

The Constitution of Golden Buckeye Memories

Preamble

We the founders of Golden Buckeye Memories,

Considering that, as a Student Organization, we are bound by all rules and policies of The Ohio State University, as well as the State of Ohio and the United States of America;

Affirming our commitment to inclusivity, equity, and non-discrimination especially (but not exclusively) on the basis of color, gender, sexual orientation, age, ability, ancestry, nationality, and military status;

Emphasizing the centrality of art to our project and the belief that art in all forms provides meaningful relief, entertainment, self-expression, and improved quality of life for people living with any form of dementia;

Understanding that high-quality respite services are essential for relieving the burden of informal caregivers for people living with dementia, giving them an opportunity to rest or catch up on other responsibilities;

Acknowledging that the needs of the club supercede the needs of individuals and that in some scenarios individuals may be asked to make sacrifices for the good of the club;

Distinguishing that this club is an independent entity beholden to no one, and although we may work closely with the University and other partner organizations we in no way give up this club's independent decision-making abilities;

Asserting our commitment to democratic values and our belief in fair voting, just leadership, and the power of the club collectively to make decisions, as well as taking into account the will of every club member;

Confirming that our purpose as members of this club is to serve people living with dementia and their caregivers, and that we receive minimal personal gain from club activities;

Recognizing that the work we are attempting is of a sensitive nature and requires an extremely high standard of care and level of respect for all persons that we assist;

Agree upon the following articles:

ARTICLE I - Name, Purpose, & Non-Discrimination Policy of the Organization

- A. Section 1 - Name 1. The full name of our organization is “Golden Buckeye Memories.” This name may be abbreviated as “GBM.”
- B. Section 2 - Purpose 1. Golden Buckeye Memories aims to provide a welcoming space for persons living with dementia (PLD), enabling caregivers to engage in education, research, and rest. At weekly respite sessions, PLD engage in social activities like art, music, games, and light movement that are planned and run by student volunteers. Golden Buckeye Memories hopes to grow and offer more opportunities for PLD to express themselves artistically in a variety of contexts and settings, while giving their caregivers more time to rest or complete necessary tasks.
- C. Section 3 - Non-Discrimination Policy
 - 1. Golden Buckeye Memories 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.
 - 2. As a student organization at The Ohio State University, Golden Buckeye Memories 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.

II. ARTICLE II - Qualifications of Membership

- A. Section 1 - Membership
 - 1. Membership shall be open to any student enrolled in The Ohio State University. Involvement in Golden Buckeye Memories is divided into four levels:
 - a. General Body: The General Body encompasses any OSU student that has chosen to join Golden Buckeye Memories. Once a General Body student has finished the required training, as determined by the Director of Volunteer Relations, they will be granted the status of a Volunteering Member. Alternatively, they may apply for a committee following the completion of their training to become a Committee Member.
 - b. Volunteering Members: Any Golden Buckeye Memories member that has completed training and is actively serving as a volunteer at Golden Buckeye Memories sites or events. They will be expected to serve a certain number of hours per semester, dependent on the number of volunteers in Golden Buckeye Memories. Volunteering Members must

complete training annually. Members will be bestowed the authority of one vote in all matters brought before the organization.

- c. **Committee Members:** Any Golden Buckeye Memories member that has completed training, but is not necessarily an active volunteer, is eligible to apply for a committee. Committee Members are a select group of students that serve in various administrative roles for the organization; these roles are further discussed in Article VII. Members will be assigned to committees based on personal preference, a short application, and the needs of the organization. Co-Presidents will have the final decision on which committee members are assigned to and are the primary application reviewers, but will seek the counsel of Committee Directors. Members will be bestowed the authority of one vote in all matters brought before the organization. If members are unable to fulfill their expected duties as delegated by their Committee Director, they may be reassigned to another committee, reverted to part of the General Body, or asked to leave Golden Buckeye Memories. Satisfactory participation in the committee will be determined by the Committee Directors. Committee Members serve solely on the discretion of their Committee Director. This removal process is distinct from the organization removal process detailed in Article III. Committee Members may appeal this decision by reaching out to the Co-Presidents. Committee Members may be, but are not required to be, both a Volunteering Member and Committee Member concurrently.
- d. **Officers:** An officer is an elected member of Golden Buckeye Memories chosen to bring their expertise, insight and vision to the organization to aid in its operations. Officers serve on the Executive Committee.

B. Section 2 - Voting

- 1. Voting for club officers will only be opened to Volunteering Members, Committee Members, and current Officers.

III. ARTICLE III - Methods for Removing Members and Club Officers

A. Section 1 - Member Removal

- 1. 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. Section 2 - Officer Removal

- 1. Any elected officer of the chapter may be removed from their position for a proper 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 vote for Officer removal upon a two-thirds affirmative vote.

C. Section 3 - Special Circumstances

1. 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 Committee, in consultation with the organization's advisor, may vote to temporarily suspend a member or officer.

IV. ARTICLE IV - Organization Leadership

A. Section 1 - Leadership Eligibility and Voting Process

1. Eligibility for club offices and the election process is outlined in Article V.

B. Section 2 - Primary Offices

1. Co-President: There will be two Co-Presidents. Their duties will include overseeing and giving direction to the other club officer positions, organizing meetings and events, and working closely with the Advisor. The Co-Presidents will also be the primary representatives of the club (for both internal and external events) and serve as the main contact point for the organization. In addition, the Co-Presidents will be responsible for planning for growth of the organization and will assist in obtaining grant funding. Finally, the Co-Presidents are in charge of program evaluation, and file all necessary legal and administrative documents with the University, affiliated organizations, and government.
2. Treasurer: The Treasurer will be responsible for creating and maintaining the club budget in conjunction with the Director of Programming, as well as handling membership fees. They will also track expenses and earnings of the organization and procure supplies for club meetings and events. The Treasurer will also serve as the Director of Finance, and lead the Finance Committee.
3. Secretary: Secretary duties will include maintaining a calendar of club meetings, events, and deadlines. They will also monitor the organization email. The Secretary will also work with the Treasurer to maintain a log of club-owned supplies and keep records of active members.
4. Advisor: Advisor responsibilities are outlined in Article VIII.

C. Section 3 - Additional Offices

1. Director of Programming: The Director of Programming will lead the Programming Committee. Their responsibilities include the planning of activities for regular and special volunteering sessions at Golden Buckeye Memories's sites with the help of site staff. They will also help compile session budgets and lists of required materials with the Treasurer.
2. Director of Volunteer Relations: The Director of Volunteer Relations will lead the Volunteer Relations Committee. Their duties include reviewing volunteer

applications, preparing and hosting volunteer training, and coordinating and tracking volunteer scheduling. They may also help to plan professional development events for the club members.

3. Director of Marketing: The Director of Marketing will lead the Marketing Committee. Their main responsibilities involve running the social media platforms, recruiting new members, and advertising to prospective participants (i.e. PLD and their caregivers).
4. Director of Outreach: The Director of Outreach will lead the Outreach Committee. Their duties involve acting as a representative of the club for external organizations in addition to the Co-Presidents. They also coordinate outreach to local community organizations, leaders, and artists. They will help support and shape the expansion of programming offered by Golden Buckeye Memories.
5. Appointed Positions: The Executive Committee may vote to appoint other positions as needed. These appointed positions will be granted the same rights and follow the same rules as the other Officers. Appointing a new position requires a two-thirds affirmative vote.

D. Section 4 - All Officer Guidelines

1. When new Officers are elected, they will not immediately officially serve in their elected positions. They will undergo a mentorship and training period for the rest of the semester by the current Officers. The remainder of the semester will serve as a period where responsibilities are gradually transitioned to the new Officers, but the current Officers still have their full authority. New Officers will officially assume their positions immediately after the end of the semester in which they are elected.
2. Before leaving their office, all Officers will also provide written documentation of their role, responsibilities, and completed actions. Additionally, this document will contain informal advice about how to best fulfill the expectations set forth by their particular role.
3. All Officers must be able to assist in member training for volunteering. This may require receiving a higher level of training in dementia-friendly care than other club members.

V. ARTICLE V - Election / Selection of Organization Leadership

A. Section 1 - General

1. Elections will occur in the middle of the semester. The spring semester after elections will act as a transition and mentorship period for new Officers to learn how to best fulfill their roles from the previous leaders.
2. If circumstances arise where voting is not possible at the end of autumn semester, voting will take place at the first club meeting of the following spring semester.

3. To be appointed to an office, a candidate must receive at least one more vote than the other candidates and fit all the requirements to be an Officer as listed in Section 3.

- a) If there is a tie between two or more candidates, the tying candidates will be placed on a ballot and a runoff election will occur. The winner of the runoff election will become the new officer in that position.
- b) An election must include the majority of the active members in order to pass or fail.

B. Section 2 - Design of Ballots & Balloting Procedures

1. Voting will take place through an online poll shared with voting members.

C. Section 3 - Qualifications for Office

1. In order for a member to qualify for an office, he/she:
 - a) Must have approval from the current team of Officers prior to the voting period. This should be decided through application, interview, and/or review of previous behavior. Barring a candidate from qualifying for office depends on a two-thirds affirmative vote from the Officers.
 - b) Must have been an active member of the organization for at least four months and have completed training.
2. A member may be reelected to office for unlimited consecutive years as long as they are an enrolled student at The Ohio State University and remain an active member of the club.

D. Section 4 - Appointment & Ratification Procedures

1. Officer terms will officially begin at the start of the spring semester after voting concludes.
2. The spring term may be used as a transition period for officers.

VI. ARTICLE VI - Executive Committee

A. Section 1 - Composition of the Executive Committee

1. The club officers will serve the purpose of an Executive Committee. This includes the Co-Presidents, Treasurer, Secretary, and all Directors. This includes additional appointed positions.

B. Section 2 - Actions of the Executive Committee

1. The Executive Committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership.
2. The Executive Committee is responsible for steering the club, identifying and acting on opportunities for improvement or growth, and other organizations.

VII. ARTICLE VII - Standing Committees: Names, Purposes, and Composition

A. Section 1 - Composition of Committees

1. Committees will be composed of Committee Members. Each Committee Member will be assigned to one committee based on the member's personal interests, a short application, and the needs of the organization. Assignment to committees is an open, ongoing process, and not restricted to any particular time. The Co-Presidents are responsible for reviewing committee applications and assigning members to committees.
2. Committee Members are assigned to committees for one semester. If their work is deemed satisfactory by the Director of their committee and they would like to stay in the committee, then no recurring action is needed to renew their commitment.
3. Committee Members may switch to another committee if desired by filling out a request form. Responses to this form will be reviewed periodically and acted upon accordingly.
4. Committee Members may be removed from their committee at any time if their Committee Director chooses. There is an opportunity for the member to appeal this process by reaching out to the Co-Presidents.

B. Section 2 - Names and Purposes of Committees

1. Finance Committee: The Finance Committee is responsible for assisting the Treasurer/Director of Finance. Their primary duty is to raise money and supplies for the club through fundraising and grant-writing efforts. They may also help the Treasurer budget for programming and club activities.
2. Programming Committee: The Programming Committee assists the Director of Programming. Their primary duty is to help the Director of Programming and external individuals plan and prepare programming at volunteering sessions.
3. Volunteer Relations Committee: The Volunteer Relations Committee assists the Director of Volunteer Relations. Their duties include helping to review volunteer applications and prepare and host volunteer training. They may also help to plan professional development events for the club members.
4. Marketing Committee: The Marketing Committee is responsible for assisting the Director of Marketing. Their main responsibilities involve running the social media platforms, recruiting new members, and advertising to prospective participants for Golden Buckeye Memories programming (i.e. PLD and their caregivers).
5. Outreach Committee: The Outreach committee will assist the Director of Outreach. Their primary responsibilities involve establishing and maintaining connections with local community organizations, leaders, and artists. These connections will be used to gain feedback from communities affected by dementia and caregiver burden, obtain sponsorships, engage external professionals in assisting with Golden Buckeye Memories programming, and expand programming.

VIII. ARTICLE VIII - Advisor(s) or Advisory Board

A. Section 1 - Advisor Appointment

1. An academic advisor must be appointed from full-time faculty or administrative and professional staff at The Ohio State University affiliated formally or informally with the Golden Buckeye Center for Dementia Caregiving. Informal affiliation will be defined as endorsement by leadership from the Golden Buckeye Center for Dementia Caregiving and professional involvement in memory disorders and/or caregiving.

B. Section 2 - Number of Advisors

1. Golden Buckeye Memories may have more than one academic advisor at any given time, provided that they meet all the requirements listed in Section 1.

C. Section 3 - Advisor's Role

1. The Advisor can choose to participate in planning events and meetings and the events/meetings themselves.
2. The Advisor's responsibilities include:
 - a) Helping Officers get in contact with university contacts or outside contacts if able.
 - b) Assisting with the legal and administrative documentation required to maintain programming and credentials with the University at-large, OSU College of Nursing, and external organizations.
 - c) Offering guidance on club activities as needed.
 - d) Supporting Officers and the club in obtaining competitive funding or recognition opportunities, particularly where faculty or professional nomination or endorsement is required.
3. The Advisor may choose to engage in more club activities if desired.

IX. ARTICLE IX - Meetings and Events of the Organization

A. Section 1 - Officer Meetings

1. Officer meetings may occur in-person or online through a group call or text. There is no particular schedule that meetings will occur, but any Officer may propose and organize a meeting.

B. Section 2 - Member Meetings

1. Member meetings will occur every two weeks for all members of the club. Committee meetings will take place before or after General Body meetings. Additional optional events, such as guest speaker meetings or club socials, may be organized and can take the place of a typical meeting.

C. Section 3 - Required Meetings

1. Training meetings will be held at least twice per semester. If there are at least five General Body Members that have not undergone training, then training sessions must occur at least once per month. One training session is required for General

Body members to be eligible to become Volunteering Members. For Volunteering Members to retain their status, they must attend one training session yearly.

2. Members are required to attend at least one non-training meeting per semester if they wish to hold active member status (as outlined in Article II Section 1). No specific meeting is required to attend.
3. Committee Members are expected to miss no more than two meetings of their respective committee per semester unless an excuse is requested by the Committee Member. Whether an excuse is valid is determined by the Committee Directors.

X. ARTICLE X - Attendees of Events of the Organization

A. Section 1 - Process for Handling Disruptive Behavior

1. Disruptive behavior can be handled by club officers either after the event or during the event depending on the severity.
2. Discipline will depend on the severity of the behavior. If the disruptive behavior is mild, officers may wait to address it until after an event and simply verbally address it with the culprit. More severe behavior may result in being taken aside at the event and talked to, and, if the behavior is not resolved, the member may be asked to leave the event and not permitted to participate in future events. If the behavior is especially extreme, they may be removed from the club altogether through the process outlined in Article III Section 1.

B. Section 2 - Reserved rights and Code of Conduct Statement

1. 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.
2. The Ohio State University Code of Student Conduct applies to the club and its individual members.

XI. ARTICLE XI - Funds

A. Section 1 - Dues

1. Each member must pay dues each year, but if these pose a socioeconomic barrier to participation this may be waived by the Executive Committee.
2. Dues must be paid in full before a member attends a volunteering session.

B. Section 2 - Expenditures

1. Expenditures are to be determined by the Officers and are subject to approval by the Ohio State University. Expenditures will primarily be used to procure supplies for volunteering sessions.

C. Section 3 - Financial Planning and Transparency

1. Each member may see the current financial statement upon request.

2. The allocation of club funds (revenues and expenses) will be planned by the Officers during at latest the third Officer Meeting, and may be presented to any other club member upon request.
3. The allocation of club funds must be approved by the Advisor.

D. Section 4 - Extra Monetary Considerations

1. Golden Buckeye Memories will host drives for activity supplies on campus. These supplies will also be logged alongside monetary information.
2. Golden Buckeye Memories is involved in grant-writing. Some finances may be directly tied to or stored in the accounts of other organizations or University divisions.

XII. ARTICLE XII - Method of Amending Constitution: Proposals, notice, and voting requirements

A. Section 1 - Proposal

1. Amendments can be made only by official members of Golden Buckeye Memories. Proposed amendments should be presented to the Officers in writing. Any of these proposals will be reviewed by the Officers at the next Officer Meeting. Suggestions for any changes will be presented at the next General Meeting, and the official members must discuss the new proposal.

B. Section 2 - Voting

1. At the next Officer Meeting, Officers will vote on the proposal. Approval of a proposal depends on a two-thirds affirmative vote by the Officers.

XIII. ARTICLE XIII - Method of Dissolution of Organization

A. Section 1 - Cause for Dissolution

1. Golden Buckeye Memories will be dissolved under either of the following circumstances:
 - a) Over three quarters of the official members vote to dissolve Golden Buckeye Memories.
 - b) The membership of Golden Buckeye Memories becomes too small to sustain the normal functions of a student organization at The Ohio State University.

B. Section 2 - Dissolution Process

1. Any member of Golden Buckeye Memories may propose to dissolve the club. In this case, at the next meeting, an election will be held to decide on the dissolution of the club.
2. Dissolution of the club as a student organization must be reported to The Ohio State University's Student Activities staff.

C. Section 3 - Disposal of Additional Funding and Assets

1. In the event that there is left-over funding after club dissolution, all money will be donated to one or more community organizations serving PLD and/or their caregivers. Officers will be responsible for determining which organizations receive funding.
2. Any non-monetary assets left over after club dissolution will be evaluated for potential donation to fitting community organizations or University divisions. Officers will be responsible for determining which organizations receive these assets. If these assets are deemed unsuitable for donation, then they will be open to official members to take.