**DJ Club at Ohio State Constitution**

Revised 3/30/24 by Ben Cottingham

**Article 1: Club Name and Purpose**

This is the constitution for the Ohio State organization named “DJ Club at Ohio State,” abbreviated as “DJ Club.” The purpose of this organization is to connect DJ's at Ohio State. We will host workshops to teach beginner DJ's, events and mixers to provide opportunities for members to practice and perform, and work with other organizations and businesses to find gigs for members.

**Article 2: Non-Discrimination policy**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, DJ Club expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

**Article 3: Membership**

To become a member of DJ Club, one must be a currently enrolled student at the Ohio State University. Furthermore, one must be part of the current email list, must have attended at least one meeting in the current academic year (resets every autumn semester), and be a member of the GroupMe chat. People on the email list who are not currently enrolled at the Ohio State University are not members, but may attend meetings events at the discretion of the executive board.

**Article 4: Organization Leadership**

The three student leaders that constitute the executive board are the President, Vice President, and Treasurer.

**Section 1: President:** The role of the President is to be the voice and primary leader. The President is responsible for registration with Ohio State, DJ Club meetings and events, gigs and events with other organizations, and the overall health of the DJ Club.

**Section 2: Vice President:** The role of the Vice President is to support the President. He or she will be in charge running the email list, updating social media and the website, marketing, advertising, and helping to organize and run DJ Club events.

**Section 3: Treasurer:** The role of the Treasurer is the manage the organization’s funds. He or she will be responsible for managing the club’s equipment, collecting any dues or payments, paying for events and meetings, paying for marketing and advertising, buying and selling merchandise, budgeting, receipt collection, reimbursement, managing the bank account, and any other financial or accounting task.

**Section 4: Advisor:** The advisor of DJ Club must be a full-time Ohio State faculty member or Administrative & Professional staff. The role of the advisor is to help with this organization’s registration, approve decisions made by the organization, support the activities of the organization, review and submit online approval for operating and programming funds requests, review and approve reservations of university space and equipment, and ensure that this organization is running smoothly.

**Article 5: Removing Members and Executive Officers**

If a member violates this organization’s constitution, by-laws, the Code of Student Conduct, university policy, federal law, state law, local law, or behaves in a manner that is harmful to this organization, the member may be removed. To remove a member, a majority of the executive board must vote to remove the member. Furthermore, the organization’s advisor must agree to remove the member.

Any elected official may be removed if there is just cause. Cause for removal includes, but is not limited to, violation of this organization’s constitution or by-laws, failure to perform duties at an adequate level, or any behavior that is harmful to this organization. To remove an elected official, a two-thirds majority affirmative vote of the current executive board, excluding the opinion of the subject of the vote (i.e. the person who may be removed), must be reached. Furthermore, the organization’s advisor must agree to remove the member.

In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

**Article 6: Elections**

**Section 1: Eligibility:** To be eligible for an elected position, one must be a current member of DJ Club, and must be available to serve a full academic year.

**Section 2: Election Day:** Elections must be held in the spring during the registration window.

**Section 3: Voting Procedure:** Any current DJ Club member present at the election may vote. Furthermore, any current DJ Club member may email a ballot to the current Vice President before the start of the election if he or she is unable to attend the election but would otherwise be eligible to vote. Each member may vote once for each position. In the event of a tie, another round of voting will occur between the candidates who tied. Only eligible voters in attendance may vote in this case. If it is still a tie, the candidate who receives the most votes from the executive board wins.

**Section 4: Election Terms:** Each elected official will serve a term of one year. If an elected official is removed or quits, an emergency election must be held within two weeks to replace the position if the executive board and the advisor believe the position must immediately be filled.

**Article 7: Required Participation**

Although attending only one meeting per academic year is necessary to maintain active membership, additional participation and effort to support this organization may be rewarded. For example, participation may be used to determine priority for DJ Club events and use of shared resources. Furthermore, participation with or at certain events may be required to perform at events hosted by this organization, as decided by the executive board and the advisor.

**Article 8: Method of Amending the Constitution and By-Laws**

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again during at least one other general meeting and the general meeting in which the votes will be taken, and should either require a three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

**Article 9: Method of Dissolution of Organization**

Should the executive board and the advisor of this organization feel that it is in its best interest to be dissolved, the executive board shall notify all current members. All current members will be given at least two weeks after the announcement to provide their opinions. If the executive board and the advisor deem that the organization cannot be kept together after the two weeks have passed, then this organization shall be dissolved. The Treasurer and the advisor will be the primary leaders responsible for ensuring that all debts are paid and all assets are managed. The President will be in charge of communicating with Student Activities staff to ensure that the organization is removed.