



Constitution
of
The Alexander Hamilton Society
at
The Ohio State University

4.19.2023



Alexander Hamilton Society
The Ohio State University
Chapter Constitution
3.7.2022

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

Section 1. Name:

The name of the organization shall be The Alexander Hamilton Society | Ohio State University Chapter (hereafter “Alexander Hamilton Society” or “AHS”).

Section 2. Purpose:

The Alexander Hamilton Society is an independent, non-partisan, not-for-profit organization dedicated to promoting constructive debate on basic principles and contemporary issues in foreign, economic, and national security policy.

Section 3. Affiliation:

This organization is a chapter affiliated with the national Alexander Hamilton Society organization headquartered in Washington D.C.

Section 4. Non-Discrimination Policy:

The Alexander Hamilton Society is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. AHS is committed to equal opportunity, affirmative action, and eliminating discrimination. AHS 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.

Article II. Membership: Qualifications and Categories

Section 1.

Voting Membership is limited to currently-enrolled Ohio State students. Others in The Ohio State University (hereafter “OSU”) community--faculty, alumni, and professionals--are welcome to attend Alexander Hamilton Society events, but may not become Voting Members.

Section 2.

Graduate students may become voting members and attend all social and speaking events but may not serve on the General Board.

Section 3.

Voting Members are those who attend at least three Alexander Hamilton Society meetings per year, at least one of which must be a major event (e.g. debate, speaker lecture, simulation).

- A. Voting Members are eligible to vote in elections and hold leadership positions, unless otherwise specified in the Constitution.
- B. Voting status can be granted to an individual on a case-by-case basis at the discretion of the Executive Board, decided by a majority vote.
- C. Voting status can be revoked for an individual on a case-by-case basis, contingent on a majority vote by the Executive Board.

Section 4.

Membership fees will be decided unanimously by the Executive Board before Autumn Term and will be valid until the start of the following Autumn Term.

Article III. Organizational Leadership

Section 1. The Board

The Alexander Hamilton Society is chaired by six elected officers (hereafter the “**Executive Board**”) and up to eight appointed officers. Combined, they comprise the “**General Board.**”

- A. The six elected officers are, in order of seniority: the President, Vice-President, Treasurer, Secretary, Program Coordinator, and Social Outreach Director.
- B. Appointed officers may include deputies for elected positions as well as general duty officers. The number and type of deputy positions will be determined at the discretion of the Executive Board, up to eight, depending on the size and needs of the organization.

Section 2. The President

The **President** is the chief officer and primary public contact for the organization. The President is required to seek the advice and consent of the executive board when appropriate, and their primary responsibilities are:

- A. Directing and overseeing the organization’s operations;
- B. Interpreting the provisions set forth in this document along with the Vice-President;
- C. Chairing weekly meetings and semester elections;
- D. Calling and holding board meetings;
- E. Maintaining contact with the national organization’s leadership and coordinating with speakers for major events;
- F. Developing the leadership potential of General Board and Voting Members.
- G. Crafting a vision for the club and presenting this vision to the General Body and the Executive Board once per semester at a regularly scheduled meeting. This presentation can take the form of a speech, PowerPoint, etc.)

Section 3. The Vice President

The **Vice-President** aids in the fulfillment of the President’s previously-noted responsibilities, and assumes the duties of the President when they are unable to exercise the same. In particular, the Vice-President is responsible for overseeing logistical matters and the execution and

planning of major events:

- A. Oversees events and activities committees
 - a. Possesses veto power over these committee's logistical decisions
- B. Point of contact for the president regarding operation of the aforementioned committees
- C. Manages the selection and appointment of all Appointed Board Members, and serves as their primary supervisor
- D. Books spaces for Chapter events in accordance with the recommendation of the General Board
- E. Serves as the arbiter of interpersonal disputes, unless the Vice President is personally involved.
 - a. The President shall be notified of these disputes, and will serve as the arbiter should the Vice President be personally involved.
- F. Serves as the primary investigator of AHS OSU Code of Conduct violations, and the initial point of contact for reporting OSU Code of Conduct violations or AHS National Conduct violations.
 - a. The President shall be informed of all allegations as they arise and shall be copied on all official Conduct-related correspondence.

Section 4. The Treasurer

The **Treasurer** is responsible for the financial affairs of the organization and must ensure that The Alexander Hamilton Society | Ohio State University Chapter remains in good financial standing with both The Ohio State University and the national Alexander Hamilton Society organization. The Treasurer is responsible for managing all club transactions and reimbursements and keeping detailed financial records of them, along with finding alternate funding sources if necessary.

- A. Manages the club funds held in the AHS bank account through US Bank
- B. Writes budgets & grant proposals for outside funding (through OSU, USG, etc.)
- C. Submits AHS National reimbursement materials to the President within 2 weeks of an event
- D. Creates a semesterly presentation on the Chapter budget to the General Board, and the financial forecast for the upcoming semester, including funding sources, the amounts used, and additional opportunities for future funding.
- E. Event Committees must file their budget proposals with the Treasurer in advance based on timelines specified in SECTION IX for the Treasurer to approve.
 - a. The Treasurer is responsible for reviewing these proposals and amending them as necessary to ensure the financial wellness of the Chapter
 - b. The Treasurer reserves the right to make an emergency veto to any Chapter expenditure, even if previously approved, as necessary to ensure the financial wellness of the Chapter.

Section 5. The Secretary

The **Secretary** is responsible for overseeing the club's email communications and contact directory. They are also responsible for recording the proceedings of Executive Board meetings and for keeping track of attendance at weekly meetings and major events. In addition, the Secretary is responsible for keeping an updated copy of the constitution at all Executive Board meetings, and for determining voting eligibility and membership status.

- A. Sending a weekly email to the contact directory during weeks when there are Chapter meetings or events
- B. Creates a semesterly presentation to be presented to the General Board on club membership, attendance, retention, involvement, etc. and makes recommendations for improving membership metrics.
- C. Produces a finalized list of eligible voting members to be presented at the Nomination meeting during the Chapter election cycle

Section 6. The Program Coordinator

The **Program Coordinator** creates and designs the presentations for the weekly meetings, and is in charge of providing structure to the weekly discussions. They are also responsible for generating topic ideas and involving members and in their selection. It is their duty to guarantee the availability of the necessary devices and technological accommodations necessary for the aforementioned discussions. The Program Coordinator must designate an alternate, in the event that they are unable to fulfill their duties at any given meeting. This alternate can be selected from any Chapter member.

Section 7. Social Outreach Director

The **Social Outreach Director** manages all club social media accounts and marketing, and is in charge of any official social gatherings of club personnel, with guidance and oversight provided by the Vice President and Executive Board.

Section 8. Appointed Board Members

Each appointed board member serves as a deputy, which is a general assistant for club operations. They have varying responsibilities assigned to them. The Vice President is responsible for designing and running the selection process, and will serve as the immediate supervisor of all Appointed Board Members.

- A. Deputies can also be assigned to a specific board position as necessary

Section 9. Events Committees

Events Committees will be established at the discretion of the General Board. Each Committee must have a leader, who will be in charge of reporting back to the Vice President on Committee activities. The Committee leader must also work directly with the Treasurer to form project budgets and apply for alternative sources of funding.

- A. Draft Project Budgets must be submitted to the Treasurer at least 2 weeks before the relevant funding deadlines, or 3 weeks before the event, whichever comes first.
- B. Committee Leaders are volunteer positions, and may be filled by any member. Voting Membership is not a prerequisite.
- C. Committee Leaders are in charge of recruiting volunteers and delegating Committee tasks, but are encouraged to seek support from the General Board as needed.

Section 9. Term Lengths and Limits

Elected officers serve one-year terms, but there are no limits on the number of terms one can serve while maintaining eligibility. Deputies are selected at the beginning of the fall semester each year, and serve until the end of the spring semester. There are no limits on the number of

terms a Deputy can serve while maintaining eligibility. Deputies are subject to early dismissal at the discretion of the Executive Board via $\frac{2}{3}$ majority vote with the recommendation of the Vice President. In the event that a Deputy is removed or elected to an Executive Board position, an interim Deputy may be selected to serve the remainder of their term. Appointees are accountable to the Vice President and the Executive Board at large, and are held to the same standards as the members of the Executive Board.

Section 10. Adding Positions

Additional officer positions may be added at the suggestion of the President and the approval of a Constitutional Amendment in accordance with the Amendment Procedures outlined in the Constitution.

Section 11. Voting Power

For the purposes of Executive Board and General Board decisions, each member has one vote, with the President having one additional vote in the event of a tie.

Article IV. The Election Process

Section 1.

Only Voting Members are allowed to become candidates for the Executive Board positions and may run for two positions per election provided they are nominated prior to the election. Any non-voting member is only eligible to run for a position pending a majority vote by the Executive Board.

- A. If a candidate is elected to two positions, they are entitled to their preferred position. They are required to make their decision immediately following the election, so that a finalized Executive Board can be announced at the conclusion of the Election meeting.

Section 2.

Elections are held the last week of January and occur in one meeting in place of a normal meeting. The outgoing Board has official powers until Spring Break of that same spring semester. Official transition meetings must occur before the start of Spring Break. In the event of an official campus emergency, the Elections may be delayed up to the last week of February. Candidate nominations must occur during the meeting before elections (the 3rd week of January). Nominations must be accepted within 48 hours. Any voting member may nominate themselves or be nominated in turn by another voting member.

Section 3.

On the day of the election, each candidate may deliver a short statement explaining their interest in the position. Statements and voting occur one after the other and for each position at a time, starting with that of Social Outreach Coordinator, followed by Program Coordinator, Secretary, Treasurer, Vice President, and President, in that order.

Section 4.

Each voting member may vote only once, including outgoing members.

Section 5.

Once the results are known, the Executive Board confirms their validity and communicates them immediately to the General Body. Any allegations of election irregularities must be

reported within no more than two days and will be investigated by the Executive Board. Following the investigation, any irregularities discovered must be presented to the General Body at the next weekly meeting.

Section 6.

The newly-elected Executive Board begins its term of service with a transition period starting immediately after the election takes place, and effective until the beginning of Spring Break. During the transition period, the incoming Executive Board, with the guidance of the outgoing Executive Board, is responsible for the planning and execution of one major event to take place after Spring Break. The transition period concludes at the beginning of Spring Break, at which point the incoming Executive Board officially assumes full responsibility for all club activities.

Section 7.

In the event of a vacancy on the Executive Board, one of the following will take place:

- A. In the event that the vacancy is in an essential board position (President, Vice President, Treasurer), the outgoing Executive Board is responsible for filling the position with a volunteer from the pool of eligible Voting Members of the club. The position must be filled before the transition is finalized after Spring Break. If there are multiple volunteers, an emergency election may be called, following the procedures outlined in Section 3.
 - a. Essential Board Members are those required by The Ohio State University for the club to continue to exist. Failure to fill these positions will result in the dissolution of the club.
- B. If the vacancy is in a non-essential board position (Secretary, Program Coordinator, Social Outreach Manager), every effort should be made to fill the position with a volunteer from the pool of eligible Voting Members of the club. If the position is not filled before the transition is finalized after Spring Break, the newly elected Board must share the responsibilities of the vacant position, until the position can be filled as outlined in Article VI Section 3.

Article V. General Responsibilities and Code of Conduct

Section 1.

All members are expected to hold themselves to a standard of conduct that is commensurate with the purpose and integrity of the organization.

Section 2.

All General Board members are expected to maintain an appropriate level of service to the organization. This includes attendance at every major event and regularly-scheduled meeting, with exceptions made for properly communicated absences. Said exceptions are made on a case-by-case basis and at the discretion of the Executive Board.

Section 3.

All members must adhere to anti-hazing rules under Ohio State University guidelines and the State of Ohio's anti-hazing laws.

Section 4.

All members must adhere to OSU and AHS' anti-discrimination policies and promote an inclusive

and welcoming environment for all.

Section 5.

All members must stand for, or at the very least recognize, AHS' national organizational beliefs, such as the belief that "time and again, in peace and in war, the ability of the American political system to profit from vigorous public discussion has proved its worth; and that, at this moment in our history, our public discussion of foreign, economic, and national security policy stands very much in need of renewal."

Article VI. Removal and Resignation of Members

Section 1.

All General Board members (elected and non-elected) can be removed from their position by a $\frac{3}{4}$ vote of the General Board, if they fail to abide by the Code of Conduct referenced in Article V.

Section 2.

The General Board may, by a unanimous vote, remove any individual from membership for a failure to adhere to the Code of Conduct outlined in Article V.

Section 3.

If an Executive Board member is removed or resigns, the other members of the Executive Board will select a replacement from among the General Board members. If multiple General Board members volunteer to take the position, the non-candidate General Board members will vote for who takes the position. If no General Board members are willing or able to occupy the position, then the replacement will be selected from among a pool of eligible Voting Members. Any Board members that change positions through this process must go through a brief transition process to learn about the position.

Article VII. Advisor(s) or Advisory Board

Section 1.

The organization's advisor must be a member of The Ohio State University's faculty, and the individual must meet with and be approved by the national leadership of the Alexander Hamilton Society.

Section 2.

The Faculty Advisor position is held in perpetuity until the advisor tenders a resignation, or if the other members of the Executive Board move to select a new Faculty Advisor by a unanimous vote at their absolute discretion.

Section 3.

The advisor shall 1) Communicate with the Executive Board in order to make sure that the organization is running in accordance with its mission, 2) Serve as a connection between the organization and the university, 3) Facilitate officer transition activities, 4) Interpret university policies and processes, 5) Moderate AHS sponsored events unless unavailable or asked not to by the Executive Board, 6) Maintain any advisor duties required by the Office for Student Life.

Section 4.

If the Faculty Advisor is not present on campus and unable to perform the duties of the position, then all the members of the Executive Board will consult with the national leadership of the Alexander Hamilton Society to select an interim Faculty Advisor at their discretion.

Article VIII. Meetings of the Organization

Section 1.

The organization must hold a weekly meeting for the discussion of current events relevant to the Purpose outlined in Article I, Section 2.

Section 2.

General and/or Executive Board meetings are to be held at the discretion of the President or the Executive Board. All members of the General and/or Executive Board must be properly notified of the meeting such that no member is excluded from official business. Notes from the meetings must be taken by the Secretary for record-keeping and must be shared in the AHS google drive so that everyone has access to them.

Section 3.

Quorum for General and Executive Board meetings is achieved if at least half of all relevant members are present, with motions passing if they have the support of a majority of the votes cast, with the exception of amendments to the constitution and removal of Executive and General Board members.

Article IX. Method of Amending the Constitution

Section 1.

Amendments to the Constitution may be proposed by any Voting member, and are subject to approval by a $\frac{5}{6}$ vote of the Executive Board. All Executive Board members must be present for any constitutional amendments to be valid.

- A. Amendments approved by the Executive Board must be clearly presented to the General Body as soon as they are approved, and must be announced at the following weekly meeting.
- B. The General Body has the right to object to Amendment(s) and call for a full vote of the Voting Members on the Amendment(s) in question.
 - a. To call a vote, a Voting Member must propose a vote on amendments made to a specific article(s) or section(s) at a regular weekly meeting and another Voting Member must second the motion. At the following regular weekly meeting, a vote of all present Voting Members will be held to determine if the Amendment(s) remain. A simple majority of the present Voting Membership is required to reject the Amendment. A Quorum of Voting Members is not required.

Article X. Dissolution of the Organization

Section 1.

Method of Dissolution: The organization may be dissolved by a unanimous vote of the Executive Board in conjunction with a four-fifths vote of the entire Voting Membership.

Section 2.

Transfer of Remaining Assets: Any remaining assets will be distributed to the national Alexander Hamilton Society organization.