**The Ornithology Club at Ohio State**

**Organization Constitution and By-laws**

**Table of Contents**

**Constitution**

**Article I –** Name, Purpose, Non-Discrimination Policy

**Section i** – Name

**Section ii** – Purpose

**Section iii** – Non-Discrimination Policy

**Article II** – Membership

**Article III** – Organization Leadership

**Article IV** – Executive Committee

**Article V** – Advisor(s)

**Article VI** – Meetings of the Organization

**Article VII** – Organization Break Trips

**Article VIII** – Method of Amending the Bylaws

**Article IX** – Method of Dissolution of the Organization

**Bylaws**

**Article I** – Parliamentary Authority

**Article II** – Membership

**Article III** – Election/Appointment of Leadership

**Article IV** – Executive Committee

**Article V** – Advisor Responsibilities

**Article VI** – Meeting Requirements

**Article VII** – Method of Amending the Bylaws

**Constitution of The Ornithology Club at Ohio State**

**Article I** – Name, Purpose, and Non-Discrimination Policy

**Section i** – Name

The Ornithology Club at Ohio State

**Section ii** – Purpose

The Ornithology Club at Ohio State's purpose is to provide an opportunity for students to pursue their interest in birds and birdwatching, while also allowing students to network with graduate students and faculty doing ornithological research at The Ohio State University.

**Section iii** – Diversity 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.

**Article II** – Membership

The general membership of The Ornithology Club at Ohio State shall consist primarily of undergraduate and graduate students currently enrolled at The Ohio State University and will hold full voting privileges. Any faculty, staff or alumni of the University will be considered non-voting honorary members.

**Article III** – Organization Leadership

The leadership of The Ornithology Club at Ohio State shall comprise 5 executive positions elected by the general membership of the organization each calendar year. Positions will be filled by both undergraduate and graduate students active in the organization based on election held in the Spring of each academic year (Bylaws Article III). Each officer term will commence the first day of Autumn semester and will last one calendar year. In the event when there are unfilled positions, the executive committee will divide the unfilled position responsibilities between themselves. The positions are as follows:

**President** – The President will chair all general meetings of The Ornithology Club at Ohio State. The President is the primary spokesperson of the club and is responsible for maintaining and upholding The Ornithology Club at Ohio State's Purpose Statement and goals. This position should be filled by an individual who can and will attend the majority of field trips and organization programs. This officer is responsible for keeping the general membership informed of organization issues and steering fiscal and ideological policy for the given term. In addition, the President will proactively support all officers in completing their assigned responsibilities and be actively involved in the organization.

**Vice-President/Research Coordinator** – The Vice-President will chair all general meetings in which the president is absent. This position should be filled by an individual who can and will attend the majority of field trips and organization programs. This officer will support the President and other officers to complete all responsibilities to uphold The Ornithology Club at Ohio State's Purpose Statement and goals. The Vice-President is also responsible for the coordination and facilitation of all Ornithology Club research activities, including but not limited to the Lights Out Buckeyes research program.

**Treasurer** – The Treasurer will conduct the daily business, finances, and, subject to the approval of the President, manage The Ornithology Club funds. Treasurer will be responsible for submitting all funding requests, both operating and programming, to the University and performing subsequent audits. Along with the President, they will organize and lead all club fundraising activities.

**Trip Coordinator** – The Event Coordinator will be responsible for organizing trip itineraries and program agendas in collaboration with the organization Secretary. Responsibilities include but are not limited to: obtaining permission for trip locations, directions, carpooling, coordinating speakers for meetings.

**Media and Communications Officer** – The Media and Communications Officer is responsible for all organization advertising and upkeep of organization email and social media accounts. In addition, this officer will be responsible for the annual coordination of the Student Involvement Fair, community outreach events, and the promotion of Ornithology Club meetings and activities across social media accounts.

**Article IV** – Executive Committee

The Executive Committee will consist of all organization officers. Executive Committee members will be responsible for any additional business activities between general meetings and not covered under officer duties listed in Article III, including additional meetings for the planning of organization activities. Executive Committee members are expected to attend the majority of organization and planning meetings to the best of their ability. Repeated failure to do so is grounds for initiating the impeachment process as outlined in Article III Section ii of the Bylaws.

**Article V** – Advisor(s)

The Ornithology Club at Ohio State advisor must be a member of the University faculty or Administrative & Professional staff. Responsibilities and expectations include but are not limited to: reviewing and approval of funding requests, guidance regarding University procedures and attending advisor certification training every other year, or as current University policies direct

**Article VI** – Meetings of the Organization

At least one regular general meeting will be conducted per month within each academic Semester, excluding Summer Session. Meetings during Summer Session will be subject to general membership availability. Emergency or other general meetings will be conducted as needed during the academic year. Participation by the general membership is not required.

Field trips will be held at least two times each academic Semester, excluding Summer Session. Participation by the general membership is not required.

**Article VII** – Organization Break Trips

Efforts will be made to organize and lead a club trip out of state for the Fall, Winter, and Spring Academic Breaks. These trips will be planned primarily by the Trip Coordinator, with assistance from the rest of the Executive Committee as needed. Club officers will provide transportation for these trips. Club members wishing to attend these trips must pay a due determined by the Executive Committee based on transportation, food, and housing costs, as well as park fees. The club fund can be used to supplement the cost of the trip. Alums of the club are permitted to attend club trips, with permission from the Executive Committee. Former club officers are suitable fill-ins for drivers should there be a shortage of current club officers who can provide transportation.

**Article VIII** – Method of Amending the Constitution

Proposed amendments to The Ornithology Club at Ohio State Constitution should be submitted to the Executive Committee, who will review the proposal and assist the proposer in preparing a draft of the amendment. The written proposal will be read, but enacted, in the next general meeting. The proposed amendment shall be posted for review by the general membership and at least one special meeting to discuss the proposed amendment shall be held prior to taking action on the amendment. Amendments must be approved by ballot by a two-thirds majority of the voting membership. The vote must be conducted two weeks after the last special meeting to discuss whether the amendment is held.

**Article IX** – Method of Dissolution of the Organization

In the case that the purposes, objectives, and/or participation of students is not achieved, The Ornithology Club at Ohio State shall be dissolved, upon recommendation of the Executive Committee. In the event of dissolution, all assets and property shall, after paying or making provisions for the payment of all the liabilities and obligations of the organization and for the necessary expenses thereof be turned over to the Ohio Ornithological Society to be used as they see fit.

**Bylaws of the The Ornithology Club at Ohio State**

**Article I** – Parliamentary Authority

The organization shall be governed in accordance with the by-laws. The president will be responsible for conducting club meetings as well as Executive Committee meetings, with the assistance of the Executive Committee.

**Article II** – Membership

All undergraduate and graduate students will be considered voting members of The Ornithology

Club at Ohio State, provided that they are enrolled and in good standing with the University and

have attended at least one general meeting of the organization. Any faculty, alumnus or staff

member may become an honorary member of The Ornithology Club at Ohio State as allowed by the Executive Committee.

**Section i** - Removal Process of a Non-officer Voting Member

If one or more members of the club are directly impeding the purposes, objectives, and/or

participation by other members of the cub; or if one or more members are in violation of

University rules, laws, or policy, that member shall be removed from the club. Club officers, led by the President, will meet with the member(s), and inform them of their removal from the club in all forms. If the member(s) are uncooperative, the OSU Student Organization staff, and if necessary, authorities, will be contacted.

**Article III** – Election/Appointment of Government Leadership

All voting members of The Ornithology Club at Ohio State are eligible for leadership positions. A nomination period will be announced in the middle of the Spring Semester each year. Solicitations for nominations will be made available to all voting members. Individuals may nominate themselves and/or other members for leadership positions. During the week following the nomination period, each nominee shall approve or disapprove his/her candidacy. Immediately after the confirmation period, a seven-day election session will be held. Voting will be by electronic ballot. Officer positions for which no candidate was nominated will be left open for write-in vote during the election. After all received ballots have been tallied, a list of all newly-elected officers will be posted.

**Section i** – Replacement of an Officer

If a newly elected officer were to be absent during any one or more quarters during her/his term, s/he shall find an adequate replacement to fill the position during that period. Replacements must be approved by the Executive Committee. In the case that an adequate replacement were not recommended by such officer, the Executive Committee reserves the right to appoint a new officer for that position. In the case that the President were to be absent or resign, the Vice President shall take over the duties of the President, and a new Vice President will be appointed by the Executive Committee.

**Section ii** – Removal of an Officer

Organization officers failing to perform their duties as described in the organization Constitution and Bylaws may be impeached. The impeachment process can be initiated by any voting member of The Ornithology Club at Ohio State. In order to begin the impeachment process, the member initiating the impeachment must submit a letter to the Executive Committee describing the reasons why an impeachment is sought. The Executive Committee will hold a review meeting with the potentially impeached officer and the member initiating the impeachment within two weeks of receiving the letter of initiation of impeachment. If the Executive Committee finds grounds for impeachment, the final decision will be made through secret ballot by the voting membership. The impeachment must be approved by two-thirds of the voting membership. In the case that any elected officer, except for the President, were impeached, a new officer will be appointed by the Executive Committee. In the case of the President being impeached, the Vice-President will succeed and fill the office for the remainder of the term.

**Article IV** – Executive Committee

The Executive Committee is the governing body of The Ornithology Club at Ohio State. It shall

meet as necessary to conduct the affairs of the organization. The Executive Committee is

empowered to act on behalf of The Ornithology Club at Ohio State on all matters except final

approval of changes in the Constitution or Bylaws and any matters expressly forbidden or

assigned exclusively to the general membership in the Constitution or Bylaws. Its additional

responsibilities include, but are not limited to: (i) consideration of proposals from any member of

the general membership, (ii) receipt of and action on reports from the Officers, Representatives,

and Chairs, (iii) designation of the time and place of the general meetings.

**Article V** – Advisor Responsibilities

The advisor to The Ornithology Club at Ohio State shall provide support to the newly-elected

officers during the transitional and initial periods of the new leadership. S/He will also advise the

organization with respect to any University policy that could have implications in the activities of The Ornithology Club at Ohio State. The Advisor(s) will be expected to participate in both

general and Executive Committee meetings when appropriate.

**Article VI** – Meeting Requirements

A quorum for both general and special meetings shall be one-third of the voting

membership present either in person or by a signed proxy. If a quorum were not present

for a vote during a general or special meeting, decisions required on any issue shall be

reached by ballot to be conducted during the week following the meeting. In the case

that a decision on any issue were needed immediately, such a decision shall be reached

by a majority of those voting members present in person or by signed proxy.

**Article VII** – Method of Amending the Bylaws

Proposed amendments to the organization bylaws should be submitted to the Executive Committee who will review the proposal and assist the proposer in preparing a draft of the

amendments. The written proposal will be read, but not acted on, in the next general

meeting. The proposed amendments shall be posted for review by the general

membership. A vote on the amendments will be taken during a special meeting to be

held no later than three weeks after the amendments are posted. The amendment must be

approved by a two-thirds majority of the voting membership present either in person or

by a signed proxy.