

The Constitution of COF Scholarship Student Council Club

Article 1 - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1: Name:

This organization is named COF Scholarship Student Council

Section 2 - Purpose:

The Choose Ohio First (COF) Scholarship Student Council purpose is to:

- Promote the academic excellence of members by ensuring they have the necessary resources to succeed in their pursuits.
- Advocate for the needs of COF Scholars by serving as their voice to ensure their most pressing needs are met.
- Foster a supportive, inclusive and vibrant community of COF Scholars where members can collaborate and learn from one another.
- Enhancing the professional growth of members by facilitating networking sessions with industry partners to ensure members have the opportunity to widen career opportunities.

Section 3: 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.

Section 4 - Sexual Misconduct Policy:

As a student organization at The Ohio State University, COF Scholarship Student Council 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.

Article II - Membership: Qualifications and categories of membership.

Membership to the COF Scholarship Student Council will be categorized as follows:

Section 1: Active Members

This will be reserved for students at the Ohio State University who are recipients of the COF Scholarship. Active members will have access to all resources and events hosted by the COF Scholarship Student Council. They will also enjoy voting privileges in club elections and are eligible to run for club officer roles.

Section 2: Non-Active Members

This category of membership will be reserved for students at the Ohio State University who are

not recipients of the COF Scholarship. They are welcome to attend events held by the COF Scholarship Student Council, but they will not be eligible to neither vote in club elections nor run for officer roles.

Section 3: Club Advisor(s)

This category of members consists of faculty of the Ohio State University who serve as advisors to the executive officers. They are ineligible to both run for club officer roles and vote in club elections.

Article III – Methods for Removing Members and Executive Officers

Section 1: Member Removal

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.

Section 2: Officer Removal

Any elected officer of the chapter may be removed from their position for any 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 Board of Directors may act for removal upon a two-thirds affirmative vote of the board in consultation with the organization's advisor.

Section 3: FERPA Considerations

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:

All the below roles will serve one year in their term starting in May and ending in the following year's August. For example, a term would start in May 2024 and end in August 2025. To appoint the leaders listed below, the COF students will run an election to select the upcoming candidates.

Section 1: President (Primary Leader)

The president will plan and lead all student organization meetings. The president will work closely with the club advisor to advance the organization's missions/goals and develop strategic plans on how the organization will achieve its mission, but the advisor will not interfere with decisions made by the organization leadership. The president will set measurable goals and track progress throughout the year. The president will encourage teamwork, camaraderie and collaborate with other officers to establish clear objectives. The president will also be responsible

for overseeing event planning (workshops, community projects, etc.), developing plans on how to engage members, fostering open communication within the club to address conflicts, making final decisions, and ensuring all roles are running smoothly. The president must attend annual training at the Ohio Union.

Section 2: Vice President (Secondary Leader)

The vice president will collaborate closely with the president to achieve organizational goals and make sure it is functioning smoothly. The vice president will act as a reliable backup in the absence of the president. Alongside the president, the vice president will help organize events, mediate conflicts, manage member records/recruitment/retention, and fairly distribute tasks among members based on their roles.

Section 3: Treasurer

The treasurer will manage the club budget and accurately record financial transactions related to the organization. The treasurer will also work towards securing adequate funding for the organization by engaging appropriate channels. The treasurer will apply for funding through the Ohio Union. The treasurer will sign and approve official financial documents. The treasurer will also collaborate with campus offices to navigate financial procedures, execute fundraising plans, and prepare financial reports when needed.

Section 4: Secretary

The secretary will maintain records of members to ensure records are up to date. The secretary will collaborate with other members of the Board to prepare the meeting agenda. The secretary will keep track of meeting minutes and distribute minutes/notes to other members as needed. The secretary will also keep track of knowledge bases and work closely with other officers to provide effective communication within the organization. When needed, the secretary will assist in organizing events and team meetings.

Article V- Election / Selection of Organization Leadership

All elected officer roles will occur through a plurality vote from active members in attendance. A vote for each elected officer position will occur once per academic year, usually during March and will be held in-person during one of the biweekly meeting days. Members will be notified of the election taking place at least one week before voting takes place. Current officers are allowed to re-run for their positions by participating in the elections as well.

In the case that the Primary Leader steps down for any reason, the Secondary Leader will take their spot. An emergency election will be held within a week following the leave of the Primary Leader for the election of a new Secondary Leader. The remaining leadership positions will continue as before.

In the case that any other leadership member steps down for any reason, then there will be an emergency election held within a week following their leave. The remaining leadership positions will continue as before.

Article VI - Executive Committee: Size and composition of the Committee.

The executive committee will be comprised of the following:

- Primary Leader
- Secondary Leader
- Treasurer
- Secretary

Article VII - Standing Committees (if needed): Names, purposes, and composition.

These committees serve the organization leadership, the Executive Committee, and general membership. Despite these standing committees being permanent and designed to carry out the basic functions of the organization, these committees can be established as needed. Such a committee can be subject to cessation by a two-thirds vote in the Executive board. Often chairpersons of these committees are appointed by the organization leadership. Aspiring standing committees/members of this council must actively be in the “COF Scholarship Program” at The Ohio State University.

Composition of Committees: Each committee will have allotted three members with one being the chairperson and the other consisting of two members.

Communication/Outreach Committee Responsibilities: Update/Communicate to partnering companies, organizations, and COF Scholars regarding their participation in any events that require/desire their attendance/presentations.

Intramural Committee Responsibilities: Explore and arrange different sport activities for the club to engage in.

Satellite Campus Committee Responsibilities: Connect/inform other COF Scholars attending The Ohio State University’s off-campus regions to main campus events and updates.

Volunteering Committee Responsibilities: Coordinate times and work with communal volunteering businesses to schedule serving such businesses via volunteering.

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

Advisor(s) Criteria: Advisors of student organizations must be full-time members of The Ohio State University faculty or Administrative and Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

Advisor(s) or Advisory Board Responsibilities: Provide academic and professional guidance to students, assisting organization in setting realistic objectives each academic term, justify expenditures of time/energy/funds, intervene in conflicts between group members/ officers, knowledgeable on policies/ ensuring compliance with guidelines of such policies, support and attend organization meetings, aid organization leaders in growing leadership/responsibility/time management, and serve as an overall professional resource for the organization.

Article IX – Meetings and events of the Organization: Required meetings and their frequency.

Of the meetings and events in this organization, attendance of two general meetings and attendance of 50% of events hosted is to be required for membership each academic term, except for summer.

COF Scholars will also be required to attend both the Orientation week events (required for new members of the COF scholarship program) and the COF Welcome meeting (required for all members, including returning members)

Article X – Attendees of Events of the Organization: Required events and their frequency.

The COF Scholarship Student Council Executive Committee reserves the right to address members or event attendees behavior when the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution with either a verbal warning or in the event that the behavior is a serious offense with an Executive Committee meeting to determine member removal.

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

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 an Executive Committee meeting. The Executive Committee must achieve a two-thirds majority vote. The amendments will then be read again at a general meeting in which the votes will be taken and should require two-thirds of the entire voting membership of the organization, present or not.

Article XII – Method of Dissolution of Organization

In the case of dissolution, these steps must be followed.

1. An announcement will be made to the members of the COF student body that the club will be dissolving.
2. The Primary and Secondary Leaders will come together to cancel any future events for the club and inform external contacts of the club's dissolution.
3. The current Treasurer will send all documents pertaining assets and debts of the club to the COF scholarship program.
4. The Secretary will return any council documents to the COF scholarship program.
5. The executive board will then contact Student Activities staff to remove the organization information website.