

**Constitution for the  
Business of Entertainment Club**

**A Club at the Ohio State University**

# Business of Entertainment Club Constitution 1

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

**Section 1: Name:** The name of this organization shall be “Business of Entertainment Club,” abbreviated as BEC.

**Section 2 - Purpose:** Explore the field of entertainment for the betterment of students and the Ohio State community. By targeting students interested in music, film, dance, talent management, marketing, graphic design, and related fields (professionally or recreationally), we aim to successfully learn about the intersection of arts, media, and business and how those fields are utilized in the entertainment industry. Avenues of exploration include workshops, social and networking events, showcases and exhibitions, talks with professionals, and possible site visits.

**Section 3 - Non-Discrimination Policy:** All student organizations desiring to benefit from active, registered student organization status with Ohio State University must include in their constitution a non-discrimination policy statement that accords with and is at least as broad as the University’s Non-Discrimination policy statement. The University’s non-discrimination statement outlined in the Affirmative Action, Equal Employment Opportunity & Non Discrimination/Harassment 1.10 (<https://hr.osu.edu/public/documents/policy/policy110.pdf>) is as follows:

*“Business of Entertainment Club is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. This club is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.*

*BEC 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.”*

*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.*

Sexual Misconduct Policy:

*As a student organization at The Ohio State University, the Business of Entertainment 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](mailto:titleIX@osu.edu).*

## **Article II - Membership: Qualifications and categories of membership.**

### **Section 1 - Eligibility**

A. Student members shall be students enrolled in undergraduate or graduate programs at Ohio State

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University or Alumni.

- B. Faculty members who are interested are eligible.
- C. Membership in BEC is open to all who are interested.

### **Section 2 - Selection and Induction**

We currently have no selection or induction process.

### **Section 3 - Member Status**

Attend around 50% of meetings and events a semester to be considered an active member. Members should be recognizable to club leaders.

#### ***Article III - Organization Leadership***

**Section 1** – *Titles, terms of office, type of selection, and duties of the leaders.* Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization's voting membership. The titles of organization leaders, the length of terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified.

1. President – shall lead the club, preside over regular and executive meetings, coordinate group activities, represent the organization at university functions, and communicate with the officers and advisor(s) on all matters. Term lasts one year.
2. Arts Chair – shall assist the President, preside over meetings in the absence of the President, and attend university functions in the absence of the President. Oversees the creative side of the club through social media marketing and club branding; including creating and maintaining artistic connections and coordinating arts-related activities.
3. Business Chair – shall assist the President, preside over meetings in the absence of the President, and attend university functions in the absence of the President. Oversees the business side of the club through social media marketing and club branding, managing business connections, and creating as well as coordinating business-related activities.
4. Treasurer – shall, consistent with the rules of the College/University, maintain a checking (or other) account exclusively for the organization, collect dues, pay bills, oversee other monetary transactions including fundraising, and prepare, maintain, and present a budget and financial report at least once per year. Term lasts one year.
5. Secretary – shall manage all club documents and communications; including taking minutes at executive board meetings, amending official documents, and notifying general body members of club activities. Secretary is also responsible for contacting professionals and student organizations for the purpose of collaboration.

### **Section 2 - Eligibility**

1. Officers must have active status, be registered as students, and be in good academic standing at the time of election and during their term in office.
2. Officers must perform the duties at a satisfactory level.
3. Officers must attend a majority of meetings and events. Attendance required at Executive Board meetings, unless for an approved reason.

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### ***Article IV – Methods for Removing Members and Executive Officers***

- A. 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 through a majority vote of the officers in consultation with the organization's advisor.
- B. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.
- C. 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 VII - Committees: Names, purposes, and composition.***

There will be no standing committees at this time, but when preparing for the End of Year Showcase, committees will be formed to assist with the production of the event. Standing committees can be formed in the event the club grows large enough to warrant such division. Committees are only offered to active members of the club.

#### **For club members interested in Business, committee options include:**

Management and Operations Committee  
Marketing Committee  
Finance Committee

#### **For club members interested in the arts, committee options include:**

Production Committee  
Live Performances Committee  
Screened and Still Events Committee

Event committees are subject to change based on club size and member abilities.

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

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. Advisors should be involved in and proficient in business and/or artistic fields related to the entertainment industry.

***Article IX – Meetings and events of the Organization: Required meetings and their frequency.*** These requirements are only for active members.

- A. Attend the end of year showcase.

### ***Article X – Finances***

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### **Section 1 - Dues**

There are no dues at this time.

### **Section 2 - Banking**

1. Club monies obtained from a College/University will be handled as specified by the school. All other monies belonging to the club shall be deposited and disbursed through a bank account established for this organization.
2. All funds must be deposited within one week after collection.
3. The Treasurer and the Advisor shall have check writing privileges. The Club Advisor shall be listed on the account but will assume no financial responsibility for the maintenance of the accounts or payment of bills.
4. Within one month of the installation of new officers the signature of the new Treasurer shall be added to the signature card at the bank and the name of the outgoing Treasurer deleted.

### **Section 3. Treasurer responsibilities**

1. The Treasurer shall keep a record of receipts and expenditures and a file for bank statements and other financial matters.
2. The Treasurer shall provide the Club and the Club Advisor a financial statement at least once each semester.
3. The Treasurer shall collect dues in a timely manner and provide members with a receipt.

### ***Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.***

*XI. 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 at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or 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 XII – Method of Dissolution of Organization***

Dissolution shall come with unanimous vote to end the club. Assets shall be split equally between executive board members. Similarly, debts shall also be paid equally by executive board members. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

### **By-Laws**

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. However, most groups keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending.

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

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By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

### *Article I – Parliamentary Authority*

Most organizations use Robert’s Rule of Order to govern their organization’s decision making except when these rules are inconsistent with their constitution or by-laws of the organization. These rules are of Western cultural origin, and based on the premise that “though the minority shall be heard and absentees protected, the majority will decide.”

A recommended wording is “The rules contained in [specify the source for parliamentary practice] shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.”

### *Article II- Membership*

There is no required application or induction process. Membership is obtained by attending 50% or more meetings and paying any required dues per semester.

### *Article III- Election / Appointment of Government Leadership*

The election process will take place during March. The election process will consist of applications submitted to the current executive board. Appointment of the president-elect will be decided by a vote by the general body members, based on speeches delivered by presidential candidates. Appointments of the remaining positions will be determined by the president-elect.

### *Article IV- Executive Board*

Upholds specific position requirements as stated in Article III, oversees the smooth operations and functions of the club, executing events, acts as representatives of the club, and considers the wants of general body members.

### *Article VI - Advisor/Advisory Board Responsibilities*

Complete required trainings, act as a consultant to executive board members, and assist with requested tasks. Past this, advisors are able to passively oversee the club and can be as involved as they see fit.

### *Article VII - Method of Amending By-Laws*

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a unanimous vote of the membership present (a quorum being present).