



Constitution

of the

Medieval College of St. Brutus

A Student Organization at The Ohio State University



RATIFIED: NOVEMBER 2024

PREAMBLE

Here follows the Constitution and By-Laws of the Medieval College of St. Brutus, a student organization founded and maintained by students at The Ohio State University. We proudly believe in the educational and social value of studying the history, culture, and daily life in the pre-modern eras, and celebrate the diversity of cultures, practices, and people of those time periods. By setting down these Rules for our organization, we hope to build a student group that is educational, welcoming, and a place for university students to call home during their time at OSU.

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

Section 1: Name: This student organization is named “The Medieval College of St. Brutus”, and hereinafter shall be referred to as “St. Brutus”.

Section 2 - Purpose: The primary purpose of St. Brutus is the preservation and recreation of the skills, trades, and activities of the Medieval and Early Modern historical periods, as well as the education of members and non-members alike about life in these historical periods. The secondary purpose of the organization is to facilitate cooperation with the student group’s sister organization: The College of Saint Brutus, a local branch of the Society for Creative Anachronism (hereinafter “SCA”), which is a non-profit educational organization.

1.2.1 St. Brutus works to educate its membership and the larger student population through a wide range of program offerings made periodically through the academic year and fosters a culture of engagement and service. Programs sponsored by St. Brutus must comply and be consistent with this Constitution, inclusive of programs and activities designed to aid in recruitment and retention of student members.

Section 3 - Non-Discrimination Policy:

1.3.1 St. Brutus 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.

1.3.2 As a student organization at The Ohio State University, St. Brutus 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.

Article II - Membership: Qualifications and Categories of Membership.

Section 1—Eligibility: Any currently enrolled OSU student with an interest in skills, trades, and activities of the Medieval and Early Modern historical periods are eligible for voting membership, which carries with it the privilege of the right to vote on proposed activities, programs, expenditures, and organizational and administrative matters of St. Brutus.

2.1.1 Prospective members are accepted at any time, based on interest. There are no pre-qualifications for membership.

2.1.2 There is no process of discernment for prospective members.

2.1.3 To be considered a “voting member”, the member shall be enrolled as a student in good standing, as defined, at The Ohio State University.

2.1.4 At all times, St. Brutus shall be comprised of membership that is at least ninety percent (90%) current OSU

students in good standing.

Section 2 – Qualifications: Voting Members shall be considered in “good standing” as per the requirements for good standing set by the Office of Academic Affairs, Graduate School, and individual professional colleges of The Ohio State University: 2.0 Term GPA for Undergraduates, 3.0 Term GPA for Graduate Students, and 2.0 Term GPA for Professional Students.

Section 3 – Categories of Membership: all members of St. Brutus shall be either Voting Members, discussed above, or Ex-officio Members.

2.3.1 Ex-officio Membership; any person who is not a currently enrolled student of good standing in The Ohio State University may be a member of St. Brutus but without voting rights and may not serve in official leadership roles. Such persons must be members of the SCA and in good standing with the SCA in accordance with its membership by-laws and constitution.

Article III – Methods for Removing Members and Executive Officers.

3.1 If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the advisor.

3.2 Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws.

3.3 The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the St. Brutus faculty advisor.

3.4 In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the Executive Board, in consultation with the St. Brutus faculty advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership.

Section 1 – Officers: Titles, Elections, and Terms

4.1.1 The officers of St. Brutus shall consist of a President, Vice President, and Treasurer.

4.1.2 Only voting members in good standing are eligible to serve as officers of St. Brutus.

4.1.3 Vacancies in offices shall be filled by eligible members by holding an election at the next regularly scheduled meeting.

4.1.4 Nominations may be made from the floor by any eligible member present in person. The slate of candidates for the open office will state why they are qualified for the position and a vote of the eligible members present shall occur. The vote will be overseen by the presiding officer present, Faculty Advisor, or presiding SCA officer present. At least one-third of voting members must be in attendance to conduct an election. A simple majority of the membership present shall elect the officer(s).

4.1.5 The Officer(s) will assume their duties immediately following their election or at the beginning of the next semester unless agreed upon by the membership prior to the election.

4.1.6 There shall be no fixed term limits for St. Brutus officers. St. Brutus officers shall remain in their position until they resign, are removed, or are no longer an actively enrolled student at The Ohio State University.

4.1.7 The Executive Committee shall be comprised of the President, Vice President, and Treasurer. This committee shall have the power to transact the business of St. Brutus during the interim between meetings of the membership and

shall have and exercise the authority in the management of St. Brutus, subject to any restrictions established by the organization, and the University. The designation of the Executive Committee and the delegation thereto of such authority shall not operate to relieve the organization, or any individual member, of any responsibility imposed by the Constitution.

Section 2 – Officer Duties

4.2.1 All St. Brutus Officers must complete individual officer training as required by the University.

4.2.2 The President shall lead all regular meetings, programming, and special meetings of St. Brutus as well as any voting matters. The President shall determine the agenda, providing ample opportunity for consideration by the membership before final action. With membership approval, the President shall have the authority to assign additional duties and responsibilities to individual members. The President shall be responsible for providing information to any committees necessary for the fulfillment of their functions. The President is responsible for maintaining appropriate relationships with the University administration, Office of Student Life, and/or other University departments or organizations; SCA, community, and any administrative and professional staff.

4.2.3 The President shall preside over the Executive Committee.

4.2.4 The Vice-President shall assist the President and be available to assume the duties of either the President or the Treasurer, should either be unable to complete their duties or term, and while so acting shall have all the powers of and be subject to all the restrictions upon these offices. The Vice President shall perform other duties as may be assigned by the Executive Committee, SCA, and/or the University.

4.2.5 The Treasurer shall complete the duties of Treasurer as defined by the Ohio State University Office of Student Life, including the request of funds from the University, manage the budget of St. Brutus, and complete and submit reporting, as required, to the University and Office of Student Life, as well as other duties as may be assigned by the Executive Committee.

Article V - Standing Committees.

5.1 St. Brutus shall maintain no standing committees. However, the Executive Committee may approve the organization of committees for specific purposes on an ad hoc basis.

5.2 The function of all committees shall be fact finding, deliberative, and advisory, but never legislative or administrative. Recommendations by any committee shall be subject to ratification and approval by the Executive Committee and voting membership.

5.3 The President shall name a chairperson for the committee (generally the Vice President) who will provide leadership for the committee towards its stated purpose. The committee may be comprised of voting and Ex-officio memberships.

5.4 Upon completion of the committee's purpose, the Executive Committee or SCA may opt to extend the committee's duration, dissolve, or make the committee a permanent committee for its stated or modified purpose.

Article VI – Advisor(s): Qualification Criteria.

6.1 St. Brutus shall maintain at least one (1) faculty/staff advisor who is a member of the University faculty or administrative and professional staff. This advisor is charged with giving his or her input and wisdom according to their ability to support St. Brutus in the pursuit of its purpose and goals.

6.2 The Executive Committee and membership shall select an advisor based on interest in the organization and its purpose. The advisor shall comply with all University guidelines established for the role. The Advisor shall attend regular meetings as schedule permits and will be notified of proceedings affecting the organization's activities, governance, and finances.

Article VII – Meetings.

7.1 Meeting Cadence; St. Brutus shall make a good faith attempt to meet on a weekly basis, except on holidays, during the summer break and during the week of final exams, and the week preceding final exams, when meetings shall be held according to the needs and wishes of the members. Meetings may be cancelled at the discretion of the Executive Committee. Meetings will be held in designated locations on or near campus. Any changes to the date, time, or location of the meeting shall be communicated to members through approved channels.

7.2 Any meeting may be held through the use of authorized communications tools such as email, video, virtual, or audio. Participation in a meeting by use of authorized communications method shall constitute presence at the meeting.

7.4 Any action which may be taken at any meeting may be taken without a meeting by a writing or writings signed by a majority of the voting membership, including electronic communication. The writing or writings evidencing such action shall be filed into the permanent records of the organization.

7.5 St. Brutus reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive otherwise not in alignment with the St. Brutus constitution.

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

8.1 Any proposed amendments or additions to the St. Brutus Constitution shall be presented to the organization in writing and shall be read to the members in attendance at three (3) consecutive regular meetings, after which the proposal will be put to a general vote.

8.2 Any vote on a proposed amendment to this Constitution shall require an affirmative vote of two-thirds (2/3) or greater approval of the voting members in attendance.

8.3 If the vote passes, the Constitution shall henceforth be amended and recodified. The recodified Constitution shall then be immediately published and made publicly available to the members of St. Brutus, the Advisor, and be made available upon request to University staff.

Article IX – Method of Dissolution of St. Brutus.

9.1 St. Brutus may only be dissolved by the University or an affirmative vote in favor of dissolution by three-quarters (3/4) of the Voting Members present after such proposal has been made in writing and then read into the general meeting for three consecutive regular meetings of St. Brutus.

9.2 Upon either notice of dissolution being received from the University or a successful vote to dissolve the organization pursuant to Section 9.1, above, the Executive Committee shall immediately prepare an account of the assets and debts of St. Brutus, which shall be in writing and made available upon request.

9.3 As soon as is practicable after completion of the account referenced in Section 9.2, the Executive Committee shall use St. Brutus assets to discharge all debts of the organization to the extent possible.

9.4 Upon successful discharge of all debts of the organization, the Executive Committee shall identify another student organization at The Ohio State University that is active and in good standing that has a similar purpose to St. Brutus, if possible, and donate the remaining assets of the organization to that Student Group.

9.5 Upon complete distribution of the organization's assets, the Executive Committee shall immediately notify the Advisor and Student Activities Staff of the dissolution of St. Brutus and cooperate in providing any and all requested records.

By-Laws of The Medieval College of St. Brutus

Article I – Parliamentary Authority

1.1 The Medieval College of St. Brutus (hereinafter “St. Brutus”) shall conduct business using Robert’s Rules of Order in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of St. Brutus.

Article II- Membership

2.1 St. Brutus shall not demand dues of Voting or Ex-Officio members.

2.2 Pursuant to Article II of the Constitution of the Medieval College of St. Brutus, all currently enrolled students at the Ohio State University are welcome to attend meetings and apply to be enrolled as a Voting Member.

2.3 In order to become a Voting Member, a university student must attend at least one meeting per academic year and provide their name and student email address to the Executive Committee.

Article III- Executive Committee

3.1 The Executive Committee shall review and approve of all financial expenditures from the general funds of St. Brutus.

3.2 The Executive Committee shall oversee and approve the meetings and actions of any subcommittees created by the Executive Committee or the St. Brutus President.

Article IV - Method of Amending By-Laws

4.1 Any proposed amendments or additions to the St. Brutus By-Laws shall be presented to the organization in writing and shall be read to the members in attendance at three (3) consecutive regular meetings, after which the proposal will be put to a general vote.

4.2 Any vote on a proposed amendment or addition to these By-Laws shall require an affirmative vote of one-half or more of the Voting Members in attendance.

4.3 If the vote passes, the By-Laws shall henceforth be amended and recodified. The recodified By-Laws shall then be immediately published and made publicly available to the members of St. Brutus, the Advisor, and be made available upon request to University staff.