**CONSTITUTION** of the

**CHIMES JUNIOR CLASS HONORARY**

at **THE OHIO STATE UNIVERSITY**

We, the members of the Chimes Junior Class Honorary, believing in a closer union in the bonds of friendship and realizing our responsibilities in preparation for lifelong citizenship and growth, do hereby form ourselves into an association for the development of higher ideals of leadership, service, and scholarship among college men and women.

**Article I – Purpose**

The purpose of Chimes is to honor juniors who exemplify high academic achievement, university loyalty, and a commitment to service, leadership, and engagement within Ohio State and the broader community.

**Article II – Name, Insignia, and Motto**

1. **Name**: Chimes Junior Class Honorary, hereafter referred to as Chimes.
2. **Symbol**: A golden bell with a cluster of clappers and the society’s name inscribed.
3. **Colors**: Gold, white, and dark brown.
4. **Flower**: A yellow rose.
5. **Motto**: “To lead with knowledge / To follow with intelligence / To seek the worthwhile in life.”

**Article III – Non-Discrimination Policy**

Chimes does not discriminate based on age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Chimes is an all-inclusive organization.

**Article IV – Membership**

1. **Criteria for Membership**
* Junior standing (minimum of 60 credits) or third-semester status at the time of initiation into the organization.
* Outstanding scholarship, leadership, and service to Ohio State and the community.
* Minimum GPA of 3.00, with flexibility for candidates of exceptional merit in other areas.
1. **Selections Procedure**
* Participation in selection is required for members.
* The Selections Chairs, along with the Executive Board, oversee selection, including a joint application for Chimes and Bucket & Dipper.
* Members are elected annually, contingent on meeting a minimum score determined by the chapter and Executive Board.
* No more than thirty-five and no fewer than ten members shall be selected for initiation into Chimes annually.
* Selections are confidential to the membership.
1. **Membership Term and Transition**
* Membership will consist of two semesters in the Chimes organization.
* Members who complete one year of active membership gain alumni status.
* Honorary members may be named if the individual has contributed significantly to the advancement of the interests, welfare, and unity of the university and surrounding community.
	+ No more than two honorary members may be named.
	+ Honorary members shall be nominated at the meeting before the selection’s sessions.
	+ 2/3 of the Chimes organization must vote to name that individual an honorary member.
1. **Active Member Status**
* Regular attendance and participation in meetings, service activities, and timely payment of dues are required.
* Members studying abroad maintain active status for one full semester of engagement.
* Members must adhere to the attendance policy and point system to maintain active status.
* Pay dues deemed appropriate by the sitting President and Treasurer. For the 2024-2025 academic year, dues are set at $25.
1. **Removal of Membership**
* Expulsion may occur due to discriminatory actions, subject to a two-thirds vote after an expulsion hearing.
* Grounds for removal may include:
	+ Failure to Maintain Active Status:
		- Repeated unexcused absences from required meetings or events.
		- Failure to meet minimum service, social, or attendance point requirements.
		- Non-payment of dues by the established deadline, after two warnings.
	+ Violation of Organizational Values:
		- Engaging in discriminatory behavior or harassment based on race, gender, religion, sexual orientation, disability, or any other protected category while representing Chimes.
		- Conduct that conflicts with the core values of service, leadership, and scholarship, including behavior that damages the organization’s reputation within Ohio State or the wider community.
	+ Breach of Confidentiality:
		- Unauthorized disclosure of sensitive or private information related to the organization, including confidential selection or membership information.
	+ Misuse of Funds or Resources:
		- Misappropriating funds or organizational resources for personal benefit or outside purposes.
		- Engaging in financial misconduct that risks the organization’s financial stability or violates university policies.
	+ Lack of Participation in Selection or Transition Processes:
		- Failing to participate in mandatory selection or transition processes without an excused absence.
		- Refusal to participate in mentorship or member transition duties as outlined in the membership requirements.

**Article V – Officer and Advisor Terms**

1. **Officer Terms**
* Officers are expected to demonstrate dedication to their responsibilities by actively participating in meetings, events, and organizational activities. They must respond promptly to communications and stay informed on all organizational matters.
* Each officer must execute their specific duties as outlined in the constitution.
* Officers must provide updates on their duties during each Executive Board meeting and general meeting to ensure transparency and accountability.
* Officers are expected to attend all Executive Board and general body meetings. In the case of unavoidable conflicts, they must notify the President and provide a written report of their progress or any outstanding tasks.
* Officers will undergo a mid-semester and end-of-semester performance review by the Executive Board, where they will receive feedback on their performance. Poor performance without improvement may lead to removal as outlined in the Officer Removal section.
1. **Advisor Terms**
* Advisors are expected to engage regularly with the organization by attending meetings, annual retreats, and key events such as initiation ceremonies. Their role is to provide mentorship and guidance to both the Executive Board and general members.
* Advisors should maintain open lines of communication with the President and Vice President and respond to inquiries or issues raised by members in a timely manner.
* Advisors should be accessible for consultation, providing advice based on prior experience and institutional knowledge to support organizational growth and stability.
* The Executive Board will conduct an annual review of the advisor’s engagement and support. If the advisor’s performance is deemed inadequate, they may be subject to removal per the Advisor Removal section.
1. **Officer Removal**
* Officers may voluntarily resign by submitting a two-week notice to both the President and Vice President.
* An officer who fails to fulfill their assigned duties may be subject to removal by either a majority vote of the Executive Board or a three-fourths vote of the general body.
* Any officer removed from their position retains regular membership status within the organization.
1. **Advisor Removal**
* Advisors may voluntarily resign by submitting a two-week notice to both the President and Vice President.
* If the advisor fails to perform their duties, they may be removed by a majority vote of the Executive Board.

**Article VI – Organization of Chimes Terms**

1. **Governing Body**
* The governing body of Chimes shall be the Executive Board, which serves as the primary leadership and spokesperson entity of the organization. The Executive Board is empowered to make executive decisions only in cases of discrepancies or problems, ensuring that decisions align with the best interests of the organization and its members.
1. **Duties of the Executive Board**
* President and Co-President
	+ Preside over all meetings of the Executive Board and general body meetings.
	+ Ensure the successful execution of all organizational programs and initiatives.
	+ Arrange meeting logistics, including securing space, notifying members, honorary members, and advisors.
	+ Serve as the chief spokesperson for the organization.
	+ Maintain open communication channels with all Executive Board members.
	+ In the event the President is unable to continue their term, the Vice President shall succeed them.
* Vice President/Co-President
	+ Assume the office of President if the current President is unable to fulfill their duties.
	+ Oversee constitutional revisions to ensure organizational guidelines remain current.
	+ Coordinate group social activities in collaboration with the Social Chair(s).
	+ In the event of a vacancy in the Vice President role, a new Vice President shall be elected.
* Treasurer
	+ Manage all financial affairs, including budgeting, dues collection, and recording receipts and expenditures.
	+ In the event the Treasurer cannot continue their term, a replacement will be elected.
* Secretary
	+ Maintain accurate records of all organizational proceedings, including meeting minutes for both the Executive Board and general body.
	+ Handle all organizational correspondence.
	+ In the event the Secretary cannot continue their term, a replacement will be elected.
1. **Officer Selection Process**
* Application
	+ Officer Applications via Google Forms will be sent out to all eligible members three weeks prior to initiation, allowing them to express interest in an officer position and to answer questions related to their goals and qualifications.
* Timeline
	+ Applications are sent out three weeks prior to initiation.
	+ Applications will remain open for two weeks, giving members ample time to submit their responses.
	+ One week before initiation, applications will close, and voting will open for members to select new officers.
	+ Votes will be tallied, and new officers will be announced during the initiation ceremony.
	+ This process ensures a fair and transparent selection of officers who are dedicated to furthering the mission and goals of the organization.
* Application Content
	+ This form will include a description of each officer position to provide clarity on roles and responsibilities.
	+ Applicants will rank their top two choices for positions and respond to three questions about why they believe they are a good fit, the ideas they intend to bring to the role, and how they will demonstrate responsibility and effective leadership.
	+ There will also be a section for applicants to upload their resumes to further highlight their qualifications and experiences.
1. **Committees**
* **Standing Committees**:
	+ Chimes shall have three standing committees: Fundraising, Service, and Social.
	+ Each committee shall be chaired by the relevant officer:
	+ The Vice President oversees the Social Committee.
	+ The Treasurer oversees the Fundraising Committee.
	+ The Secretary oversees the Service Committee.
	+ Members are placed in a committee after the election of officers and are expected to contribute actively.
* **Committee Meetings**:
	+ Each committee shall meet no fewer than three times per semester to plan and execute its objectives.
	+ The Executive Board may create ad-hoc committees to address specific needs of the organization.
1. **Officer Roles for Additional Positions**
* **Inductions and Selections Officers**:
	+ There shall be two Inductions and Selections Officers.
	+ They work with the Executive Board to organize induction and tapping ceremonies for new members.
	+ They coordinate the selection process, including recruiting applicants, creating applications, structuring the rating system, scheduling interviews, and overseeing interview ratings.
* **Service Officers**:
	+ There shall be two Service Officers responsible for organizing service projects and ensuring members have sufficient opportunities to earn the service hours required for active status.
	+ They remind members of their philanthropic obligations and encourage participation in service events.
* **Social Officers**:
	+ There shall be two Social Officers tasked with planning events that foster teamwork, cooperation, and camaraderie among members.
	+ They announce upcoming events at general meetings and coordinate with the Treasurer to secure funds for social activities.
	+ They also collaborate with the Selections Chairs to recruit future applicants.
* **Fundraising Officers**:
	+ There shall be three Fundraising Officers who coordinate both internal and external fundraising activities.
	+ Responsibilities include soliciting funds from local businesses and community leaders, collaborating with other organizations, and organizing for-profit events to support Chimes' philanthropic goals.
	+ They are also responsible for creating and distributing promotional materials, including posters, flyers, and social media posts.
* **Webmaster**:
	+ There shall be two Webmasters responsible for website maintenance, including updating events, announcements, and organizational changes.
1. **Organizational Regulations**
* **Meeting Schedule**:
	+ Chimes will hold a minimum of two meetings per month, with additional meetings scheduled as necessary.
* **By-Laws**:
	+ The organization may establish by-laws to address specific operational needs. Amendments to the by-laws require a majority vote from the Executive Board.
* **Philanthropy Commitments**:
	+ The organization is responsible for allocating funds raised throughout the year to the designated Chimes philanthropic groups.
* **Officer Elections and Term**:
	+ New officers are elected by incoming members midway through the end of the Spring Semester after their induction.
	+ The term of office lasts until the end of the following Spring Semester, including a period for transitioning responsibilities to newly elected officers.

**Article VII - Fundraising**

* **Dues**:
	+ Dues are mandatory for all members and are determined at the discretion of the sitting President and Treasurer each year. The amount and deadline for dues collection will be communicated at the beginning of each semester.
	+ Failure to pay dues by the specified deadline may result in the loss of voting privileges and, if unresolved, may lead to further disciplinary actions as outlined in the membership guidelines.
* **Fundraising Events**:
	+ The Service and Social Committees are each responsible for organizing a minimum of two fundraising events per semester. These events aim to support Chimes' philanthropic goals, engage members, and raise funds for operational expenses and designated charities.
	+ Committees must collaborate with the Treasurer to ensure all financial aspects of the events are documented and align with the organization's budget.
* **University Funding Applications**:
	+ The Treasurer is responsible for applying for university funding each academic year. Applications should be submitted by the Autumn and Spring funding deadlines set by Ohio State University.
	+ The Treasurer must coordinate with the Executive Board to identify funding needs and ensure that applications are comprehensive, timely, and in compliance with university guidelines.

**Article VIII – Attendance Policy**

* **Free Miss**: One unexcused absence per semester.
* **Planned Absences**: Up to two additional absences per semester, requested one week in advance, for academic or family obligations.
* **Emergencies**: Absences due to medical or family emergencies will be excused without prior notice, provided appropriate documentation is submitted if possible.
* If a member exceeds the allowed number of absences, they will be removed from the organization per the grounds for removal outlined above.

**Article IX – Point System**

* Members earn points for Social, Service, and Attendance categories to maintain good standing and demonstrate engagement.
* Point Breakdown:
	+ Meeting Attendance (Bi-Monthly Meetings)
		- Attendance per meeting: 5 points
		- Excused Absence with Notice: 2 points
		- Unexcused Absence: 0 points
	+ Study Tables (Weekly Sessions)
		- Attendance per session: 2 points
		- Bonus for 3+ Sessions/Month: +5 points
	+ Service Events (Monthly)
		- Standard Event (on campus or 1-2 hours): 10 points
		- Extended Event (off campus or 3+ hours): 15 points
		- Organizing/Leading: Additional 5 points
	+ Social Events
		- Attendance: 5 points per event
		- Hosting/Leading: Additional 3 points
* Minimum Requirements per Semester:
	+ Meeting Attendance: 20 points (equivalent to 4 meetings)
	+ Study Tables: 10 points (5 sessions)
	+ Service Events: 30 points (3 standard events)
	+ Social Events: 10 points (2 events)
* Recognition:
	+ Distinguished Member: Exceeds minimum by 20 points; certificate awarded.
	+ Outstanding Member: Exceeds by 40 points; eligible for special benefits.

**Article X – Amendments**

* All members are required to adhere to this constitution. Amendments to this constitution may be proposed and will be ratified by a two-thirds (2/3) majority vote of the general membership if deemed necessary.

Respectfully submitted,

Chimes President

Chimes Vice President