondary tie as prescribed in Article V Section 2.4(b),
  - i) Review and approve all Branch Organizer Forms completed by the members of the Executive Board, ~~IAC, and EAC~~ and update the form as necessary,
  - j) Break ties in any Executive Board, IAC, EAC, or general body vote,
  - k) Convene and chair a monthly conference of all elected and appointed leaders of CCWA for the purpose of sharing strategies, updates, and ideas for the betterment and growth of the club.
- 2) The Vice President shall:
  - a) Perform all the duties of the President in the event the President is unable,
  - b) Temporarily assume the Presidency if the office of President becomes vacant due to resignation, recall, or other extenuating circumstance until a new President is elected as prescribed in Article V Section 2,
  - c) Coordinate efforts of all members of CCWA in relevant business,
  - d) Shall be considered the secondary liaison and point of contact to all outside organizations and campus administration unless delegated otherwise,
  - e) Serve as ex-officio member on all committees,
  - f) Serve as a voting member of the Executive Board,
  - g) Advise the President on the resolution of any conflict between Executive Board, ~~IAC, EAC~~, or general body Members,
  - h) Coordinate with the President to update the CCWA Branch Organizer form as necessary,
  - i) Collect the completed and reviewed Branch Organizers in the appropriate file of the Executive Board Google Drive,
  - j) Keep the minutes of Executive Board meetings and store these notes in the Google Drive of the Executive Board, or similar shared information platform,
  - k) Maintain and organize the shared information platform of the Executive Board; ~~IAC, and EAC~~,

- l) Organize weekly CCWA10 presentations,
  - m) Coordinate the application process for the Weekly Jeopardy Coordinator,
    - i) In the case that there is more than one Coordinator, the Vice President will be in charge of setting a weekly schedule.
- 3) The Director of Finance shall:
- a) Be the chief financial officer of the organization and as such shall be granted access to all CCWA financial accounts,
  - b) Report once monthly to the Executive Board on the financial status of the organization in an itemized report,
  - c) Maintain and manage the finances of CCWA by collecting and recording all payments and donations made to this organization,
  - d) Manage CCWA monetary and fiscal accounts,
  - e) Distribute funds to satisfy any outstanding financial obligations of CCWA,
  - f) Itemize all receipts and expenditures in a written monthly report for the Executive Board,
  - g) Seek out opportunities for donations, partnerships, and fundraising for CCWA,
  - h) Run at least one club fundraiser or coordinate a fundraising project per semester,
  - i) The Director of Finance shall also be responsible for coordinating CCWA fundraising needs at events such as Parents Weekend or Alumni Weekend,
  - j) Responsibly allocate funds towards philanthropic causes or CCWA needs,
  - k) Work with the Secretariat of OSUMUN to run an annual conference fundraiser for an internationally focused charity,
  - l) Serve as a voting member of the Executive Board.
- 4) The Community Chair shall:
- a) Keep attendance at all general meetings,
  - b) Serve as the chair of the Membership Committee,
  - c) Coordinate CCWA's official membership events,
  - d) Keep communication with membership about attendance,
  - e) Coordinate the CCWA Membership Inductions events,
  - f) Coordinate the CCWA Annual Year End Banquet,
  - g) Take point on all Involvement Fair projects unless delegated otherwise,
  - h) Oversee classes of new members through their first semester in the club,
  - i) A Facebook page, or similar grouping online forum, will be created and overseen by the Community Chair,
  - j) Upon the induction of a class of new members, the Community Chair will maintain a relationship with the group and schedule class-specific events,
  - k) Flag new or inducted members at risk of dropping CCWA and intervene to determine the cause and find a solution,
  - l) Serve as a voting member of the Executive Board.
- 5) The Director of Communications shall:
- a) Work to improve and maintain CCWA's relationships with other student organizations on Ohio State's campus,
  - b) Work to improve and maintain relationships with organizations in Columbus and surrounding areas,
  - c) Serve as the chair of the Outreach Committee,

- d) Be encouraged to collaborate with the branch leaders in planning events pertaining to both committees,
  - e) Engage CCWA in philanthropic activities in and around campus,
  - f) Manage the CCWA social media presence in a consistent and organized fashion by utilizing platforms to promote CCWA events and developments such as:
  - g) Share time-sensitive events and other important announcements, and recognizing club-wide and individual accomplishments,
  - h) Ensure CCWA maintains a unified social media presence across major platforms, that is consistent with the CCWA brand,
  - i) Oversee the design of all official CCWA graphic design for merchandise, outreach materials, and recruitment materials as requested by the Executive Board
  - j) Serve as a voting member of the Executive Board.
- 6) The Executive Secretary shall:
- a) Maintain the CCWA weekly newsletter,
  - b) Maintain and update the CCWA website,
  - c) Coordinate with the Director of Communications to ensure the CCWA website includes relevant media updates,
  - d) Serve as a voting member of the Executive Board.
  - e) Audit CCWA's Finance Director's records to ensure good practice and reasonable accounting practice
- 7) United Nations Association (UNA) Liaison shall:
- a) Represent the interests of the United Nations Association in and around campus,
  - b) Advocate for UN initiatives,
  - c) Serve as the chair of the UNA committee,
  - d) Coordinate events pertaining to UNA causes,
  - e) Educate and spread awareness on UNA issues,
  - f) Be encouraged to collaborate with the Director of Communications in planning events
  - g) Serve as a voting member of the Executive Board.
- 8) The OSUMUN Secretary General shall be responsible for:
- a) Chairing the OSUMUN Secretariat,
  - b) Scheduling and coordinating meetings of the Secretariat, subject to the needs of the conference,
  - c) Acting as the primary contact for current and potential delegations, including:
    - i) Registering school delegations,
    - ii) Drafting the OSUMUN Newsletter,
    - iii) Answering questions for school delegations,
    - iv) Finding and recruiting new school delegations,
    - v) Making staffing assignments for each of the committees in the conference,
  - d) Training all staffers to effectively execute the needs of the conference;
    - i) Staffers are to be drawn primarily from CCWA membership, with additional staffers recruited from other sources as needed,
  - e) Assisting all other positions in any additional activities that are done in the best interests of the conference,
  - f) Coordinating the appointment process of the incoming Secretary-General Elect,

- g) Making the final decision on any matter relating to the conference, subject only to overrule by the CCWA Executive Board.
- h) Serve as a voting member of the Executive Board.
- 9) *Alger Magazine* Editor-in-Chief shall:
  - a) Co-chair the Editorial Board, in conjunction with the Managing Editor,
  - b) Coordinate and supervise the publication of *Alger Magazine*,
  - c) Serve as *Alger Magazine*'s liaison to CCWA's Executive Board,
  - d) Serve as *Alger Magazine*'s liaison to other organizations and points of contact in and around The Ohio State University and larger community,
  - e) Serve as a voting member of the Executive Board.
- 10) The Senior Head Delegate shall:
  - a) Serve as the Chair of the Model United Nations (MUN) Council,
  - b) Train incoming Head Delegates and other members of the MUN Council,
  - c) Oversee the activities of the MUN Council as outlined in Article IV Section 8 and the Senior Head Delegate will be responsible for the following:
    - i) Overseeing the long term goals and strategy of the MUN team,
    - ii) Coordinating MUN Council activities to support the long term goals of the team,
    - iii) Guiding the team's yearly conference and training schedule,
    - iv) Facilitating leadership transitions in the MUN Council,
    - v) Training new Head Delegates,
    - vi) Supporting the roles of the Head Delegates and MUN Council Members,
      - (1) Mediating conflicts arising in the MUN Council or on the MUN team,
    - vii) Whenever possible, the Senior Head Delegate shall have previously trained or served as a Head Delegate in order to more effectively train and lead the MUN Council.
  - d) Serve as a voting member of the Executive Board and represent the voice of the MUN Council on the CCWA Executive Board;
    - i) In the event that the Senior Head Delegate is unable to attend Executive Board meetings, a Head Delegate may attend Executive Board meetings in place of the Senior Head Delegate.

**Section 5: The Roles and Responsibilities of the Member Relations Committee**

- 1) The Member Relations Committee (MRC) shall serve as the the primary student relations organ of CCWA; organizing efforts to recruit and retain members and providing current members with professional connections to the organization's alumni.
- 2) The MRC shall be composed of the Director of Membership, the Recruitment Chair, the Alumni Liaison, and the Director of Communications as an Ad Hoc member.
- 3) The MRC shall meet bi-weekly.
- 4) The MRC shall be chaired by the Director of Membership, who shall be responsible for:
  - a) Setting bi-weekly meetings and coordinating meeting logistics,
    - i) The Director of Membership may cancel or alter the meeting schedule so long as they alert both the President and the MRC with at least one week's notice,



- b) Keeping minutes of each meeting and reporting them back to the executive board,
  - c) Overseeing and managing the budget of the MRC in collaboration with the Director of Finance,
  - d) Act as the primary liaison between club membership, the membership committee, and the MRC.
- 5) The Recruitment Chair shall:
- a) Coordinate a yearly recruitment plan with the MRC to help retain recruited members,
  - b) Reach out to groups or organizations on campus to recruit members and help orient MRC's programming towards new members.
- 6) Alumni Liaison shall:
- a) Advise the MRC on all matters relevant to Chadwick Alger Alumni Society (CAAS),
  - b) Plan an annual Alumni Event,
  - c) Help plan professional development events, connecting the Alumni to the current CCWA membership.
- 7) Adopt, create, and oversee projects, events, programming, and other activities for the enjoyment and/or education of the General Members of CCWA;
- a) The MRC shall hold at least five events per semester,
  - b) Required events are as follows:
    - i) The Fall and Spring Involvement Fairs;
    - ii) Fall Membership Induction Ceremony;
    - iii) Alumni Weekend;
    - iv) Parents Weekend;
    - v) The CCWA Banquet (Spring);
  - c) All members of the MRC will be responsible for the success of MRC projects.
- 8) The decisions of the MRC shall be made based on the consensus of the members of the MRC.
- 9) While the specific roles of each member of the Member Relations Committee are enumerated above, the Member Relations Committee shall strive to collaborate with each other and lead programming and facilitate a positive experience for the members of CCWA as a cohesive unit for the betterment of CCWA whenever possible.
- 10) Create and appoint Co-chairs or new Chairs of the MRC as necessary;
- a) The creation of a Chair position must be agreed upon in consensus by all members of the MRC,
  - b) Any member of the MRC may motion for the creation of a new position;
  - c) The general body may petition for the creation of a Chair position at any time with a formal petition of 15 general member signatures.

**Section 6: The Roles and Responsibilities of the Advocacy and Outreach Committee**

- 1) The Advocacy and Outreach Committee (Ad-reach) shall serve as the primary advocacy and service organ of CCWA and shall:
- a) Organize efforts to offer philanthropy and service-based opportunities for the CCWA general body;

- b) Coordinates CCWA and UNA joint advocacy and programming initiatives;
  - c) Seeks to promote relationships between CCWA and other organizations.
- 2) The Ad-reach committee shall meet bi-weekly.
- 3) The Ad-reach committee shall be composed of the Director of Communications, Director of Finance, UNA President, and the UNA Advocacy Head.
- 4) The Ad-reach Committee shall be chaired by the Director of Communications, who shall be responsible for:
  - a) Setting bi-weekly meetings and coordinating meeting logistics;
    - i) The Director of Communications may cancel or alter the meeting schedule so long as they alert both the President and the Ad-reach Committee with at least one week's notice,
  - b) Keeping minutes of each meeting and reporting them back to the executive board;
  - c) Overseeing and managing the budget of the Ad-reach Committee in collaboration with the Director of Finance;
  - d) Through programming and initiatives facilitate relationships between CCWA general body and the Columbus Community;
  - e) Connecting the Ad-reach committee with outside resources and CCWA contacts.
- 5) Director of Finance
  - a) Run at least one philanthropy drive per year in collaboration with the Ad-reach Committee and work with the coming to pick a responsible use for those funds.
- 6) UNA President
  - a) Coordinating UNA events with CCWA events and the Ad-reach Committee;
  - b) Give updates on UNA events.
- 7) UNA Advocacy Head
  - a) Provide updates on UNA-USA advocacy initiatives and the initiatives of OSU-UNA;
  - b) Coordinating the advocacy efforts of UNA with the Ad-reach Committee;
  - c) Lead CCWA advocacy initiatives and help with Ad-reach advocacy programming.
- 8) Maintain CCWA's reputation and external partnerships through projects, events, programming, and other Activities,
  - a) No fewer than two events will be planned per semester in conjunction with other student organizations, Ohio State Departments, or other external private or public organizations;
  - b) Yearly required events are as follows:
    - i) One Philanthropy Drive,
    - ii) One UNA-CCWA Collaborative Event,
    - iii) One joint Fundraiser,
  - c) All members of the Ad-reach will have a responsibility for the success of such events.
- 9) The decisions of the Ad-reach Committee shall be made based on the consensus of the members of the Ad-reach Committee.
- 10) While the specific roles of each member of the Ad-reach Committee are enumerated above, the members of the Ad-reach Committee shall strive to collaborate with each

other, lead programming, and facilitate a positive experience for the members of CCWA as a cohesive unit for the betterment of CCWA whenever possible.

- 11) Create and appoint Co-chairs or new Chairs of the Ad-reach Committee as necessary;
  - a) The creation of a Chair position must be agreed upon in consensus by all members of the Ad-reach Committee;
  - b) Any member may motion for the creation of a new position;
  - c) The general body may petition for the creation of a Chair position at any time with a formal petition of 15 general member signatures;
  - d) Assist the portfolio of each member of the committee as requested and where possible.

### **Section 7: The Roles and Responsibilities of the Media Committee**

- 1) The Media Committee shall serve as the primary communications organ of CCWA.
- 2) The Media Committee shall meet at least once per semester or as needed.
- 3) The Media Committee shall be composed of the Director of Communications, Executive Secretary, and the Historian.
- 4) The Media Committee shall be chaired by the most senior elected member.
- 5) The Chair of the Media Committee shall be responsible for:
  - a) Setting meetings and coordinating meeting logistics;
  - b) The Chair of the Media Committee may cancel or alter the meeting schedule so long as they alert both the President and the Media Committee with at least one week's notice;
  - c) Keeping minutes of each meeting and reporting them back to the executive board.
- 6) The Director of Communication shall be responsible for:
  - a) Updating all social media platforms to fit the needs of the Media Committee and to correspond with appropriate internal communications.
- 7) The Executive Secretary shall be responsible for:
  - a) Corresponding all newsletter and website communications to fit the needs of the Media Committee.
- 8) The Historian shall be responsible for:
  - a) Taking photos at CCWA meetings and events to catalog CCWA history;
  - b) Uploading all photos taken to a file sharing platform as decided by the chair of the Media Committee;
  - c) Coordinating the use of photos for both internal and external communications.
- 9) Facilitate communication between CCWA and the overall OSU community through an active, informative, and entertaining media presence.
- 10) Adopt, create, and oversee projects, events, programming, and other activities for the enjoyment and/or education of the General Members of CCWA;
  - a) All members of the Media Committee will be responsible for the success of Media committee projects.
- 11) The decisions of the Media Committee shall be made based on the consensus of the members of the Media Committee.

- 12) While the specific roles of each member of the Media Committee are enumerated above, the Media Committee shall strive to collaborate with each other to facilitate a positive experience for the members of CCWA as a cohesive unit for the betterment of the club whenever possible.
- 13) Create and appoint new positions within the Media Committee as necessary;
  - a) The creation of a position must be agreed upon in consensus by all members of the Media Committee;
  - b) Any member may motion for the creation of a new position;
  - c) The general body may petition for the creation of a position at any time with a formal petition of 15 general member signatures.
  - d) A new position will Assist the committee as requested and wherever possible.

### **Section 8: The Roles and Responsibilities of the Model United Nations Council**

- 1) The MUN Council and its members shall be responsible for leading all affairs relating to the CCWA MUN team and for coordinating all MUN events, and shall meet on a weekly basis to undertake these responsibilities.
- 2) The MUN Council shall maintain the highest level of confidence with all members of the MUN team, and shall not divulge confidential information without a member's explicit consent unless this information presents a grave and present danger to the safety of the team, in that case, the Head Delegate(s) shall first approach the sitting President for guidance on the matter. Confidential information shall include but shall not be limited to:
  - a) Any information that is shared with the Head Delegate in confidence,
  - b) Information related to mental health,
  - c) Personal medical information,
  - d) Information regarding disciplinary actions,
  - e) Issues that are personal or family-related in nature.
- 3) While the specific roles of each member of the MUN Council are enumerated below, the MUN Council shall strive to collaborate with each other and to lead the team as a cohesive unit for the betterment of the MUN program whenever possible.
- 4) Members of the MUN Council shall include the Senior Head Delegate, the Head Delegates, the Director of General Assemblies (GA) Training, the Director of Crisis Training, and the Director of ShrunkMUNCs.
- 5) The Senior Head Delegate will serve as the Chair of the MUN Council.
- 6) The primary role of the Head Delegate(s) is to oversee all day-to-day operations of the CCWA MUN team. The Head Delegate(s) will be responsible for the following:
  - a) Attending external conferences,
  - b) Managing travel logistics for all external conferences,
  - c) Creating and maintaining an annual conference budget,
  - d) Leading pre-conference preparatory sessions and post-conference debriefs, in an equal and sufficient manner,
  - e) Holding annual one-on-one feedback sessions,
  - f) Overseeing delegate behavior as (outlined in sub-section 5), and participation at MUN Events.
- 7) The primary role of the Director of GA Training will be to coordinate all training activities and feedback for General Assembly and Specialized General Assembly

Committees. As the chief training director for GA committees, the Director of GA Training will be responsible for the following:

- a) Creating new GA training content,
  - b) Maintaining and updating existing training content,
  - c) Leading MUN workshops,
  - d) Providing feedback for delegates on GA performance,
  - e) Advising the MUN Council on GA strategy and the needs of delegates.
- 8) The primary role of the Director of Crisis Training will be to coordinate all training activities and feedback for Crisis and Specialized Crisis Committees. As the chief training director for Crisis Committees, the director of Crisis training will be responsible for the following:
- a) Creating new Crisis training content,
  - b) Maintaining and updating existing Crisis content,
  - c) Providing feedback for delegates on Crisis performance,
  - d) Advising the MUN Council on Crisis strategy and the needs of delegates.
- 9) The primary role of the Director of ShrunkMUNCs is to facilitate the logistical and operational aspects of all ShrunkMUNCs. The Director of ShrunkMUNCs will be responsible for the following:
- a) Creating ShrunkMUNC sign-up forms,
  - b) Delivering character/country assignments,
  - c) Preparing/providing background guides,
  - d) Coordinating between staff and delegates before and during ShrunkMUNCs,
  - e) Communicating with OSUMUN Secretariat to determine ShrunkMUNC schedule and staff.
- 10) Expectations for Model United Nations conferences shall be:
- a) The Senior Head Delegate and Head Delegate(s) shall strive to cultivate an inclusive and safe environment for all delegates while traveling and participating in an external conference, which includes:
    - i) Taking an active and inclusive role in social activities both during and outside of committee sessions,
    - ii) Objectively attending to all delegate concerns and acting accordingly in a professional manner,
    - iii) Maintaining professional conduct during committee hours and before committee sessions, including during the night-time hours. This includes abstaining from any activity that would impair the Senior Head Delegate or Head Delegate(s)'s ability to lead or endanger the delegation.
  - b) Each Head Delegate shall be expected to attend a minimum of two (2) conferences per semester:
    - i) For external conferences with a delegation size of eight (8), there should be at least one (1) fully-trained Head Delegate or Senior Head Delegate in attendance,
    - ii) For external conferences with a delegation size of twelve (12) or more, there should be at least two (2) fully-trained Head Delegates and/or Senior Head Delegate in attendance.

- c) The Senior Head Delegate and the Head Delegates shall review the applications of prospective delegates in collaboration with the sitting President to select delegates to attend all external conferences;
  - d) Prospective delegates shall be assessed on a basis of performance, attendance, and behavior, as outlined in Article IV Section 8.2, at all MUN events, including MUN workshops, ShrunkMUNCs and external conferences, and the number of conferences attended;
  - e) The Senior Head Delegate, Head Delegates, and President shall keep all decisions regarding the applications of prospective delegates confidential until all delegates have been informed of the status of their application by the Senior Head Delegate and Head Delegate(s).
    - i) They also shall not offer any delegate the opportunity to attend an external conference before an application has been closed and the official final delegation roster has been announced;
  - f) If any prospective delegate has a concern relating to conference selections, they may request a written reasoning from the Head Delegates regarding their selection or rejection from the conference;
  - g) All Delegates and Head Delegates attending conferences are expected to abide by all stipulations of the CCWA Membership Code of Conduct as outlined in Article III Section 3, and agree to not engage in any behavior that is detrimental to the performance or experience of any other delegate or the team at large:
    - i) Delegates who are found by the Head Delegates to have engaged in such a violation of the behavioral expectations as outlined above will be subject to a disciplinary meeting with the attending Senior Head Delegate, Head Delegate, and the President following the conference,
    - ii) At the discretion of the President, behavioral violations may be communicated to the CCWA Faculty Advisor for additional review,
    - iii) Serious behavioral violations may result in the offending delegate being suspended from conferences for a semester, at the assessment of the Senior Head Delegate, Head Delegates, and President, or at the recommendation of the CCWA Faculty Advisor.
- 11) The members of the MUN Council shall be elected by the members of the MUN team.
- 12) Membership in MUN shall be conferred based upon the following criteria, understanding that an individual must fulfill only one criterion to be considered for membership.
- a) An individual has attended 3 consecutive MUN Trainings
  - b) An individual has attended at least 2 ShrunkMUNCs,
  - c) An individual has attended at least 1 external conference.
- 13) Yearly elections for MUN Council members shall take place during the week preceding Spring Break.
- 14) Terms of office for outgoing elected and appointed officers shall end after the final external conference of the spring semester, with incoming officers taking office on the same date unless otherwise stipulated;
- a) Incumbent and incoming officers shall meet at least once during the transition period in order to hand over all relevant materials and to advise on the responsibilities of the office;

- b) The incoming MUN Council shall meet at least twice before the end of the Spring Semester, during which time they will create a plan of action for the next academic year and vote to approve new appointed positions.
- 15) If an elected officer resigns, is removed from office, is separated from CCWA, or is otherwise unable to fulfill their duties prior to the end of their regularly scheduled term, the vacancy shall be filled by special election.
- 16) The elections for the incoming MUN Council shall be conducted in the following manner:
- a) The elections shall be administered by the outgoing Senior Head Delegate, or the senior most member of the MUN Council that will be leaving their position in the event that the Senior Head Delegate runs again;
    - i) In the event that there are no outgoing members of the MUN Council, the MUN Council shall consult with the President of CCWA, who will administer the elections;
  - b) Nominations for the MUN Council shall be taken from the membership of the MUN team two weeks prior to the selected election date;
    - i) Members may be nominated for multiple positions;
      - (1) Self-nominations shall be accepted;
      - (2) Members may nominate more than one individual;
    - ii) All nominees will be given the opportunity to accept or decline their nomination and the nominees may choose to decline their nomination any time prior to the elections;

### **Section 9: The Roles and Responsibilities of the Alger Editorial Board**

- 1) Alger Magazine is a student-run publication that encourages discussion and analysis of the encompassing international issues and relevant world affairs. Its content is rooted in a commitment to accuracy and fair representation of different perspectives. 2) The Editorial Board of Alger Magazine shall be comprised of the Editor-in-Chief and the Managing Editor and shall:
- a) Oversee the development and publication of content;
  - b) Support, engage and manage the writing staff;
  - c) Oversee the recruitment of new writers;
  - d) Serve as Alger Magazine's liaison to other organizations and points of contact in and around The Ohio State University and the larger community;
  - e) Oversee formatting, organization and production of physical Alger editions.
- 2) The Editor-in-Chief of Alger Magazine shall:
- a) Co-chair the Editorial Board;
  - b) Approve each article and piece of content for publication;
  - c) Serve as Alger Magazine's liaison to the Executive Board of the Collegiate Council on World Affairs;
  - d) Serve as a voting member of the Executive Board.
- 3) The Managing Editor shall:
- a) Co-chair the Editorial Board;
  - b) Oversee the general operations and administrative responsibilities;
  - c) Assist the Editor-in-Chief with their responsibilities as the need arises; d)

Stand in for the Editor-in-Chief if and when they are unable to perform the duties of their role.

- 4) Staff Writers shall:
  - a) Be a current member of the Collegiate Council on World Affairs;
  - b) Provide at least one article for each publication;
  - c) Attend weekly Alger Magazine meetings.
- 5) The membership periodical will be named in recognition of Advisor Emeritus, Chadwick F. Alger.
- 6) Elections for Alger Magazine officer positions shall take place during a meeting within the month of March
- 7) Elections for Alger Magazine shall happen according to the following procedure:
  - a) The elections are to be preceded by nominations, which shall be taken at the preceding Alger meeting,
    - i) Self-nominations are accepted,
    - ii) Members may be nominated for multiple positions,
  - b) The senior-most officer not standing for office shall preside over the election,
    - i) If all officers are running for office in the election, the senior-most member of the CCWA Executive Board not standing for office in the Alger sub-branch shall preside over the elections
  - c) Membership in Alger shall be conferred according to the following criteria, understanding that only one criterion need be met to maintain membership:
    - i) Attendance at 3 Alger meetings within the current publishing cycle,
    - ii) Contribution of 1 article within the last 2 publishing cycles and attendance at 2 meetings within the current publishing cycle;
  - d) Candidates shall each have 2 minutes to speak and will be given 2 questions by the presiding officer, each of which they will have 1 minute to respond to;
    - i) Candidates shall leave the room during their opponents' speaking time
    - ii) The order in which candidates speak shall be chosen randomly;
  - e) Voting members shall use secret ballots, which will be tabulated by the officer presiding over the election,
    - i) A candidate is elected to office on the basis of simple majority,
    - ii) If no candidate achieves a simple majority, the candidate receiving the fewest votes is to be eliminated and voters are to vote for the remaining candidates, A) The above runoff process shall repeat until a candidate is elected; f) If an office becomes vacant, there shall be a special election using the above procedures within three regularly scheduled meetings;
  - f) Officers will begin their terms of office at the final meeting of the academic year; i) Incoming officers shall meet with outgoing officers at least twice before beginning their terms of office.

## **Section 10: The Roles and Responsibilities of the OSUMUN Secretariat**



- 1) OSUMUN is Ohio State's Model United Nations conference targeted at high school students and its focus is on equitable education for students across the country through the medium of Model UN.
- 2) The OSUMUN Secretariat shall be tasked with overseeing conference logistics and shall consist of the Secretary-General, Chief(s) of Staff, the Under-Secretary-General (USG) of Committees, the Under-Secretary-General of Logistics, the Finance Director, and the Director of Operations.
- 3) The OSUMUN Secretariat shall be chaired by the Secretary-General.
- 4) The Chief(s) of Staff shall be responsible for:
  - a) Assisting the Secretary-General in any tasks delegated to them,
  - b) Chairing the OSUMUN Secretariat in the absence or incapacitation of the Secretary-General,
  - c) Aiding directly with OSUMUN activities, including but not limited to:
    - i) Editing background guides,
    - ii) Assigning committee roles for delegations,
    - iii) Coordinating bookings,
  - d) Aiding the USG of Logistics with Booking spaces for each OSUMUN Committee,
  - e) Remaining focused on the conference as a whole, and not involved in staffing any one committee.
- 5) The Under-Secretary-General of Committees shall be responsible for:
  - a) General oversight of all OSUMUN Committees,
  - b) Facilitating communication between committee heads and the Secretariat,
  - c) Ensuring all background guides are edited and submitted on a pre-arranged schedule,
  - d) Assisting with assigning committee roles for delegations,
  - e) Assisting with the training of OSUMUN staffers.
- 6) The Under-Secretary-General of Logistics shall be responsible for:
  - a) All purchases and bookings required to effectively execute the conference, included but not limited to:
    - i) Ordering gavels,
    - ii) Printing placards,
    - iii) Printing name tags,
    - iv) Ordering any additional office supplies,
  - b) Booking spaces for each OSUMUN Committee in collaboration with the Chief(s) of Staff,
  - c) Aiding the Secretary-General in ordering necessary items and booking rooms in a timely manner.
- 7) The Finance Director shall be responsible for:
  - a) Maintaining a balanced OSUMUN budget, and preventing the conference from incurring a debt,
  - b) Sending invoices to school delegations,
  - c) Accurately maintaining a register of the conference budget, including noting when schools have paid,
  - d) Communicating with the CCWA Director of Finance to ensure that school payments are received by CCWA.

- 8) The Operations Director shall be responsible for:
  - a) Maintaining OSUMUN's online presence throughout their tenure, including but not limited to:
    - i) Distributing OSUMUN Newsletters on a regular basis,
    - ii) Editing the OSUMUN website,
    - iii) Keeping track of all passwords and login information,
  - b) Working with the Secretary-General to recruit new school delegations.
  - c) Coordinating with the keynote speaker, as chosen by the OSUMUN Secretariat in combination with the CCWA Executive Board.
- 9) Decisions made by the OSUMUN Secretariat shall be made by consensus wherever possible, with the final decision resting with the Secretary-General.

**Section 11: The Roles and Responsibilities of the United Nations Association (UNA) Executive Board**

- 1) How executive board positions are elected
  - a) Candidates will run for every position on the executive board for UNA
  - b) They will have to present to UNA a compelling argument for why they would be a good candidate for their position
  - c) Positions will be elected by the general body based off of whoever has the majority ruling
  - d) In case of a tie, there will first be a revote
    - i) If further action is required, the president and vice president will deliberate together as to who is elected to the position
    - ii) For president and vice president positions ONLY:
      - (1) At least one year prior of being an active member in UNA
      - (2) At least one semester of serving on the executive board for UNA
  - e) Elections will be held in the middle of spring semester to give enough time for transitioning the new executive board into their positions
- 2) The responsibilities of the exec board are as follows:
  - a) President
    - i) Runs weekly meetings
    - ii) Attends CCWA executive meetings as a representative of the UNA sub branch
    - iii) Communicates with CCWA executive on sub branch needs
    - iv) Leads UNA exec board meetings
    - v) Manages UNA exec board
    - vi) Communicates with UNA members
    - vii) Oversees and aids in UNA events
    - viii) Communicates with the UNA USA national council and UNA USA membership director
    - ix) Attend weekly meeting both general body and exec
  - b) Vice President
    - i) Assist the president for any needs or other reasonable requests
    - ii) Work with the finance chair to help set budget
    - iii) Act as a resource for other executive board members
    - iv) Lead in creating the annual spring fundraiser
    - v) Lead in finding arrangements for the UNA Summit

- vi) Attend weekly executive meetings
- vii) Attend weekly general body meetings
- c) Director of Communications
  - i) Post information about meetings on Instagram
  - ii) Market speaker events and volunteering on social media
  - iii) Create flyers to send in GroupMe
  - iv) Keep track of communications in DMs for club collaborations and speaker events
  - v) Help with contacting speakers and advertising events to professors on campus
  - vi) Communicate with Secretary about events on calendar
- d) Outreach Chair
  - i) Responsible for reaching out to guest speaker for meetings
  - ii) Responsible for communicating with other organizations both on campus and off (example government organizations/NGOs/nonprofits) for collaborate events
  - iii) Responsible for organizing at least one volunteering event per semester
  - iv) Responsible for organizing any advocacy events during the semester
- e) Treasurer
  - i) Set the budget for the semester
  - ii) Keep accurate and up to date financial records
  - iii) Review and approve expenses, affirming they stay within the budget set for the semester
  - iv) Review and approve reimbursement requests for approved expenses
  - v) Attend general body as well as executive body meetings
- f) Secretary
  - i) Create & send weekly newsletters
  - ii) Take meeting notes (both general body & executive board meetings)
  - iii) Assist Advocacy Head in communicating volunteer/advocacy opportunities
  - iv) Assist Director of Communications in announcing important dates and events
  - v) Monitor attendance

## **Section 12: Organizational Finance Directors**

- 1) All sub-branches shall elect or appoint a Finance Director whose role will be as follows:
  - a) Serve as the chief auditing officer of the sub-branch
  - b) Communicate with the CCWA Finance Director on any spending related matter,
  - c) Collaborate with the sub-branch's executives to draft an annual operating budget,
- 2) Qualifications to be sub-branch Finance Director are as follows:
  - a) The Finance Director cannot serve in any other position within the sub-branch,

- i) An exception to enable an individual to hold the Finance Director position and another role within a sub-branch shall be made for sub-branches that have less than or equal to a \$1,000 annual budget allocation.

## **ARTICLE V: ELECTIONS & APPOINTMENTS**

### **Section 1: Officer Selection**

- 1) Yearly elections for new CCWA officers shall take place on the first Wednesday of March during the regularly scheduled weekly meeting.
- 2) If the time allotted during the regularly scheduled meeting is not enough to accommodate each election speech, then the meeting may be extended to be longer than the regular meeting time, or elections may continue during the next regularly scheduled meeting, but the meeting should not be held earlier than the regular meeting time. Elections should not be held during the University's Spring Break;
  - a) If the scheduled Spring Break overlaps with the first Wednesday of March, then the elections should be held during the first regularly scheduled meeting after Spring Break.
- 3) Terms of office for outgoing elected and appointed officers shall end on the second Wednesday in April, with incoming officers taking office on the same date unless otherwise stipulated;
  - a) Incumbent and incoming officers shall meet at least once during the transition period in order to hand over all relevant materials and to advise on the responsibilities of the office;
  - b) The incoming Executive Board shall meet at least twice before the end of the Spring Semester, during which time they will create a plan of action for the next academic year and vote to approve new appointed positions;
  - c) The incoming Executive Board shall lead at least two (2) general body meetings before the end of the Spring Semester, beginning with the regularly scheduled meeting on the second Wednesday in April.
- 4) If an elected officer resigns, is removed from office, is separated from CCWA, or is otherwise unable to fulfill their duties prior to the end of their regularly scheduled term, the vacancy shall be filled by special election.
- 5) Nominations for the vacant position shall be opened at the first regularly scheduled CCWA weekly meeting after the vacancy is created and will remain open until the special election;
  - a) The special election will take place at the next weekly meeting immediately following the meeting in which nominations were opened;
  - b) The rules governing the special election shall be the same as those outlined in Article V Section 2;
    - i) The term of office for specially elected officers as described above shall end on the second Wednesday in April.
- 6) Appointed officers will be appointed during the first meeting of the new Executive Board, in which the incumbent appointed officers will hold a vote on the new appointees. Once a vote is held, the new appointed officers will immediately assume the responsibilities of the appointed office, unless otherwise stipulated.

### **Section 2: Election Process**

- 1) Nominations for elected positions shall be taken from the membership of CCWA.
- 2) Nominations shall be opened the last Wednesday of February during the regularly scheduled weekly meeting, and will remain open for each individual position until election speeches for each specific position begin on the first Wednesday of March during the regularly scheduled meeting;
  - a) All nominees shall be given a chance to accept or decline their nomination;
    - i) Nominees may decline a nomination at any point before their election begins;
  - b) Members may be nominated for multiple positions;
  - c) Self-nominations shall be accepted;
  - d) Members may nominate more than one individual;
  - e) No member may run for more than 3 elected positions during the same general election cycle.
- 3) The Elections Process:
  - a) All nominees for a position will be given the opportunity to speak for a maximum of three (3) minutes in front of the membership of CCWA;
    - i) The time allotted can be amended by a two thirds ( $\frac{2}{3}$ ) majority of the present membership;
    - ii) All nominees for the same position must be allotted the same amount of time to speak;
    - iii) The speaking time must include both a speaking time and question and answer session;
      - (1) All nominees for the same position must be asked the same questions and given the same amount of time to answer them.
- 4) Voting Process
  - a) Officers will be elected in the following order, and seniority of officers will be considered in descending order:
    - i) President,
    - ii) Vice President,
    - iii) Director of Finance,
    - iv) Community Chair,
    - v) Director of Communications,
    - vi) Executive Secretary.
  - b) After all speeches for a position have concluded, a vote of all members present physically or present via simultaneous live, online platform, excluding the incumbent President, shall be taken by secret ballot.
  - c) An absolute majority (50% + 1) of members present will be required to elect an officer.
    - i) If an absolute majority (50% + 1) 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 from the initial vote;
    - ii) All members present excluding the incumbent President will vote in the runoff election;
    - iii) In the case of a tie in the runoff election, the incumbent President shall cast a vote for one of the two runoff candidates.

### **Section 3: Appointments**

- 1) All appointed officers must be approved by a two-thirds ( $\frac{2}{3}$ ) majority of voting Executive Board members during Spring Semester unless otherwise stipulated, and most follow these requirements:
  - a) In the case of appointments occurring directly after the election, but before the roles of the Editor of Alger International Affairs Magazine, and the UNA Liaison take place, then only the voting members of the incoming executive board may vote on these appointments,
  - b) In the case that a current member of the executive board, or an appointed member of the outgoing executive board is seeking re-appointment, then they will recuse themselves from participation in discussion, voting procedures, or the decision making process related to filling the vacant position.
- 2) The Director of Communications shall suggest candidates for the roles of Alumni Liaison to the Executive Board in the spring semester.
- 3) The Director of Membership shall suggest candidates for the roles of Weekly Jeopardy Coordinator(s) and Historian to the executive board in the spring semester.
- 4) Candidate(s) for *Alger Magazine* Editor-in-Chief and Managing Editor shall be selected by unanimous consent of all Alger writers of that calendar year's issue by the last Thursday of February;
  - a) Once selected, the candidates for each position shall be confirmed by the incoming Executive Board of CCWA;
    - i) CCWA's Executive Board shall reserve the ability to reject a candidate by a  $\frac{2}{3}$  majority vote of Executive Board voting members and in this event the writers of Alger shall reconvene to send a new candidate to the executive board.
- 5) The OSUMUN Secretary-General shall be appointed prior to the occurrence of the OSUMUN conference for that year, to allow the incoming Secretary-General to shadow the current Secretary-General:
  - a) This appointment shall be made not later than during the month of February, and must take place prior to the election and induction of the new CCWA Executive Board.
  - b) The new Secretary-General shall be considered the "Secretary-General Elect" until the conclusion of the outgoing Secretary-General's conference, at which time they shall assume the full responsibilities of OSUMUN Secretary-General.
- 6) Candidates for OSUMUN Secretary-General shall submit a written application to the current OSUMUN Secretariat, and shall be subject to an interview:
  - a) Interviews shall be conducted with the presence of the current Secretary-General, at least one Chief of Staff, and either the CCWA President or Vice-President,
  - b) The current Secretary-General and Chief(s) of Staff shall make a recommendation to the executive board for the role of Secretary-General Elect by consensus,
  - c) The current Secretary-General and Chief(s) of Staff shall also make recommendations for second and third most qualified candidates, and recommend these persons be appointed by the executive board as the new Chief(s) of Staff,
  - d) All selections are subject to a vote of confirmation by the current CCWA Executive Board.

- 7) Applications for the OSUMUN Secretariat shall be released immediately following the appointment of the Secretary-General Elect and the new Chief(s) of Staff:
  - a) Candidates for the OSUMUN Secretariat shall submit a written application and may be subject to an in-person interview with the Secretary-General Elect and the new Chief(s) of Staff,
  - b) All Secretariat decisions are to be made by consensus between the Secretary-General Elect and the new Chief(s) of Staff, and are not subject to confirmation by the CCWA Executive Board,
  - c) The term of newly appointed members of the Secretariat shall not begin until the conclusion of the outgoing secretariat's OSUMUN conference.
- 8) With the exception of the Head Delegate(s), Secretary General of OSUMUN, and Historian, appointed officers' terms shall end on the third Tuesday of March or until a successor is appointed;
  - a) The term of the Secretary General of OSUMUN shall end at the conclusion of their respective conference;
    - i) The Secretary-General of OSUMUN shall be appointed within forty-five (45) days of the completion of the previous year's conference by the most current Executive Board;
  - b) The historian's term will begin at the beginning of each academic year and conclude at the end of the academic year;
    - i) If the position is vacant for any given reason, the Executive Board will fill the role at its earliest convenience.
- 9) The Executive Board may, at its discretion and subject to a two-thirds ( $\frac{2}{3}$ ) vote in favor, appoint any member in good standing to coordinate a specific program, project, or event, who shall also serve as a non-voting member of the CCWA Executive Board.

## **ARTICLE VI: COMMITTEES**

### **Section 1: Membership Committee**

- 1) The Membership Committee shall:
  - a) Be chaired by the Director of Membership,
  - b) Be responsible for membership development and retention,
  - c) Work to market CCWA and to recruit prospective members,
  - d) Organize official social activities and membership programming of CCWA,
  - e) Issue a yearly census and maintain the demographic records of CCWA,
  - f) Publish and maintain the CCWA events calendar,
  - g) Grant membership as outlined in Article III of this Constitution,
  - h) Be encouraged to work closely with the Director of Recruitment and Recruitment Committee.

### **Section 2: Recruitment Committee**

- 1) The Recruitment Committee shall:
  - a) Be chaired by the Director of Recruitment,
  - b) Responsible for membership development and retention,
  - c) Work to market CCWA and to recruit prospective members,
  - d) Plan events tailored specifically towards new and prospective members,

- e) Organize and oversee recruitment presentations in classrooms, clubs, and all other venues,
- f) Be responsible for organization, preparation, and participation of CCWA at the Autumn and Spring Involvement Fairs,

### **Section 3: Outreach Committee**

- 1) The Outreach Committee shall:
  - a) Be chaired by the Director of Communications,
  - b) Work to create and maintain good relationships with other organizations in and around campus,
  - c) Work to create and maintain good relationships with organizations in and around Columbus,

### **Section 6: Ad-hoc Committees**

- 1) Ad-Hoc committees shall be formed and dissolved as deemed necessary by a simple majority vote of the Executive Board.
- 2) The President and/or Vice President may call for the organization of an ad-hoc committee at any time.
- 3) Ad-Hoc committees shall be chaired by a member of the general body who is selected by a two-thirds ( $\frac{2}{3}$ ) majority of voting Executive Board members;
  - a) Any member serving as an Ad-Hoc committee chair shall be a non-voting member of the Executive Board.
- 4) All directives and responsibilities of an ad-hoc committee and its leadership shall be presented during a proposal to CCWA during a general meeting.
- 5) The Chair of an ad-hoc committee shall regularly report all activities to the Executive Board.

### **Section 7: Committee Membership**

- 1) A member of CCWA may be a member of any standing or ad-hoc committee.
- 2) A prospective member of CCWA may participate in a meeting of any ad-hoc or standing committee.

## **ARTICLE VII: OFFICER RECALL**

### **Section 1: Recall of an Officer**

- 1) If, for any reason, a member of CCWA feels that an elected or appointed officer on the Executive Board is not fulfilling the office's requirements and responsibilities, is defying the mission of the organization, or has committed an act that constitutes harm to the organization or its' members, any member in good standing can call for the recall of an officer, given that they have signatures of 33% of the CCWA voter roll;
- 2) Once the Executive Board has been notified of a legitimate and successful petition for the recall of an elected officer:
  - a) The highest ranking Executive Board member by seniority shall notify the general body of the petition to recall and will then call for two speakers for and two speakers against moving into a recall election at the next general body meeting.
  - b) If the general body votes, by a 2/3rds majority, to hold a recall election, then the highest ranking Executive Board member by seniority shall gather nominations for the position, which shall include any eligible general body member.



- c) A recall election shall take place the next general body meeting that takes place after nominations have been gathered, and the recall election shall follow the same procedure as outlined in Article V Section 2;
- 3) Once the Executive Board has been notified of a legitimate and successful petition for the recall of an appointed officer,
  - a) The highest ranking Executive Board member by seniority shall notify the general body of the petition to recall and will then call for two speakers for and two speakers against moving into a recall election at the next general body meeting.
  - b) If the general body votes, by a 2/3rds majority, to hold a recall election, then the replacement will be appointed in accordance with Article V Section 3.

## **ARTICLE VIII: MEETINGS**

### **Section 1: General Membership Meetings**

- 1) CCWA will meet regularly during Fall and Spring semesters.

### **Section 2: Executive Board Meetings**

- 1) The Executive Board shall meet regularly during Fall and Spring Semesters.
- 2) The President may call additional meetings at their discretion.
- 3) Attendance is expected for all Executive Board officers.
- 4) Chairs of all ad-hoc and standing committees may attend Executive Board meetings.

### **Section 3: Standing and Ad-Hoc Committee Meetings**

- 1) Standing and extant ad-hoc committees shall meet at least once per month during Fall and Spring semesters.
- 2) Chairs may call additional meetings at his or her discretion.
- 3) Chairs shall designate a member present to take minutes and report them to the President in a timely fashion.

### **Section 4: Quorum**

- 1) Quorum for all Executive Board meetings shall be fifty percent plus one additional voting member (50% +1).

## **ARTICLE IX: ADVISORS**

### **Section 1: Advisor Responsibilities**

- 1) CCWA shall have at least one (1) faculty advisor and one (1) staff advisor.
- 2) Advisor Rights and Responsibilities:
  - a) Be open to communication from all CCWA members,
  - b) Remain in communication with the Executive Board in order to make sure that the organization is running in accordance with its mission,
  - c) May attend any CCWA meeting or official event at their discretion,
  - d) Maintain monthly communication with the Executive Board and semesterly communication with the General Body,
  - e) Maintain any advisor duties required by the Ohio Union and the Office for Student Life.

## **Section 2: Advisors Emeriti**

- 1) CCWA may, on the written nomination of a member, adopt advisors emeriti.
- 2) Approval of all advisors emeriti shall require a two-thirds (2/3) vote of all members present.
- 3) All advisors emeriti and the year of their adoption shall be listed in the Constitution of CCWA:
  - a) The late Professor Emeritus Chadwick Alger, Advisor Emeritus 2012-2014,
  - b) Erik 'MUN' Leiden, President of CCWA 2014 - 2015,
  - c) Nicolas Cage, world renowned actor and meme,
  - d) Drew Niccum, member with longest tenure and advisor.

## **ARTICLE X: CONSTITUTIONAL AMENDMENTS**

### **Section 1: Changes to this Constitution**

- 1) Technical and Substantive changes to the Constitution:
  - a) Any member of CCWA in good standing may propose an amendment of this Constitution;
  - b) All proposed amendments must be submitted in writing to the Executive Secretary, President, and Vice President and be discussed at one general body meeting before the proposed amendment is voted on;
    - i) Technical and substantive amendments to this Constitution may only be considered by a two thirds (2/3) vote in favor by members present physically or present via simultaneous live, online platform at a general body CCWA meeting;
  - c) Technical changes to this Constitution shall only be approved by a two-thirds (2/3) vote in favor by the members present present physically or present via simultaneous live, online platform at the next CCWA general meeting following the amendment proposal;
- 2) Grammatical, typographical, and semantic changes to the Constitution
  - a) Grammatical, typographical, and semantic changes to the Constitution may be made by a three fourths (¾) vote in favor by the voting members of the Executive Board at an Executive Board meeting.
  - b) Any grammatical, typographical or semantic changes approved by the Executive Board must be announced and detailed to the general membership at the next regularly scheduled CCWA weekly meeting.

### **Section 2: Constitutional Review**

- 1) This Constitution shall be reviewed during the Spring Semester of every-calendar year by the outgoing executive board.
- 2) The Review Committee shall present any proposed amendments before the end of the current term of office to the general membership of CCWA.

## **ARTICLE XI: DISSOLUTION**

### **Section 1: Dissolution of CCWA**

- 1) If the organization fails to maintain at least five (5) members, the organization shall automatically be dissolved.

- 2) Any and all remaining CCWA assets shall be turned over to the Political Science Department at The Ohio State University to further scholarship in World Affairs.

## **ARTICLE XII: CHATHAM HOUSE RULE**

### **Section 1:**

- 1) The Chatham House Rule is defined as “When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed”.
- 2) During formal discussion as a part of a CCWA meeting or affiliated event—excluding meetings of the Executive Board, the election process, and the constitutional amendment process—any present member may activate the Chatham House Rule by announcing their intention to do so.
- 3) When operating under the Chatham House Rule, members are still to abide by the anti-discriminatory rules and regulations as described in Sections 1 and 3 of Article III and any other pertinent section of this Constitution;
  - a) Acts and/or speech of a discriminatory nature shall be excluded from any protection(s) or guarantees of anonymity by the Chatham House Rule;
  - b) Members who commit acts and/or speech of a discriminatory nature shall be subject to any processes, sanctions, and/or consequences that are prescribed in this Constitution.