

## **Preamble to the Constitution of the Bread Club**

We the students of the Ohio State University, recognizing the community-building opportunity that is to make, break, and share bread, do establish this Bread Club, formerly known as the Society for the Making and Eating of Sourdough.

## **Constitution**

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

Section 1- Name: The Bread Club

Section 2 - Purpose: Bread Club will be Ohio State's premier bread and baking club. It advocates both the making and eating of bread and bread-related, as both are wonderful.

Section 3 - Goal: As the Bread Club, we hope to create a community through our combined love of flour and bread goods. We exist to provide opportunities to collaborate and connect with others, whether it be about the recipe of the week or life in general, we strive to create a place where people can meet and bond over a shared activity!

Section 4 - 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.

### *Article II - Membership: Categories of Membership and Qualifications.*

Section 1 – Categories of Membership: The membership will comprise of two categories: Voting and Non-Voting. Voting members may run for office positions as well as vote in officer elections and in general motions. Non-Voting members may neither run for election nor vote in elections and motions.

Section 2 – Qualifications: Membership will be limited to faculty, staff, alumni, and currently enrolled students at The Ohio State University. Voting membership will be limited to currently enrolled students at The Ohio State University. Honorary membership will be available for those not meeting the above membership requirements. Honorary membership must be approved by club officers by the same procedure with which club bylaws are voted upon. Honorary members will have the same voting rights as Non-Voting members. All members will attend a minimum of one general meeting per academic term, excluding summer.

### *Article III - Organization Leadership: Titles, duties of the leaders, terms of office, and selection.*

Section 1 – President: The President will be responsible for running meetings of both the Executive Board and the general membership. Responsible for assisting executive members with tasks and responsibilities.

Section 2 – Vice President: The Vice President will be responsible for running meetings of both the Executive Board and the general membership in the absence of the President. The Vice President will also preside over all matters in which the President may have a conflict of interest.

Section 3 – Treasurer: The Treasurer will be responsible for all monetary transactions. This will include, but not be limited to, evaluating club purchases and reporting evaluations to the Executive Board, collecting dues (if applicable), and handling the storage of all club funds. Treasurer is also responsible for arranging fundraisers and helping write proposals for operating and programming funds.

Section 4 – Secretary: The Secretary will be responsible for communications between the Executive Board, committees, and the general membership.

Section 5 – Social Media Chair - The Social Media Chair handles social media communication, flyer creation, and any advertisement of events.

Section 6 – General Duties: Club officers will be required to attend at least half of club meetings in each academic term, excluding summer. Officers will also be required to attend all meetings – Executive Board or general membership – at which a vote requiring a quorum is planned. Club officers will conduct themselves in a respectful manner and in accordance with all University rules.

Section 7 – Annually Assigned Duties: The executive members select recipes and plan a schedule for upcoming meetings at the beginning of a semester. Each member should contribute recipe plans using on their baking knowledge and experience, but the President and Vice President are responsible for making the schedule and compiling recommended recipes. Getting groceries is to be an assigned task between those who have vehicles - switch weekly or go together- although in years past, it was the main responsibility of the Vice President. The Secretary is often the one to help with the creative aspects in the Involvement fair, but everyone should be assigned to designated tasks when approaching the event.

Section 8 – Terms of Office: Terms of office will be one full academic year and will begin and end on the day of Spring Commencement.

Section 9 – Selection: Positions listed in Sections 1-4 above will be selected by vote of the general membership. Those running for a position will nominate themselves at least two general meetings before the election, which will be held at a meeting during the month of April. Positions not filled by the election process, as well as positions vacated before the end of a term of office, may be filled by nomination by the club president and consent of the nominee. The President is encouraged to assist the President-to-be before their term is finished.

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

The Executive Committee will represent interests of the general membership, will conduct business of the organization between general meetings of the membership, and will report its actions at the general meetings of the membership. The committee will comprise all officers listed under Article III.

#### *Article V – Method of Removing Officers and Members.*

General members, as well as elected and appointed leaders, will be expected to meet all standards presented in the club constitution and bylaws, as well as conduct themselves in a way that reflects well on the organization. If a member or leader is found to have not adhered to such standards and conduct, he or she may face review by the executive committee. The committee may impose, with the same voting procedure used to enact bylaws, a period of probationary membership, lasting until the end of the current academic term, in which the member will lose voting privileges as well as any other rights associated with the status of voting member. If a member is found to not have adhered to the organization's standards and expectations of conduct after the imposition of probationary membership upon him or herself, the member is subject to removal from the club. This may only be approved by a

unanimous vote of the executive committee (excepting the case in which a member of the executive committee is subject to removal) at a meeting at which a quorum of all members of the executive committee is present. The organization's non-discrimination policy will protect members from removal based on those listed statuses.

*Article VI – Advisor(s) or Advisory Board: Qualification Criteria and Responsibilities.*

Section 1 – Qualification Criteria: All club advisors will be members of The Ohio State University faculty or Administrative & Professional staff. New advisors must be approved by club officers by the same procedure with which club bylaws are voted upon.

Section 2 – Responsibilities: Advisors will be expected to attend at minimum one general meeting per academic term, excepting summer. Advisors will also attend training once every three years. In the case of a balloted vote, advisors may be asked to count ballots as an impartial party.

*Article VII – Meetings of the Organization: Required meetings and their frequency.*

Two general meetings of the membership, as well as one meeting of the executive board, will be required each academic term, excepting summer.

*Article VIII – Method of Amending Constitution: Proposals, Notice, and Voting Requirements*

All proposed amendments are to be presented in writing at any general meeting of the membership. Proposals will then be read, but not acted upon, for two additional general meetings before voting can occur. At the third general meeting after the date on which the amendment was proposed, the amendment may be voted upon. If a quorum of two-thirds of voting members is not present, voting will be postponed until the next general meeting in which a quorum is present. The amendment must be passed with seventy-five percent of present Voting members in approval. If an amendment does not pass, an identical amendment may not be presented for voting until the next academic term.

*Article IX – Method of Dissolution of Organization*

In the case of an accumulation of debt by the organization, the following procedure will be enacted for dissolution of the organization. Should the organization accumulate debt, the organization will have one month to liquidate assets in order to repay its debts. If after this one month period debt still remains, funds will be raised in any way possible to repay all existing debts and the organization will be dissolved. The organization may not be reformed for a period of one academic year past the organization's dissolution.

## **By-Laws**

*Article I- Membership*

Any person seeking to become a member will provide the organization with reliable and up-to-date contact information. Qualifications for membership will be as specified in Article II, Section 2 of the organization's constitution.

*Article II- Election / Appointment of Government Leadership*

Elections will be balloted using standard, randomized ballots, which will be counted by an impartial party such as the club advisor. Eligibility for office, the nominating and appointment process, and the timing of nominations, appointments and elections are specified in Article III of the organization's constitution. Secure online surveys may also be used for elections if meeting attendance is irregular during the end of semester meetings and does not represent the full due paying membership.

#### *Article III - Meeting Requirements*

A reasonable effort will be made to contact and inform all members regarding upcoming meetings and votes. Votes of the general membership will require a quorum of twenty-five percent of all voting members, except where otherwise specified by the organization's constitution.

#### *Article IV - Method of Amending By-Laws*

All proposed amendments to the by-laws are to be presented in writing at any general meeting of the membership. Proposals will then be read, but not acted upon until the next general meeting. At the next general meeting after the date on which the amendment was proposed, the amendment may be voted upon. If a quorum of fifty percent plus one of voting members is not present, voting will be postponed until the next general meeting in which a quorum is present. The amendment must be passed with two-thirds of present Voting members in approval. If an amendment does not pass, an identical amendment may not be presented for voting until the next academic term.

*Constitution Rev. 11/7/2024*