

## **Article I - Name, Purpose, and Non-Discrimination Policy of the Organization**

### **Section 1: Name**

The name of the organization is Buckeye Precious Plastic, the chapter of the international organization Precious Plastic at The Ohio State University.

### **Section 2: Nonprofit Purpose**

The precious plastic initiative aims to promote recycling practices while involving a wide variety of disciplines. Our goal is to provide resources for the Ohio State University community to collaborate with central Ohio residents to convert their plastic waste into useful creations.

### **Section 3: Specific Purpose**

Buckeye Precious Plastic will provide a workspace on The Ohio State University campus for students of the university and residents of the greater Columbus area. The space will allow people to recycle, shred plastic, melt plastic, inject plastic into molds, compress plastic into molds, and create with their plastic material.

The specific objectives and purpose of this organization shall be:

- a. To provide a workspace with all the tools and machinery necessary to recycle plastic waste;
- b. To educate and provide guidance on the process of recycling plastic waste and distinguish between plastic material;
- c. To educate about and promote a creative way to recycle on campus and in the Columbus area.

### **Section 4: 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, Buckeye Precious Plastic 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](mailto:titleIX@osu.edu).

## **Article II - Membership: Qualifications and Categories of Membership**

### **Section 1: Eligibility for Membership**

Application for Buckeye Precious Plastic membership shall be open to any current resident, property owner, business operator, or employee of the Midwest region (if necessary) that supports the purpose statement in Article I, Sections 2 and 3. Membership may be granted after the following conditions are met:

- a. A membership application has been submitted and received;
- b. The applicant has completed necessary workspace training and signed appropriate workspace waiver;
- c. Members are required to volunteer with either the workspace or an approved organization;

All memberships shall be granted upon majority vote of the board.

### **Section 2: Rights of Members**

Each member who is a student at Ohio State shall be eligible to vote and elect members in association elections.

### **Section 3: Resignation and Termination**

Any member may resign by giving written notice to leave the group.

### **Section 4: Non-voting Members**

The board shall have the authority to establish and define non-voting categories of membership.

### **Section 5: Users**

Anybody is eligible to use the workspace or attend meetings as long as they follow member guidelines.

## **Article III - Methods for Removing Members and Executive Officers**

### **Section 1: Removing Members**

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state, or local law, the member may be removed by the Board of Directors with the concurrence of three-fourths (3/4) of the members voting at the meeting.

### **Section 2: Removing Executive Officers**

The Board of Directors with the concurrence of three-fourths (3/4) of the members voting at the meeting may remove any officer of the Board of Directors and elect a successor for the unexpired term. No officer of the Board of Directors shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the member in writing twenty (20) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion.

### **Section 3: Extenuating Circumstances**

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 Board of Directors, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

### **Article IV - Organization Leadership**

The officers of the Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, and committee chairs.

#### **Section 1: President**

The President shall preside at all meetings of the membership. The President shall have the following duties:

- a. They shall preside at all regular meetings of the Board of Directors and biannual meetings.
- b. They shall have general and active management of the Board of Directors.
- c. They shall see that all orders and resolutions of the Board of Directors are brought to the Board of Directors.
- d. They shall have general superintendence and direction of all other officers of this organization and see that their duties are properly performed.
- e. They shall submit a report of the operations of the programs for the fiscal year to the Board of Directors and members at the biannual meetings, and from time to time, shall report to the Board all matters that may affect this program.
- f. They shall be an Ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.

#### **Section 2: Vice-President**

The Vice-President shall be vested with all powers and shall perform all the duties of the President during the absence of the latter. The Vice-President's duties are:

- a. They shall have the duty of chairing their perspective committee and such other duties as may, from time to time, be determined by the Board of Directors.

#### **Section 3: Secretary**

The Secretary shall attend all meetings of the Board of Directors, regular meetings, and all meetings of members, and assisted by a selected member, will act as a clerk thereof. The Secretary's duties shall consist of:

- a. They shall record all votes and minutes of all proceedings in a document to be kept for that purpose. They in concert with the President shall make the arrangements for all meetings of the Board of Directors, including the biannual meeting of the organization.

- b. Assisted by a selected member, they shall send notices of all meetings to members and the Board of Directors and shall take reservations for the meetings.
- c. They shall perform all official correspondence from the Board of Directors as may be described by the Board of Directors or the President.

#### **Section 4. Treasurer**

The Treasures duties shall be:

- a. They shall submit for the Board of Directors approval of all expenditures of funds raised by the Marketing Committee, proposed capital expenditures, by the staff of the agency.
- b. They shall present a complete and accurate report of the finances allocated at each meeting of the members, or at any other time upon request to the Board of Directors.
- c. They shall have the right of inspection of the funds resting with the organization and committees including budgets and subsequent audit reports.
- d. It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
- e. They shall be responsible for filing federal tax returns with pertinent forms and continued incorporation in the state of Ohio.
- f. They shall perform such other duties as may be prescribed by the Board of Directors or the President under whose supervision they shall be.

### **Article V - Election / Selection of Organization Leadership**

#### **Section 1: Election of Officers**

The Board of Directors shall submit at the meeting prior to the biannual meeting of January the names and applications of those persons for the respective offices of the Board of Directors. Nominations shall also be received from the floor after the report of the Board of Directors. The election shall be held at the biannual meeting of January of the Board of Directors. Those officers elected shall serve a term of one (1) year, commencing at the next meeting following the next biannual meeting of January. Officers shall be eligible to succeed themselves in their respective offices for two (2) terms only.

#### **Section 2: Vacancies**

The Board of Directors shall also be responsible for nominating persons to fill vacancies which occur between biannual meetings, including those of officers. Nominations shall be sent in writing to members of the Board of Directors at least two (2) weeks prior to the next meeting at which the election will be held. The persons so elected shall hold membership or office for the unexpired term in respect of which such vacancy occurred.

### **Article VI - Executive Committee: Size and composition of the Committee**

The four officers to serve as the members of the Executive Committee are the President, Vice-President, Secretary, and Treasurer. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors when the Board of

Directors is unable to perform such duties. This committee is subject to the direction and control of the full Board of Directors.

## **Article VII - Standing Committees: Names, purposes, and composition**

### **Section 1: Committee Formation**

The Board of Directors may create committees as needed, such as fundraising, public relations, data collection, social, etc. Committee members shall elect all committee chairs.

### **Section 2: Marketing Committee**

The Treasurer is the chair of the Marketing Committee. The Marketing Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The Board of Directors must approve the budget and all expenditures must be within the budget. Any major change in the budget must be approved by the Board of Directors. The fiscal year shall be the calendar year. Biannual reports are required to be submitted to the board showing donations, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public via website.

## **Article VIII - Advisor(s) or Advisory Board: Qualification Criteria**

### **Section 1: General Powers**

The affairs of the organization shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Corporation.

### **Section 2: Number, Tenure, Requirements, and Qualifications**

The number of Directors shall be fixed from time-to-time by the Directors but shall consist of no less than three (3) nor more than nine (9) including the following officers: the President or Vice-President, the Secretary, and the Treasurer.

Each member of the Board of Directors shall maintain active membership in the organization and have been an active member for a minimum of 3 months prior to being elected to the board.

Each member of the Board of Directors shall attend at least nine (9) monthly meetings of members.

### **Section 3: Regular and Biannual Meetings**

An annual meeting of the Board of Directors shall be held at a time and day in the month of September and January specified by the chair. Attendance is expected unless under conditions of emergency, prior notice, or other approved reason, in which case, those who have missed will take necessary steps to be up to date on information discussed.

#### **Section 4: Special Meetings**

Special meetings of the Board of Directors may be called by or at the request of any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them.

#### **Section 5: Notice**

Notice of any special meeting of the Board of Directors shall be given at least two (2) days in advance of the meeting by verbal, electronic, or written methods. Any member of the Board of Directors may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at, the purpose of, any regular meeting of the Board of Directors must be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

#### **Section 6: Quorum**

The presence, in person of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

#### **Section 7: Forfeiture**

Any member of the Board of Directors who fails to fulfill any of their requirements as set forth in Section 2 of this Article shall automatically forfeit their seat on the Board. The Secretary shall notify the President in writing that their seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 1 of this Article are not entitled to vote at the biannual meetings.

#### **Section 8: Vacancies**

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

#### **Section 9: Compensation**

Members of the Board of Directors shall not receive any compensation for their services as Directors.

#### **Section 10: Informal Action by Directors**

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by two-thirds (2/3) of all Directors following notice of the intended action to all

members of the Board of Directors. The written requirement is waived if 100% of current directors are present when the action is taken. This action will be communicated to members.

### **Section 11: Confidentiality**

Directors shall not discuss or disclose information about the organization or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the organization's purposes, or can be reasonably expected to benefit the organization. Directors shall use discretion and good business judgment in discussing the affairs of the organization with third parties. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the organization, including but not limited to accounts on deposit in financial institutions.

### **Section 12: Advisory Council**

An Advisory Council may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board. Advisory Council members may attend said meetings at the invitation of a member of the Board of Directors. Members of the Advisory Council shall possess the desire to serve the community and support the work of the Corporation by providing expertise and professional knowledge.

### **Section 13: Parliamentary Procedure**

Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order.

### **Section 14: Removal**

Any member of the Board of Directors or members of the Advisory Council may be removed with or without cause, at any time, by vote of three-quarters (3/4) of the members of the Board of Directors if in their judgment the best interest of the organization would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office.

Members of the Board of Directors who are removed for failure to meet the minimum requirements in Section 2 of this Article in these bylaws automatically forfeit their positions on the Board pursuant to Section 7 of this Article, and are not entitled to the removal procedure outlined in Section 14 of this Article.

## **Article IX - Meetings and Events of the Organization: Required meetings and their frequency**

### **Section 1: Regular Meetings**

Regular meetings of the members shall be held monthly, at a time and place designated by the chair. Attendance by videoconferencing is permitted.

## **Section 2: Biannual Meetings**

The first meeting of the members shall take place during the month of September, the specific date, time and location of which will be designated by the chair. At the September meeting the members shall accept applications for directors and officers, receive reports on the activities of the association, and determine the direction of the association. The second meeting of the members shall take place during the month of January, the specific date, time and location of which will be designated by the chair. At the January meeting the members shall elect directors and officers, receive reports on the activities of the association, and determine the direction of the association.

## **Section 3: Special Meetings**

Special meetings may be called by the chair, or a simple majority of the Board of Directors.

## **Section 4: Notice of Meetings**

Notice of regular meetings shall be given to each member by email with at least 24 hours notice. Proposed meeting times shall be posted on the organization's website.

## **Section 5: Quorum**

A quorum for a meeting of the members shall consist of at least twenty percent (20%) of members.

## **Section 6: Voting**

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

## **Article X - Attendees of Events of the Organization: Required events and their frequency**

The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

## **Article XI - Method of Amending the Constitution: Proposals, notice, and voting requirements**

The Constitution may be amended in any manner at any regular or special meeting of the Board of Directors, provided that specific written notice of the proposed amendment of the Constitution setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each director at least two (2) weeks in advance of such a meeting. Any amendment shall require the affirmative vote of an absolute majority of directors currently in office.

## **Article XII - Method of Dissolution of Organization**



Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **By-Laws**

The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each director within the time and manner provided for the giving of notice of meetings of directors.