**Constitution for The Bullet & Junk Journaling Club**

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

I.a. Bullet & Junk Journaling Club

1.b. Our mission is to foster a welcoming community where members can express their emotions and alleviate stress through bullet and junk journaling. We celebrate the small joys in life, from capturing a fun night with friends to preserving a keepsake from a favorite spot. Through journaling, we aim to embrace and appreciate these little moments. We strive to create a safe and supportive space for creativity and connection, where members can build meaningful relationships that extend well beyond their undergraduate years.

1.c.The Bullet & Junk Journaling Club 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: Qualifications and Categories of Membership.***

II.a Voting membership is limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

***Article III - Methods for Removing Members and Executive Officers.***

III.a. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers.

III.b. Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal

includes, but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the Chapter Executive Committee shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two-thirds affirmative vote of the Executive Board.

***Article IV(a) - Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders.***

IV.a.a. President (year-long term, chosen by executive committee by simple majority vote)

1. The President shall be the chief executive officer of the organization.
2. The President shall preside over all organization meetings.
3. The President shall supervise all organization activities and the execution of the duties of the other officers.

IV.a.b. Vice Presidents (year-long term, chosen by executive committee by simple majority vote)

1. The Vice Presidents will aid the President in the planning and operations side of the club.
2. The Vice Presidents will oversee all organizational meetings.
3. The Vice Presidents will help plan and execute weekly meetings.
4. Coordinate with other leadership as needed.

IV.a.c. Treasurer (year-long term, chosen by executive committee by simple majority vote)

1. The Treasurer is the financial leader of the organization.
2. Sets the financial vision for the organization.
3. To act ethically and spend funds for the benefit of the organization.
4. Approve and monitor the spending of the organization.
5. Maintaining accurate and timely budget and bank records.
6. Applies for funding from the university and/or non-university sources.
7. Collect dues and lead fundraising efforts.
8. Coordinate with other leadership as needed.

IV.a.d. Events/Social Chairperson (year-long term, chosen by executive committee by simple majority vote)

1. The Social Chairmen will plan events and activities to get new or current members motivated to stay in the club.
2. Leads social media marketing and flyer making.
3. Works with current members to gauge events that would be successful for the organization.
4. Coordinate with other leadership as needed.

***Article IV(b) - Election/Selection of Organization Leadership.***

IV.b.a All officers will serve a year-long term and will be voted on by the current executive committee by a simple majority vote. A Google form with the following questions will be used as a ballot:

1. Name

2. Current officer position

3. Name of person you are voting for [x] position for next year’s executive committee

IV.b.b. Those eligible for office include undergraduate sophomores, juniors, or seniors at the Ohio State

University.

IV.b.c. Voting will occur for the following year during the last week of the spring semester before the next

school year. (i.e. voting for AU24 and SP25 semesters would take place during the last week of SP24

semester). New officers will be notified of their appointment during the first or second week of May after

voting is complete.

IV.b.d. Should an officer decide to resign or should an officer be impeached, their duties will be split along

the rest of the executive team until the next semester when their position will be filled.

***Article V - Executive Board.***

V.a. The Executive Board consists of all the officers outlined in Article IV. These leaders will confidently and effectively guide and direct the general body.

***Article VI - Standing Committees (if needed): Names, Purposes, and Composition.***

VI.a. Secretary

1. The secretary shall be responsible for keeping notes of all general body meetings of the organization.
2. The secretary will provide a copy of the minutes for each Officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

IV.b. Social Media

1. Operate all social media accounts associated with The Bullet & Junk Journaling Club.
2. Design flyers, logos, etc. for the club.

IV.c. Members Events

1. Assist in planning and executing member events.

IV.d. Fundraising Chair

1. Assist in planning and executing fundraising events.

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

VII.a. Advisers of student organizations must be full-time members of the University faculty or

Administrative & Professional staff. If a person is serving as an adviser who is not a member of the above

classifications, a co-adviser must be chosen who is a member of these University classifications.

Complete advisor training every two years. Submit online approval of the organization's registration every

year. Submit online approval of the organization's goals every year.

***Article VIII - Meetings of the Organization: Required Meetings and their Frequency.***

VIII.a. Executive Board meetings:

1. Weekly. General body meetings: 1x/month.
2. Committee meetings: at the discretion of committee chairs.

***Article IX - Method of Amending Constitution: Proposals, Notice, and Voting Requirements.***

IX.a. Proposed amendments should be in writing, and should not be acted upon but read in the general

meeting in which they are proposed. At this time voting members will be allowed to air grievances or

support for proposed amendments. However, only officers will vote on the proposed amendment. For the amendment to be passed a majority of officers must vote in favor.

***Article X - Method of Dissolution of Organization.***

X.a. If the officers unanimously vote that it is not in the best interest of the organization to continue the

organization may be dissolved. Officers will then hold a meeting to determine further action regarding

the organization's assets and debt.

**By-Laws**

***Article I - Membership.***

I.a. New members can join The Bullet & Junk Journaling Club at any point during the semester. To be considered an active member, one must pay an annual $20 fee.

1. This fee will pay for the journal itself along with other supplies like stickers, paper, pens, markers, etc.

***Article II - Election/Appointment of Government Leadership.***

II.a. The officers will be selected by the Executive Board by a simple majority. Terms will last one year and the officer election will take place in April. Applicants must apply for their desired position and present a brief pitch to the Executive Board. The Executive Board will discuss applicants and then select new officers by a simple majority vote.

II.b. If an officer is deemed unfit for their position they may be removed from office with a unanimous vote of the 5 remaining Executive Board members.

II.c. If an officer resigns the Executive Board may hold a special election with a new

application process. New applicants apply for their desired position and present a brief

pitch to the Executive Board. The Executive Board will discuss applicants and then select new officers by

a simple majority vote.

II.d. To be eligible for office the applicant must be an Ohio State Undergraduate student. They

must be an active member for a minimum of one semester.

***Article III - Executive Committee.***

III.a. President

1. The President shall be the chief executive officer of the organization.
2. The President shall preside over all organization meetings.
3. The President shall supervise all organization activities and the execution of the duties of the other officers.

III.b. The Vice Presidents

1. The Vice Presidents will aid the President in the planning and operations side of the club.
2. The Vice Presidents will oversee all organizational meetings.
3. The Vice Presidents will help plan and execute weekly meetings.
4. Coordinate with other leadership as needed.

III.c. Treasurer

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4. Approve and monitor the spending of the organization.
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6. Applies for funding from the university and/or non-university sources.
7. Collect dues and lead fundraising efforts.
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III.d. Events/Social Chairperson

1. The Social Chairmen will plan events and activities to get new or current members motivated to stay in the club.
2. Leads social media marketing and flyer making.
3. Works with current members to gauge events that would be successful for the organization.
4. Coordinate with other leadership as needed.

***Article IV - Standing Committees.***

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1. The secretary shall be responsible for keeping notes of all general body meetings of the organization.
2. The secretary will provide a copy of the minutes for each Officer and keep a master file.
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IV.b. Social Media

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IV.c. Members Events

1. Assist in planning and executing member events.

IV.d. Fundraising Chair

1. Assist in planning and executing fundraising events.

***Article V - Advisor/Advisory Board Responsibilities.***

V.a. Complete advisor training every two years. Submit online approval of the organization's registration

every year. Submit online approval of the organization's goals every year.

***Article VI - Meeting Requirements.***

VI.a. Meetings will be announced with the time and place to be sent to all members before said meeting.

VI.b. Executive Board meetings:

1. Weekly. General body meetings: 1x/month.
2. Committee meetings: at the discretion of committee chairs.

VI.c. Standing Committee Decisions

1. Standing committee decisions will be voted upon by the quorum present. To vote a member must be an active member of Uplift and of said committee. For a decision to pass a majority of members must vote in favor.

***Article VII - Method of Amending By-Laws.***

VII.a. Proposed amendments should be in writing, and should not be acted upon but read in the general meeting in which they are proposed. At this time voting members will be allowed to air grievances or support for proposed amendments. However, only officers will vote on the proposed amendment. For the amendment to be passed a majority of officers must vote in favor.