

Knowlton Nomads Constitution

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

I.a. Name

Knowlton Nomads

I.b. Purpose

Knowlton Nomads's purpose is to enrich the undergraduate and graduate classroom experience by using cities around the U.S. (including Columbus) as models to be studied in order to expand on knowledge learned within any of the Knowlton School disciplines of City and Regional Planning, Landscape Architecture, and Architecture and related fields. This organization is dedicated to being interdisciplinary by encompassing planners, landscape architects, architects, and other professionals.

I.c. 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.

I.d. Sexual Misconduct Policy

Additionally, as a student organization at The Ohio State University, Knowlton Nomads 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://studentlife.osu.edu/documents/September%2019,%202016,%20policy115.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.

II.a. Membership for Knowlton Nomads requires:

- must be an Ohio State student
- non-student members (faculty, alumni, professionals, etc). may become members as non-voting associates or honorary members
- attending one meeting or event per semester
- payment of trip expenses is required to attend student excursions when applicable, including but not limited to gas, tolls, entry fees, lodging, or speaker gifts.

II.b.

As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization.

II.c.

This organization is open to all, but activities will be focused on academic initiatives within the Knowlton School.

II.d.

The benefit of being a member of this organization is the opportunity to travel and explore cities using the lens of Landscape Architecture, Planning, Architecture, and related fields.

Article III – Methods for Removing Members and Executive Officers

III.a.

If any general member, student or non-student, behave in ways that is disruptive (i.e., behavior that interferes with students, faculty, or staff and their access to an appropriate educational or work environment) or do not align with your organization's constitution, the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the executive board and committees.

III.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 majority of the executive board in consultation with the organization's advisor.

III.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 IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders

IV.a.

The mandatory positions that must be filled at all times during a semester are the Primary Leader, Secondary Leader, Treasurer, and Advisor.

IV.b.

The other detailed positions in IV.c. are not required but are suggested by the founders.

IV.c.

A full committee and their general duties includes, but is not limited to:

Executive Board Roles

The executive board comprises the primary leader, the secondary leader, treasurer, and the advisor. The primary and secondary leader are co-presidents in this organization as a means to facilitate collaboration and delegate tasks more efficiently.

The president's roles are as follows:

- Create and facilitate meetings
- Direct both the programming and outreach committee
- Lead meetings using Robert's Rules of Order
- Create communication about meetings, events, and trips
- Appoint committee coordinators
- Select destinations for the respective trips

The treasurer's roles are as follows:

- Provide general financing oversight for the respective programs
- Develop budgets alongside the programming coordinators
- Report financial information to the executive committee and committee coordinators

The advisor's roles are as follows:

- Complete advisor training every two years.
- Submit online approval of the organization's registration every year.
- This indicates that the advisor agrees to serve in that role for the coming year, and agrees to the reporting responsibilities within the Campus Safety (Clery) Act.
- Submit online approval of the organization's goals every year.
- Review and submit online approval for operating and programming funds requests.
- Review and approve reservations of university space and equipment.

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- Utilize personal and professional experiences to guide excursions
- Utilize personal and professional experience to guide the development of networks within the respective planning, landscape architecture, and architecture communities (when relevant to your field)
- Assist programming coordinators for budgets (when needed)
- Provide historical context for the organization

Executive Committee Roles

There are two committees within the Knowlton Nomads organization.

- I. The primary committee is the **programming committee**. This committee is dedicated to performing tasks related to organizing the trips to various cities, and there are two coordinators under this committee.
 - A. The first role within the programming committee is the **activity coordinator**. The roles for this individual are as follows:
 1. Research the destination that Knowlton Nomads are visiting
 2. Survey student interest for future destinations
 3. Survey student interests in activities to be completed at the respective destination
 4. Organize tours and events related to exploring the destination
 5. Develop an itinerary for the excursions
 6. Develop a budget related to these trips
 - A. The second role within the programming committee is the **transportation coordinator**. The roles for this individual are as follows:
 1. Identify transportation needs of students to reach the destination
 2. Select a form of transportation to reach destinations
 3. Develop a budget related cost of transportation
 4. Select at least one form of public transportation at the respective destination
- II. The secondary is the **outreach committee**. This committee is dedicated to networking with external entities including professional outreach and alumni engagement as well as deploying marketing.
 - A. The primary role for the outreach committee is the **academic coordinator**. Then roles for this individual are as follows:
 1. Develop communication with planning programs at the respective destination
 2. Establish rapport with student organizations that are dedicated to planning, landscape architecture, and architecture.
 3. Establish rapport with academic professors at the respective institution that are dedicated to fields related to planning, landscape architecture, and Architecture.
 4. Coordinate a networking event or gathering with the respective students

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and faculty at the institution.

B. The second role for the outreach committee is the **alumni engagement coordinator**. The roles for this individual are as follows:

1. Develop communication with alumni of the Knowlton School at Ohio State University.
2. Establish rapport with professionals that are dedicated to planning, landscape architecture, and architecture.
3. Coordinate networking events or gatherings dedicated to learning about OSU Alumni's and their respective professional careers, the institutions that they work for, and the respective projects that they are involved in.

C. The third role for the outreach committee is the **social media and marketing coordinator**. The role of this individual are as follows:

1. Manages social media accounts to display Knowlton Nomads excursions, purpose, and events.
2. Creates blog posts to discuss the experiences of members from the excursions.
3. Disperses information about our organization's upcoming trips within the Knowlton student body and networks that we seek to reach out to.

IV.d. People can hold multiple executive committee positions.

IV.e. Co-presidents and Treasurer must be at least three different people.

IV.f. Executive board and committee members are voted on to join the executive board and committees by active members.

IV.g. In the case of someone stepping down in the midst of their term, the person leaving can decide who will take their place and that person will be voted on by the executive board and committees.

IV.h. All executive board and committee positions will be open and up for election in April.

Article V - Election / Selection of Organization Leadership

V.a. To be eligible to be on the executive board and committee, a student must have previously or concurrently attended(ing) one meeting.

V.b. All people on the executive board should be self nominated.

V.c. Each position will be based on a simple majority vote. The sitting presidents will count the ballots and read them aloud.

1. In the event of a tie, the first voting process will be considered a primary election.
2. Those that tied will move on to the secondary election. Candidates that were not tied will be eliminated on the next ballot.
3. Secondary elections will ensue until two co-presidents and one treasurer are selected.

V.d. Elections will be occurring every April for the executive board (co-presidents, treasurer). Elections for executive committees will take place in November for a term starting the second week of December through the last week in April, and in April for the first week of May through the first week of December.

There can be more than one of each type of coordinator. Coordinators may not be limited to their roles, as they will collaborate within their committee to address different deliverables. However, with projects related to their roles, they will lead the respective tasks.

The coordinator selection process is as follows:

1. Survey members if they express interest in holding a coordinator position
2. Executive board members will design an application process for interested members to prioritize the committee they are interested in participating in.
3. Executive board members will appoint coordinators to the position based on expressed interest and need.
4. Coordinators will be sworn into their elected position of office.

V.e. Temporary Leave - In the event of a temporary leave of an executive board member, the executive board member will need to assign an interim person to complete the roles and tasks of their respective position. This can be done with the assistance of the outgoing board member.

V.f. Resignation of Executive Board Member - In the event of a resignation of an executive board member, the club must hold elections to fill the position. If there is no interest in filling the position, the seat will remain vacant until the next election cycle.

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V.g. Resignation of Executive Committee Coordinators- In the event of a resignation of an executive committee coordinator, they must discuss the permanent leave with the executive board. If this coordinator is the sole coordinator for their respective position, the executive board or the outgoing coordinator will find a member to fill in the position. If there is no interest in filling the position, the executive board will fulfill the tasks of the coordinator position.

V.h. Impeachment of Executive Board Member or Executive Committee Coordinators- Refer to Article III.

Article VI - Model of an Excursion

VI.a. General members will have the opportunity to give input into:

- Where we are going
- What we will be doing
- When we are going
- Who we are meeting with
- And other important details.

VI.b. Students on executive committees will lead the formation of an itinerary, transportation, and coordination of travel to and from the respective destination and prepare options to show the general membership.

VI.c. Students will abide by scheduled activities.

VI.d. Students will have the opportunity to reflect on the excursion through group discussions, Knowlton Nomads website posts, and Knowlton Nomads social media posts.

VI.e. 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.

Article VII – Method of Amending Constitution

VII.a. Any active member can propose an amendment.

VII.b. 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 require the majority vote of voting members attending the respective meeting.

Article VIII – Method of Dissolution of Organization

VII.a. The executive board and committee will decide upon the dissolution of the organization.

VII.b. If the organization is dissolved, all funding will cover debts and any remaining funds will be donated to the Knowlton School of Architecture within the College of Engineering at The Ohio State University. Please follow the link to proceed:

<https://knowlton.osu.edu/support-knowlton> . Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.

Article IX - Meeting Requirements

VIII.a. Surveys will be dispensed when a new proposal is created by an active member to facilitate decision-making. These surveys will have windows in which they are to be completed, including time outside of scheduled meetings. Resources to complete these surveys include personal devices and school devices.

VIII.b. Meetings will be conducted using Robert’s Rules of Order.

Article X - Learning Objectives

X.a. Understanding the physical environment of a city to draw upon previous education and learn about new architects, landscape architects, and planners.

X.b. Understanding the social environment of a city to understand the community that characterizes the city.

X.c. Developing a network of academics and professionals to advance relationships outside of Columbus.

X.d. Enhancing the interdisciplinary nature of Knowlton through connecting and bonding with other disciplines.

Article XI - Networking Outcomes

XI.a. We hope to bolster the existing relationship with our cohort and professors.

XI.b. We hope to meet other planning professionals that work in their respective cities.

XI.c. We hope to connect with other planning-related programs outside of Knowlton.