

Constitution

Article I: Nomenclature, Purpose, and Non-Discriminatory Policy

Nomenclature

The full official name of the organization is “The Journal of Undergraduate Research at Ohio State Editorial Board,” abbreviated “JUROS Editorial Board.”

Purpose

The purpose of the JUROS Editorial Board is to organize and promote The Journal of Undergraduate Research at Ohio State. The JUROS Editorial Board focuses on promoting research opportunities and innovation on The Ohio State University campus by hosting educational events and publishing an online and print edition journal annually.

Non-Discriminatory Policy

The JUROS Editorial Board and its members shall not discriminate against individual(s) for reasons including, but not limited to 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 our activities, programs, admission, and employment.

Article II: Membership – Election Procedures, Qualifications, Categories of Membership, and Requirements

General Member Voting: Voting for general body and committee members will be determined by a majority Executive Board vote. The Executive Board will review applications together during meeting times and complete a vote. Voting will take place once after each major involvement fair during the Fall and Spring semesters, excluding this year.

Executive Board Voting: Executive Member voting will be held by the senior members of the Executive Board along with the Advisor, if available, based on a majority vote. This governing body will be known as the “Election Committee.” A document will be used to list the members’ previous required tasks and if they were completed for evaluation. Applications will be sent in January/February, voting will take place in March, and training will begin in April.

Membership Qualifications: Members must be an undergraduate student at The Ohio State University in good academic standing. Members must be enrolled in at least 6 credit hours.

Members must maintain a GPA of 3.0 or higher. Potential members are required to file a completed application with the organization in order to be considered for membership.

Membership Categories: Members will be given a membership category when they are accepted into JUROS Editorial Board. The categories include: general editors, events committee members, marketing and author relations committee members, layout committee members, and Executive Board members. Members are allowed to be placed under more than one category (ex. Members may be categorized as both “layout members” and “general editors”).

Membership Requirements: Members are required to submit assignments by the designated deadlines and uphold professional integrity. Members will demonstrate respect and professionalism with all members, faculty, and property of JUROS. Member attendance is mandatory for events and meetings. Missing events and meetings due to academic engagements, such as class, for health reasons, or other emergencies will be excused. Members will be given two skips from meetings and a one-week notice is required for missing a minor event per semester. Members are required to provide their best quality work to represent the organization and ensure all work is original and credit is given where it is due. Members need to be actively participating in meetings and activities. Members are required to read and adhere to the JUROS staff Manual.

Article III: Organizational Leadership – Titles, Terms of Office, and Duties of the Leaders

Six officers shall be elected yearly following the election procedures (outlined in the “Executive Board Voting” sub-section). The term of office is one academic year, May 1 – April 30. There is no limit to the number of consecutive terms an officer can serve, so long as they remain enrolled as an undergraduate at Ohio State and adhere to the above qualifications. The official pattern of administration of the JUROS Editorial Board can be found as a supplemental image in the organization’s Google Drive.

Editor-in-Chief of Logistics (President)

The Editor-in-Chief of Logistics shall act as the main contact, facilitate the development and administrative management, and be active in the promotion of the Journal of Undergraduate Research at Ohio State. The EIC of Logistics is responsible for ensuring that potential members meet all membership qualifications prior to membership acceptance. The EIC of Logistics will be responsible for overseeing the organization of various events and will be responsible for overseeing all members but will specifically oversee the actions of the Event Coordinator, Financial Chair, Marketing and Author Relations Chair, and their respective committees. The EIC of Logistics will be the first point of contact for any event requiring a signature of contact person. This EIC of Logistics will be added to the bank account and be responsible for managing the funds for the organization with the Financial Chair. The EIC of Logistics will be responsible for adhering to Ohio Union rules and regulations. The EIC of Logistics will be responsible for registering the organization each Fall semester and applying to the involvement fairs. The EIC of Logistics will lead Executive Board meetings and help develop leadership skills. The EIC of Logistics is responsible for attending president training in the Ohio Union in August.

Editor-in-Chief of Journal Publication (Vice-President)

The Editor-in-Chief of Journal Publication shall act as the secondary contact, facilitate the development and administrative management, and be active in the promotion of the Journal of Undergraduate Research at Ohio State. The EIC of Journal Publication will be responsible for promoting JUROS to student researchers who are ready to publish their research. This position also

includes meeting with potential authors, discussing the benefits of publishing with JUROS, and answering any questions about the submission, editing, and publication processes. This EIC will be responsible for overseeing the Layout Chair, General Members, and Layout Committee. The EIC of Journal Publication will help lead Executive Board meetings, providing insight as to the progression of journal development. This EIC will create a productive timeline with the Layout Chair and assist with obtaining funding for the journal. The EIC of Journal Publication will also serve as penultimate readers on all papers selected for publication final review and handle all website edits needed.

Events Coordinator

The Events Coordinator will work with the events committee and EIC of Logistics to plan events to increase JUROS presence on the OSU campus. The Events Coordinator will work with the Financial Chair to obtain funding requests for events and host fundraisers. The Events Coordinator will work with other organizations on campus, i.e. the writing center to host events to support research and academic writing on campus. The Events Coordinator will also plan for the involvement fairs and End of Year party. The Events Coordinator will also be responsible for social events geared towards membership development.

Layout Chair

Layout chair utilizes Adobe InDesign and Photoshop to create both the online and print editions. Layout editors are responsible for individual author's spreads which include the author's final edits, graphics and images related to the research, and ensuring that things like citations and wording are aligned properly. The Layout Chair will follow the layout timeline and discuss the process with the EIC of Journal Publication. The Layout Chair will be tasked with direct oversight of the layout committee, designating work to its members in order to efficiently complete all layout needs. The Layout Chair will coordinate with all members of the Executive Board to fulfill design and layout needs for various reasons, including but not limited to marketing, call for submissions, event awareness, submission deadlines, etc.

Financial Chair

The Financial Chair shall keep track of all funds acquired and spent by the organization and oversee applying for organizational and event funding from the university and other sources. The Financial Chair will plan fundraising opportunities and focus on obtaining funds for events and for journal publication. The Financial Chair will work with the other Executive Board members to create a budget for the year in August. The Financial Chair will work with the President to explore possible funding opportunities (including, but not limited to the following: university-sponsored grants, 501c3 non-profit status, third-party sponsorships, etc.) in order to provide a sufficient source of funding for organization-related expenses. The Financial Chair will keep a binder with all financial paperwork in the office i.e. receipts, budgets, bank statements, etc. and keep a separate typed copy as well. . The Financial Chair is responsible for attending treasurer training in the Ohio Union in August.

Marketing and Author Relations Chair

Marketing and advertising involve alerting the public about different JUROS events and assisting with the events, as well as maintaining good relations with authors. The Marketing and

Author Relations (MAR) Chair will also find innovative ways to alert the community of JUROS events and maintain our web presence via social media accounts. The MAR Chair will work with the Events Coordinator and Financial Chair to ensure that signature events are being properly advertised to remain eligible for the event funding. The MAR Chair will work with the Layout Chair and EIC of Journal Publication to obtain new submissions. The MAR Chair will work with the EIC of Logistics to obtain new members at involvement fairs. The MAR Chair will handle sponsor promotions such as; thank you notes, social media thank you posts, fliers, etc. and will handle distribution and creation of new fliers and advertisements. The MAR Chair will also handle author relations, recruiting submissions and ensuring quality outreach and engagement with former, current, and potential authors. The MAR Chair will also be tasked with direct oversight of the Marketing and Author Relations Committee, to whom they are delegate work involved in the duties and responsibilities the MAR Chair is responsible for.

Article IV: Organization of Committees – Titles, Membership Terms, and Responsibilities of Members

The organization is to allow members the opportunity to join specific committees set in place by this constitution. The committee classifications are as follows: Marketing and Author Relations Committee, Layout Committee, and Events Committee. The organization of leadership for the committees is as follows: Marketing and Author Relations Chair will oversee the Marketing and Author Relations Committee; the Events Coordinator will oversee the Events Committee; the Layout Chair will oversee the Layout Committee; and the EIC of Logistics and the EIC of Journal Publication will provide general oversight to all committees and their respective committee heads. Membership is granted by the leader of each committee, whereby members will express interest in joining via online survey at the beginning of each semester, or by meeting with the committee heads. The responsibilities of each committee are as follows:

Marketing and Author Relations Committee

Marketing and Author Relations Committee is responsible for assisting the MAR Chair in fulfilling the duties and responsibilities related to the advertising of our journal and student organization, as well as building and maintaining relations with current, former, and potential authors. The committee will be tasked with various responsibilities as assigned by the MAR Chair. The committee will meet on a regularly scheduled basis as determined by the availability of all members, at a recommended frequency of once per week. The Marketing and Author Relations Committee will be tasked with contacting academic departments, units, and advisors throughout the university in regards to authors, events, and deadlines. The Marketing and Author Relations Committee may also assist in advertising across campus, outreach to authors and potential collaborative partners, social media campaigns, etc. The committee is to complete any tasks given to them in a specific time frame, as provided by the MAR Chair. Committee members are to report back to the MAR Chair once their tasks are complete.

Events Committee

The Events Committee is responsible for planning and implementing various fundraising and academic events the organization wishes to host, which may include, but is not limited to, 3 Minute Thesis Competitions, Poster Forums, partnerships with various businesses, one-night fundraising events, etc. The committee is responsible for fulfilling the responsibilities delegated to them by the

Events Coordinator, who shall provide direct oversight of the Events Committee. The Events Committee will meet on a regular basis, which will be determined by the availability of the members, at a recommended frequency of once per week. The Events Committee is to complete all tasks as assigned by the Events Coordinator within a given time frame, also as assigned by the Events Coordinator. The Events Committee may be tasked with various responsibilities including (but not limited to) contacting businesses about fundraising opportunities; inquiring about donations from industrial or individual partners; participating in events that are hosted by our organization; exploring possible collaborative events that our organization might participate in; planning fundraising opportunities that the university provides, such as Schottenstein Center Post- Event Clean Ups and Campus Parc partnerships; and planning member-only and author appreciation events.

Layout Committee

The Layout Committee's primary responsibility concerns assisting in the creation of the design of the print edition of the organization's journal. The Layout Committee reports directly to the Layout Chair, who will provide assignments and timeframes for which Layout Committee members are to complete any assigned work. Responsibilities of Layout Committee members include (but are not limited to) journal design, advertising design, poster layout for marketing purposes, creating templates for various publications and advertisements, and organizing work for future use. The Layout Committee may also be tasked with assignments that are meant for other Executive Board members (ex. Call for Submissions posters), which are meant to be completed in an appropriate timeframe as specified by the corresponding Chair or Executive Board member. Templates are to be made and stored for ease of access to future members of Layout Committee and future Layout Chairs.

Article V: Meetings

The dates, times, and frequencies of general organizational meetings will be decided by the organization's executive officers at the beginning of each academic semester, and this information will be made available to all current members of the organization at that time. The dates, times, and locations should be consistently updated via group chat and newsletter for member use.

Article VI: Method of Amending

Constitution

Proposed amendments to the organization's constitution should be submitted in writing to the Executive Board of the organization. The proposal shall be read at the ensuing General Body meetings of each semester or over socially distant measures such as email or via group messages; nevertheless, all voting members present shall have the opportunity to comment on the proposed amendment. All voting members will then be notified of the proposed amendment via the organization's mailing list and final voting on the proposal will take place once caucus on the proposed amendment has concluded. Voting may be conducted either by an online poll/survey, or via an in-person vote during the present or succeeding general body meeting. A two-thirds majority of voting members present shall be required to approve the amendment (and to conduct any business, quorum should be present at a business meeting, which is at minimum 50% + 1 of total organization members).

Article VII: Removal of Membership

Membership Revocation and Terms of Self-Suspension

Any member who participates in any controversial or discriminatory practices while representing the organization will have their membership revoked after review and a majority vote by the Executive Board. Any member who uses money from the organization's account or programming funds for any unauthorized use, will have their membership revoked immediately. Membership may be voted on for revocation if the member fails to meet their requirements at the end of the semester. The Executive Board and the Faculty Adviser(s) will determine if further actions or ramifications are necessary including university involvement. Revocation can be temporary for reasons including, but not limited to, not meeting membership requirements, failure to sufficiently participate in organization-sponsored events, etc. Membership revocation may be permanent for the duration of their time at OSU for more serious cases. This will be determined by the Executive Board and the Faculty Adviser(s). If a member is removed for the duration of their time at OSU, which will be outlined in their dismissal letter, they will never be accepted as a member of the organization. Members may also self-suspend for reasons such as (but not limited to) academic focus, study abroad, mission trips, athletic purposes, financial difficulty, emotional health, or family emergencies; however, members must alert the EIC of Logistics prior to official suspension. It is the responsibility of the member to inform the organization if and when they wish to rejoin, however the EIC of Logistics and MAR Chair are responsible for outreach and maintaining interest of self-suspended members. Members who rejoin from self-suspension are not required to re-apply via the formal membership process.

Executive Board Member Removal

An officer may voluntarily resign from their position with a two-week notice presented in advance to both Editors-in-Chief. An officer who fails to perform their ascribed duties or meet member requirements will be subject to forced removal of office by a majority vote by the Executive Board and Faculty Adviser(s). Any officer who participates in any controversial or discriminatory practices while representing the organization will have their membership revoked after review and a majority vote by the Executive Board. Any officer who uses money from the organization's account or programming funds for any unauthorized use, will have their membership revoked immediately. The Executive Board and Faculty Adviser(s) will determine based on severity of the case to remove the officer from their role and revert them to a general member position, remove them from their role and suspend them for a semester from

participating in the organization, or complete and permanent removal for the duration of their time at OSU. If an officer is removed for the duration of their time at OSU, which will be outlined in their dismissal letter, they will never be accepted again as a member of the organization.

Adviser Removal

An adviser may voluntarily resign from their position with a one-month notice presented in advance to either of the Editor-in-Chiefs. If the association adviser fails to perform their ascribed duties, they will be subject to forced removal of office by a majority vote by the Executive Board.

Article VIII: Method of Dissolution of the Organization

Should it become necessary to dissolve the organization, a meeting of the organization's Executive Board and Adviser(s) shall be held to discuss the exact procedures for said dissolution. Should any assets exist, they shall be donated to an organization decided upon by the officers at the time of dissolution. No debts should be allowed to accrue during the existence of the organization and thus a method for disposing of such debts is not necessary.