

## **Constitution**

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

**Section 1 - Name:** Code 4 Community at The Ohio State University

**Section 2 - Purpose:** Code 4 Community seeks to serve the community using computer science. Code 4 Community does so by educating its members on modern software development, giving its members project-based software development experience, and using those projects in educational workshops for local schools.

**Section 3 - Non-Discrimination Policy:** This organization and its members shall 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: Qualifications and categories of membership***

**Section 1:** Voting membership in Code 4 Community shall be open to all currently enrolled students at The Ohio State University. Other non-student members, such as alumni, faculty, professionals, etc., are encouraged to become members, but only as non-voting associate or honorary members.

**Section 2:** Membership is open to anyone who wishes to become a member. There is no application process, but all members must honor the integrity of Code 4 Community and work hard to uphold the organization's purpose. All members and officers must be in good academic and judicial standing with The Ohio State University. Non-OSU student members cannot vote, hold office, or benefit in any way from University funds. Persons obtain membership by supporting all functions, activities, and programs of the organization by attending meetings, working hard to complete projects, and helping run workshops. Projects shall be the top priority of members, and completion of the projects depends on work done during general body meetings and individually by members.

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

**Section 1:** If a member engages in behavior that is detrimental to advancing the purpose of Code 4 Community, 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:** Any elected officer of the chapter may be removed from their position for sufficient cause. Sufficient 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 Code 4 Community, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. In the event that officers are not fulfilling their specific duties, general members have the right

to question the conduct, actions, and/or work of any elected officer, advisor, committee chairperson, appointed representative or member. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

**Section 3:** 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 IV - Organization Leadership***

Organizational leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization's voting membership.

**Section 1 - Leadership Roles:** The President, Vice President, and Treasurer of Code 4 Community will be elected for the term of one year (Autumn and Spring Semesters). The Project Leaders, Outreach Coordinator, Fundraising Coordinator, and Marketing Chair of Code 4 Community will be appointed by the elected leaders for the term of one year (Autumn and Spring Semesters).

#### **Section 2 - Duties:**

**President:** The President of Code 4 Community will be responsible for the overall operations of the organization. This includes leading the Executive Committee, running Executive Committee meetings, running general body meetings, and interacting with the faculty advisor.

**Vice President:** The Vice President of Code 4 Community will be responsible for assisting the President with the overall operations of the organization. This includes sending the weekly email newsletter, taking notes at Executive Committee meetings, and attending general body meetings.

**Treasurer:** The Treasurer of Code 4 Community will be responsible for managing the finances of the organization. This includes managing the organization's bank account, account ledger, and PayPal account. It also includes fundraising, attending Executive Committee meetings, and attending general body meetings.

**Project Leader:** The Project Leaders of Code 4 Community will be responsible for running project groups which develop learning modules for use in educational workshops. This includes attending Executive Committee meetings and attending general body meetings.

**Outreach Coordinator:** The Outreach Coordinators of Code 4 Community will be responsible for scheduling workshops with schools and other groups. This includes emailing schools, scheduling workshops with schools, attending Executive Committee meetings, and attending general body meetings.

Fundraising Coordinator: The Fundraising Coordinator of Code 4 Community will be responsible for attending ECouncil meetings, fundraising for the club, and attending both Executive Committee and general body meetings.

Marketing Chair: The Marketing Chair of Code 4 Community will be responsible for all marketing and social media operations for the club as well as participating in both Executive Committee and general body meetings.

All officers will assist with the recruiting of students to enlarge the general body and raise campus awareness of Code 4 Community. Officers must fulfill their duties and responsibilities efficiently and punctually. They must work hard to uphold the integrity and purpose of the organization.

**Section 3 - Advisor:** The Advisor of Code 4 Community shall be decided upon by the executive officers of the organization. The Advisor must be a member of the University faculty or staff. Responsibilities of the Advisor are to complete the advisor training every two years, submit online approval of the organization registration every year, submit online approval of the organization goals every year, and be listed as the signatory on the organization's bank account. Responsibilities of the Advisor may be extended further should the advisor desire more involvement within the organization.

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

**Section 1 - Election Rules and Procedures:** Elections for Code 4 Community will be held at the end of Spring Semester and will be held in order to appoint new officers (President, Vice President, and Treasurer) for the following year's Autumn and Spring Semesters. The previous year's officers will work with the newly appointed officers to make sure they understand the duties and responsibilities of the position. The election process includes a vote of all active members taken through a paper or electronic ballot. Officers are selected by a majority vote. Every member will have the opportunity to vote for the officers. Each member may vote exactly one time.

**Section 2 - Selection:** Officers (President, Vice President, and Treasurer) of Code 4 Community are selected by a majority vote. In the event of a tie, a tie-breaker vote will be performed by a member of the Executive Committee from the previous year who is not running for the position being voted on. If all members of the previous Executive Committee are running for the same position and there is a two-way tie, the member of the executive board not involved in the tie will cast a tie-breaker vote. If there happens to be a three-way tie, the faculty advisor will be contacted to cast a tie-breaker vote. Any member who desires to be an officer needs to express interest and he or she will be put on the ballot. Members may be nominated for office by other members, but approval from the person being nominated must be obtained before they are put on the ballot. Only students currently enrolled may hold office.

**Section 3 - Resignation / Impeachment:** Should an executive member not perform their responsibilities well enough, the other executive members may vote to impeach them. If more than half of the executives vote to impeach, the vote passes and that member's position is removed. In the event of a resignation or impeachment of any of the officers for any reason, the member with the next highest number of votes

should take up the position if they are still eligible and express interest. If they are not eligible or do not express interest, then the member with the next highest votes will take up the position, and so on. If no member from the previous ballot is eligible or expresses interest, a new election will be held for that specific position. The same rules and procedures for a regular election would apply.

**Section 4 - Eligibility:** Members must have active membership status for at least one semester before they are able to be put on the ballot for an officer position. Active membership status includes, but is not limited to, regularly attending meetings and working hard to uphold the purpose and integrity of the club. They must be in good standing with The Ohio State University.

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

**Section 1 - Composition:** The Executive Committee will generally consist of the organizational leaders of the club, including the President, Vice President, and Treasurer. These elected leaders may appoint additional leaders to the Executive Committee as needed.

**Section 2 - Duties:** The Executive Committee will represent the interests of the general membership of Code 4 Community, and as such will meet regularly and work to ensure the integrity and purpose of the club is upheld.

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

Advisors of Code 4 Community must be full-time members of the University faculty or Administrative & 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. Responsibilities of the Advisor are to complete the advisor training every two years, submit online approval of the organization registration every year, submit online approval of the organization goals every year, and be listed as the signatory on the organization's bank account. Responsibilities of the Advisor may be extended further should the advisor desire more involvement within the organization.

***Article VIII - Meetings and events of the Organization: Required meetings and their frequency.***

Meetings will be held each week at the designated meeting location. This location is to be determined each semester. Weekly meetings are to be canceled or changed depending on special circumstances, which may include, but are not limited to, holidays, natural disasters, and special events.

***Article IX - 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. The consequences that the member or event attendee may face will be decided by the Executive Leaders of Code 4 Community.

***Article X - Method of Amending Constitution: Proposals, notice, and voting requirements.***

Any proposed amendments of the Constitution of Code 4 Community at The Ohio State University 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 require a two-third majority of voting members or a majority or two-thirds of the entire voting membership of the organization, present or not. All members abstaining from the vote will not count towards the total. The constitution should not be amended easily or frequently.

***Article XI - Dissolution of the Organization***

**Section 1 - Approval of Dissolution:** The organization shall dissolve under strict orders by Ohio State University or if it fails to pass reregistration. If the organization has changed direction and no longer follows the Purpose in this document, the club may dissolve following a three-fourths vote by all members.

**Section 2 - Assets:** Any memberships owned or services paid for by the organization shall be immediately canceled, unless they incur a cancellation fee, which must be reimbursed by Ohio State University. If the fee cannot be reimbursed, Ohio State officials must aid in the resolution of the asset. Any asset that is completely owned by the organization may be donated to the Ohio State University or returned or sold to help pay for any potential debt.