

# AMERICAN CIVIL LIBERTIES UNION: MORITZ CHAPTER AT THE OHIO STATE UNIVERSITY CONSTITUTION

## Article I: Purpose and Status

- 1. Purpose:** The purpose of the ACLU: Moritz Chapter is to raise awareness in the community about civil liberty issues, foster debate, and educate. The club will serve as a place for discussion and education on issues of importance to this country's constitutional freedom and justice. The club will also serve as a forum for action on constitutional issues that the club and its members feel are pertinent and important.
- 2. Affiliation:** The Club will represent itself in a way consistent with the mission and views of the ACLU. The Club will not claim to represent the ACLU in any media outlet other than those affiliated with the Michael E. Moritz College of Law at The Ohio State University; furthermore, the Club will accurately represent the views of the ACLU in any campus media venue and will seek clarification on ACLU views from the Program Associate when necessary.
- 3. Community Representation:** Upon receiving permission, the Club may send a representative to Affiliate Board meetings, but is not permitted to vote on Board issues.
- 4. Non-partisan Political Status:** The ACLU is a non-partisan organization. The Club will not endorse or oppose particular political parties or candidates and will consult with the ACLU before endorsing or opposing any ballot initiative.
- 5. Annual Transitions:** The Club will submit a new registration form after it holds elections and transitions its leadership in the spring of every year. The Club will immediately notify an ACLU liaison of any changes in leadership or contact information and will maintain ongoing contact to update her regarding status and projects, at least once per school term.

## Article II: Membership

**Section 1: Nondiscrimination Clause:** Membership shall be open to current students, faculty, and staff of The Ohio State University regardless of race, color, creed, religion, sex, sexual orientation, gender definition, gender identity, national origin, disability, age, or veteran status.

**Section 2: Eligibility:** Membership is open to students, faculty, and staff of The Ohio State University. Members will be passionate about the issue of civil liberties and the protection of the U.S. Constitution. A majority of the organization's membership shall be students.

**Section 3: Method of Removing Officers and Members:** If a member engages in conduct antithetical to the goals and purpose of this organization, violates the school's honor code, or breaks any federal, state, or local law, the member may be removed by a simple majority vote of the executive board, including discussion with the advisor. If any officer commits one of the aforementioned offenses, the executive board minus that officer will consult with the advisor, and the same process will ensue: removal by majority vote of the executive board.

In the event that the reason for removal of a member or officer is protected by the Family Educational Rights and Privacy Act or cannot otherwise be shared with members, the executive board, with approval of the advisor, may vote to suspend such officer from their position, or member from the organization.

### **Article III: Leadership**

**Section 1:** Any Moritz student member of the organization is eligible to run for a leadership position in the organization.

**Section 2: Composition:** Once The Club is established, the Executive Board (e-board) of the ACLU: Moritz Chapter will consist of President, Vice President, Treasurer, and Secretary. More Executive Board positions (such as 1L representatives) are able to be created by the Executive Board as they see the need. Furthermore, Issue Chairs shall be considered ex-officio members of the Executive Board. Issue Chairs and 1L representatives may be elected or appointed outside of annual e-board elections. The President will be primary contact with the ACLU Ohio liaison, unless otherwise noted.

#### **Section 3: Duties and Responsibilities:**

*President* - The President shall act as the overall leader of the organization. The President shall set the goals for the organization for that year, facilitate meetings, ensure the other officers are performing their own tasks, and ensure that the organization is moving along in the fulfillment of its stated goals and purposes. The President shall lead the group and communicate directly with the ACLU of Ohio office in Columbus. The President shall serve as an ex-officio member of every committee.

*Vice President* - The Vice President shall act as the President in the case when the President is not at a meeting or program or on the President's possible resignation from office. The Vice President shall coordinate programming efforts of the organization. They may appoint issue and/or committee chairs who are not elected. They shall serve as an ex-officio member of every committee.

*Treasurer* - The Treasurer shall keep track of all of the organization's financial records and applications for funding. The Treasurer will also serve as the organization's fundraiser, in which they will create and implement the organization's fundraising activities.

*Secretary* - The Secretary shall keep the minutes of all organization meetings. They shall make sure that all members are kept up to date with what's going on in the organization. The Secretary will also be in charge of communication and publicity of the organization's meetings and programs. The Secretary shall maintain the organization's email list-serve, GroupMe, and Instagram and communicate to organization members through these channels.

**Section 4: Term of Office:** Once established, executive officers of the ACLU: Moritz Chapter will hold their office for the duration of a year, from the time that they are elected in Spring Semester until the time that new officers are elected in the next Spring Semester.

**Section 5: Removal/Recall:** Officers who are viewed as not completing their responsibilities or of upholding the goals and purposes of the ACLU: Moritz Chapter in a good manner may be subjected to

removal from office. Any member of the ACLU: Moritz Chapter may instigate the process of removal by acquiring a petition against the officer with a majority of signatures from chapter members. At this time, the officer will be given prior warning and will have the opportunity to defend himself/herself at the next available chapter meeting. At that time, chapter members will vote on whether or not to remove the officer. If the officer receives a majority of votes against him or her, they are then removed from office.

**Section 6: Resignation:** Any officer who wishes to resign from the executive board must inform the President at least two weeks in advance of their ensuing resignation.

**Section 7: Vacancy** The following provisions apply whenever, due to resignation, removal, or other circumstances, a position on the Executive Board is vacated prior to scheduled annual elections.

(A) The Vice President, or other board member if no Vice President, shall immediately become acting chapter president if the chapter presidency is vacated.

(B) If any other positions on the executive board become vacant, the chapter shall hold a special election for those positions at the second general body meeting following the vacancy. Candidates for those officers shall inform the President at the first general meeting following the vacancy opening or at least one week in advance of the special election. Special elections shall be decided by a plurality vote or chapter members present or voting in absentia at the second general body meeting following the vacancy opening.

**Section 8:** The President and Vice President leaders of the Club are expected to become members of the ACLU of Ohio, if finances allow, and should encourage membership among other Club leaders, members, and attendees at events.

## **Article V: Elections**

**Section 1: Nomination:** The President will establish and announce the timeline of elections based on the OSU Spring Organization Leadership Mandatory training. Candidates will nominate themselves by writing Letters of Interest for the position in which they are interested and submitting them to the President. The President will make the Letters of Interest available to the voting members.

**Section 2: Voting:** Voting will take place by secret ballot. Candidates must receive a plurality of the votes to win the race. In the case of a tie, there will be a run-off after each candidate in the tie answers a question to be determined by the presiding officer. Elections will be held during Spring Semester.

**Section 3: Installation:** Newly elected officers of the ACLU: Moritz Chapter will take office immediately after elections have concluded.

## **Article VI: Meetings**

**Section 1: Time and Place:** If there is a topic for discussion, meetings will take place once a month on a date, time, and location at the discretion of the organization, of which will be decided at the first

Executive Board meeting. If there is no topic for discussion no meeting will be held. It is up to the Executive Board to decide if a meeting is needed.

**Section 2: Meeting Formats:** Meetings will include officer reports and updates from each committee, debates on current issues, and planning for future programs, events, forums, political action, and publicity. The President will create an agenda for each meeting.

**Section 3: Voting:** All voting on relevant issues must be conducted anonymously at virtual or in-person meetings at e-board discretion. Votes should not be conducted via chat platforms.

#### **Article VII: Finances**

**Section 1: Fundraising:** The Club will not solicit funds from individual donors and will notify the ACLU of Ohio of significant monetary gifts or offers of gifts. Plans for fundraising will first be cleared with the Program Associate.

**Section 2: Budget:** The Treasurer, along with the other Executive Board Officers, will create a budget and spending plan for the academic year.

**Section 3: Financing events:** The Club will submit a well-organized budget proposal to the Program Associate at least one month in advance to request funds from the ACLU of Ohio for programming.

**Section 4:** The organization will follow the procedures set by The Ohio State University for establishing an account.

#### **Article VIII: Amendments**

**Section 1: Initiation and Approval:** Any member of the ACLU: Moritz Chapter may propose an amendment to the Constitution. The member will inform the Executive Board of the proposed amendment. The amendment must be put in writing.

The Executive Board will communicate the proposed amendment and amendment procedure to all members at least one week prior to a special session in order to provide members with adequate notice. At this meeting, the amendment will be discussed, debated, and voted upon. A 2/3 majority of members voting in favor of the amendment at this meeting is required to ratify the amendment.

If it is a small, procedural amendment, the Executive Board may themselves vote on the amendment.