**The Jazz Club at OSU**

**Article I:**

 Section 1 (Name): Jazz Club at Ohio State

 Section 2 (Purpose): Jazz Club promotes the education of Jazz History through live performance, movies, and seminars given by professors and national recording artists.

 Section 3 (Non-Discrimination Policy): “Jazz Club will not discriminate against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.”

**Article II: Membership**

Voting members of this club shall only be enrolled students of the Ohio State University. Members do not have to be a part of the School of Music to become a member. Other people are highly encouraged to attend Jazz Club events, but may not be a voting member. If a member misses meetings for more than one academic semester, they automatically lose their voting status. Should a member steal money from the organization, negatively and demonstrably smear the organization’s reputation, or create a threatening club atmosphere, they will automatically lose their membership. Said membership may only be reinstated by either a ¾ vote of the Executive Committee or a 2/3 vote of eligible voting members. Membership may be revoked for other reasons; the Executive Committee may remove members with ¾ approval, and the general membership with a 2/3 vote**.** Jazz Club must be student run at all times.

**Article III: Method of Removing Officers and Members**

Should an officer fail to meet the expectations of the Executive Committee or fail to carry out their duties as outlined in the By-Laws, any club member or other officer must voice their concerns at the next Executive Committee meeting. The President should then meet with the club advisor to discuss possible alternatives to a removal vote. Any officer may be removed from their position by a 3/4 vote of the Executive Board, but the officer and members must be given a week’s notice before the vote, and a chance to defend themselves. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Any vacancy which may occur on the Executive Committee shall be filled by appointment by the president pending a majority vote of the Executive meeting at the next group business meeting.

The criteria described in Article 1, Section 3 may not serve as grounds for removal or denial of voting membership or an officer position**.**

**Article IV: Organizational Leadership of the Jazz Club**

 Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. The titles of organization leaders, the length of terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified. Organizations need to have the necessary leaders to conduct their activities.

Leadership Positions:

Primary Leader (President)

Secondary Leader (Vice President)

Secretary

Treasurer

Social Media Coordinator(s)
Advisor

All leadership positions are held by elected individuals for the entire academic year, unless they are voted to be removed from their position as per Article III.

The Primary Leader is the visionary director of the Jazz Club. Whosoever is elected to this position is designated to be in command of the organization of events and artist outreach, as well as to coordinate with the rest of the Executive Committee (see below) and the student body.

The Secondary Leader is the second-in-command of the Jazz Club. Whosoever is elected to this position is designated to assist the Primary Leader reach Jazz Club goals, as well as assist with coordinating with the rest of the Executive Committee (see below) and the student body.

The Secretary is in charge of Jazz Club communications. Whosoever is elected to this position is designated to take notes during Executive Committee meetings, send Jazz Club communications via e-mail to the student body, as well as create flyers for Jazz Club events.

The Treasurer is in charge of Jazz Club resources. Whosoever is elected to this position is at minimum designated to keep records of funds going in and out of the Jazz Club, as well as submit event funding requests.

The Social Media Coordinator(s) is in charge of the Jazz Club Instagram. Whosoever is elected to this position is designated to spreading the word of the Jazz Club, its events, and bringing to the attention of the Primary and Secondary Leaders any messages that must be responded to. Often, they are to work in tandem with the Secretary.

The Advisor is in charge of providing direction and assistance to the Jazz Club as a whole. Whosoever is elected to this position is designated to be available to assist the Primary Leader regarding issues of direction, organization, and execution.

There will be chairpersons for certain events, but these members will not be part of the executive committee. New votes for executive committee will take place every year in the Spring Semester.

**Article V - Executive Committee (if needed):**

The executive committee will consist of a President, Vice President, Secretary, Treasurer, Social Media Coordinator(s), Representative(s), and Advisor. This Committee (like a board of trustees or directors) represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. There will be chairpersons for certain events, but these members will not be part of the executive committee. New votes for executive committee will take place every year in the Spring Semester.

**Article VI - Standing Committees (if needed):**

These committees serve the organization leadership, Executive Committee, and general membership and are permanent and designed to carry out the basic functions of the organization. Often chairpersons of these committees are appointed by the organization leadership.

**Article VII – Adviser(s) or Advisory Board: Qualification Criteria.**

Advisers of student organizations must be full-time members of the University faculty or Administrative & Professional staff. Responsibilities and expectations of advisers should be clearly and adequately described.

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

Required meetings and their number are specified here. For instance, two general meetings of the membership may be required each academic term except for summer.

**Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements**.

 Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

**Article X – Method of Dissolution of Organization**

Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debt exist, appropriate means fort disposing of these assets and debts should be specified clearly and unequivocally.

**By-Laws**

**Article I – Parliamentary Authority**

Most organizations use Robert’s Rule of Order to govern their organization’s decision making except when these rules are inconsistent with their constitution or by-laws of the organization. These rules are of Western cultural origin, and based on the premise that “though the minority shall be heard and absentees protected, the majority will decide.”

A recommended wording is “The rules contained in [specify the source for parliamentary practice] shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.”

**Article II- Membership**

Anyone can be a member of Jazz Club. Eligible voting members are undergraduate students at OSU that have attended at least five Jazz Club events in the past academic year, three of which must be general meetings.

**Article III- Election / Appointment of Government Leadership**

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

**Article IV- Executive Committee (if needed)**

The President shall be in charge of the overall functioning of the group and help plan out the course of events throughout the year.

The Vice President shall take place of the President if the President cannot function as a predominant figure in the group.

The Treasurer shall take care of all financial duties including fundraisers, handling of money and appointment of fundraising chairpersons.

The Secretary shall take notes, record meeting minutes, and oversee the group’s external communication efforts.

The Social Media Coordinators will oversee social media pages, posting updates about upcoming events and keeping the community involved and engaged with the organization.

The Representatives will serve as extra executive minds in the organization, contributing ideas and helping to coordinate events that the club will put on throughout the year.

The Advisor shall act as an overseeing member who will help fuel the members drive for the understanding of Jazz. He/ She will step in when necessary to continue fluid transgressions of the group.

**Article VI - Adviser/Advisory Board Responsibilities**

The Advisor shall be at every meeting and function when possible. He/She shall help with the movements of the group, and its overall process. To reiterate, the Jazz Club is a student organization and should not be run by the advisor, but by the executive board and its members.

**Article VII - Meeting Requirements**

A quorum shall be established if ¾ of the elected executive board members are present.

**Article VIII - Method of Amending By-Laws**

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

Note - Some organizations desire a structure that is fundamentally different from the guidelines presented here. Under these circumstances, the organization should contact the Student Activities Office to assist in the design of an alternate structure. The goal would be to incorporate basic principles important to the University while promoting those of the organization.

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