

CONSTITUTION OF OSU FRENCH CLUB

Article I. Name, Purpose, and Non-Discrimination Policy

- Section 1.01 The name of this organization shall henceforth be “Le Cercle Français” or simply OSU French Club.
- Section 1.02 OSU French Club is a voluntary organization that unites students studying the French language and Francophone culture at the Ohio State University, which aims to provide a social and cultural ground for these students, the French and Francophone community in Columbus, and anyone interested in learning about francophone traditions and language.
- Section 1.03 OSU French Club, and its members, shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II. Membership

- Section 2.01 ***Eligibility and Voting Rights:*** Membership in the organization shall, at all times, be open to any student, faculty member, staff member, or alumnus of The Ohio State University. Eligibility for organization voting is limited to currently enrolled Ohio State students. Other non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associates or honorary members.
- Section 2.02 ***Member Conduct:*** Members shall abide by the rules and standards of OSU French Club and shall conduct themselves in an orderly, courteous, and constructive manner. In addition, student members shall abide by The Ohio State University Student Code of Conduct, at all times.
- Section 2.03 ***Member Removal Process:*** Should any member engage in behavior that is detrimental to advancing OSU French Club’s purpose statement, violates this herein constitution, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member’s standing within OSU French Club will, effective immediately, be placed under review. Membership review will consist of a case review of the incident by the Executive Board and Faculty Advisor. Termination of membership will follow a majority vote of the Executive Board in consultation with the Faculty Advisor.
- Section 2.04 ***Impeachment and Termination of Executive Officer Position:*** Following the aforementioned Member Removal Process outlined in Section 2.03, Executive Officers are additionally able to be removed from their positions should the need arise. Any elected officer of the

chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: failure to perform duties, violation of this herein constitution, or any behavior that is detrimental to advancing OSU French Club's purpose statement, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Board may act for removal upon a two-thirds affirmative vote of all current officers in consultation with the Faculty Advisor.

Article III. Organization Leadership and Structure of the Executive Board

- Section 3.01 ***President:*** Serves as the primary leader of OSU French Club and coordinates work with all other officers. Calls and chairs all general body and officer meetings, conducts elections, and represents OSU French Club at University events and functions. Serves as a co-signer with the VP of Finance on the OSU French Club bank account.
- Section 3.02 ***Vice President:*** Works in conjunction with the President in the performance of the President's duties; performs all functions of the President in the event of the President's inability to perform them.
- Section 3.03 ***VP of Finance:*** Manages the OSU French Club bank account and keeps record of the club's finances. Actively searches and applies for funding opportunities to ensure smooth operation of the organization. Organizes fundraisers and works with the other officers to allocate funds as needed. Serves as a co-signer with the President on the OSU French Club bank account.
- Section 3.04 ***VP of Events:*** Works with the Executive Board to organize and prepare for meetings, activities, and any OSU French Club affiliated events. Organizes semester meeting schedule with the President. May work with the President and other 3rd party organizations to facilitate collaborative events between OSU French Club and other entities. Oversees work of the Conversation Table Manager to ensure smooth operation of scheduled conversation table meetings.
- Section 3.05 ***VP of Marketing:*** Responsible for OSU French Club's external presentation and public relations. Manages all social media accounts and creates posts such as weekly meeting reminders to facilitate community engagement. Responsible for the creation of all flyers, posters, merchandise, and graphics related to OSU French Club.
- Section 3.06 ***Secretary:*** Responsible for the general organization of OSU French Club. Sends biweekly emails with meeting reminders as well as any information pertinent to the club and any updates necessary to be disseminated to the General Body. Records meeting minutes at officer meetings. Manages OSU French Club email account and ensures that

all emails of note are brought to the attention of the Executive Board.

- Section 3.07 ***Conversation Table (CT) Manager:*** Responsible for the scheduling, organization, and implementation of the conversation table (CT) meetings within the OSU French Club schedule. Serves as the primary leader of the CT meetings, mediating and piloting conversations that promote OSU French Club's purpose statement. Works directly with the VP of Events and President to facilitate the CT schedule and meetings.
- Section 3.08 ***Number of Positions:*** The President, with consultation of the Faculty Advisor and/or officers, reserves the right to revoke or add positions for the following academic year, based on the evolving needs of OSU French Club.
- Section 3.09 ***Term of Office:*** The term of office for all officers shall be one full academic year. There shall be no bar to the re-election of any officer.
- Section 3.10 ***Elections:*** Annual election of the following year's Executive Board officers shall be held each March/April. Member eligibility to vote shall proceed as outlined in Section 2.01. If voting is done in person, all eligible members present at the election have the right to vote following presentations/speeches by each of the candidates; there shall be no proxy or absentee voting. All votes should be gathered anonymously so as to preserve the security and validity of the election. Positions shall be announced once all votes have been tallied at the meeting. If instead all candidates agree to an appointment system, the election process may be forgone, and the President shall consult with the Club Advisor to appoint candidates to positions in the manner that best simultaneously serves the candidates desires and the purpose statement of OSU French Club. Henceforth from the date of election until the end of the incumbent's term, it is the duty of the incumbent to train the newly elected official so as to ensure smooth transition of duties.
- Section 3.11 ***Candidate Eligibility and Position Limitations:*** Any active, voting-eligible member as outlined in Section 2.01 in good standing with OSU French Club and The Ohio State University is permitted to run for an Executive Board position. French proficiency is not a requirement of eligibility; however, it is highly encouraged. If a candidate knows that they will be studying abroad in the midst of their term, they may still be permitted to run for election. All candidates may run for more than one position; however, no candidate may be elected to more than one position.
- Section 3.12 ***Co-positions:*** The positions of President, Vice President, and VP of Events are the only positions that can have co-officers, if desired. The candidates may either run together for the position or the winner of an office may ask one of the candidates who lost if they'd like to share a

joint-office. This is limited to two officers for each position. While both the President and Vice President positions allow for co-office, there may not simultaneously be Co-Presidents and Co-Vice Presidents.

Section 3.13 ***Executive Officer Removal Procedure:*** Should an officer be removed from their position following resignation or the guidelines for impeachment detailed in Section 2.04, a special election may be held to subsequently re-fill the position. Alternatively, similar to the prior election guidelines outlined in Section 3.10, an appointment system may be collectively decided on. Following impeachment, depending on the degree of the offense, the officer's membership of OSU French Club may also be revoked via the guidelines detailed in Section 2.03.

Article IV. Faculty Adviser

Section 4.01 ***Qualifications:*** The Faculty Adviser must be a member of The Ohio State University's faculty or the administrative or professional staff. They must be familiar with OSU French Club and have an interest in promoting the organization.

Section 4.02 ***Term:*** The Faculty Advisor's term may be valid as long as they are interested in proceeding with the position, employed by The Ohio State University, and actively and satisfactorily promoting the purpose statement of OSU French Club, as determined by the Executive Board.

Section 4.01 ***Selection:*** Decided upon by the Executive Board, in consultation with the Department of French and Italian.

Article V. Meetings

Section 5.01 Frequency of the general body meetings of the organization will be biweekly, to be called by the President in collaboration with the other officers. The President and Secretary will work to see that all members are informed of the meetings. Conversation table meetings will meet every week, led and organized by the Conversation Table Manager with oversight by the VP of Events.

Section 5.02 The Executive Board shall meet as deemed necessary. However, they are encouraged to meet biweekly at minimum to ensure smooth and continual operation of OSU French Club. A constant line of contact between all Executive Board officers shall be established so that questions and problems may be posed and resolved quickly and efficiently.

Article VI. Amending the Constitution

Section 6.01 Any active, voting-eligible member as outlined in Section 2.01 in good standing with OSU French Club and The Ohio State University is permitted to initiate a campaign for amendments to this herein Constitution of OSU French Club. The amendments must be in their complete final form to be presented and ratified at any given general body meeting; amendments may not be edited or altered in any way once presented to and voted on by the general body.

Section 6.02 To be ratified, the proposed amendment(s) must win at least with a two-thirds (2/3) majority of the votes from present voting-eligible members. Once ratified, the amendment(s) shall be written into this herein Constitution of OSU French Club and shall take effect immediately. Ratified amendments must be dated and have the signatures of all officers of the Executive Board as witnesses; such a copy shall be attached to and become a permanent part of the Constitution of OSU French Club.

Article VII. Dissolution

Section 7.01 The method of dissolution of organization shall be to cease all OSU French Club associated meetings and events if a majority of the Executive Board is in favor of dissolution. Any remaining organization assets and withstanding debts shall be divided equally between the members of the Executive Board.

Article VIII. Non-Discrimination and Sexual Misconduct Policies

Section 8.01 This organization does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Section 8.02 As a student organization at The Ohio State University, OSU French Club 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.