

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

Section 1:

Civil Alliance at The Ohio State University

Section 2:

Our purpose is to give pre-law students the opportunity to create change within our surrounding community, get experience in the law field, and bring awareness to the organization Legal Aid Society of Columbus (LASC).

Section 3:

Non-Discrimination Policy- This organization 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.

As a student organization at The Ohio State University, Civil Alliance 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

In order to be a member, you must be actively enrolled as an undergraduate student at The Ohio State University. Benefits that students will receive through membership are knowledge and experience towards the legal field and multiple volunteer opportunities.

The organization's voting membership should be 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 associate or honorary members. Guests may attend meetings, but cannot become members unless they are undergraduate students.

II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

Article III – Methods for Removing Members and Executive Officers

III.a. 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 executive officers in consultation with the organization's advisor.

III.b. 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. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

III.c. 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), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership

The executive board/officers consists of: President, Vice President, Treasurer, Secretary, Membership Chair, Media Chair, Communications Chair, Diversity Equity and Inclusion (DEI) Chair, and Advisor. Elections will be held in April and every position's term will last 1 year (April-April). There will be an application process for all board positions, with the exception of the Advisor position. Elections will have an application process, and the current executive board will choose the successors.

The duties of each position include:

President- The club president is responsible for setting and monitoring the goals of the club, running club meetings, delegating tasks as necessary, recruiting, training and retaining members and maintaining regular communication with the lieutenant governor of their division.

Vice President- The main duty of the vice president is to assist the president and other club officers in completing their duties. The vice president also needs to effectively contribute to the club operations, and help organize and run meetings with the President.

Treasurer- The treasurer has the responsibility of accurately maintaining your organization's financial records, working with the president to create a semester budget for the organization, maintaining documentation related to the organization's budget and spending, and receiving bills and preparing check requests

Secretary- Keeps track of attendance and creates and monitors all forms sent out to general members.

Membership Chair- Focuses on gaining new members and retaining new members. Finds events and opportunities for the club to be promoted to potential members.

Media Chair- Actively runs social media accounts for Civil Alliance and creates weekly graphics to promote meetings.

Communications Chair- Connects with speakers, student club members, sends out emails

DEI Chair- Research, apply and promote diversity initiatives and share best practice.

Ensures all members, board and general body, are promoting inclusivity.

Advisor- Gives advice and educated opinions on any club matter.

Article V- Election / Selection of Organization Leadership

Officers will hold their position for one calendar year. Elections will occur throughout the Spring semester of every school year. All members running for office will fill out an application, and the executive board will choose the top candidates to interview. After the interviews, the executive board will decide together which new officers are to be hired. The board will choose the new officers based on majority rule. Elections will be held every year. In the case of a resignation or impeachment, there will be a special election immediately following.

There will be a “transition period” during the fall semester after elections, where current board members hold their position, and the incoming members are trained and prepared to take over.

Article VI- Executive Committee: Size and composition

The executive committee will consist of the current board members and the club's advisor. They will make decisions based on the club's best interest, and help organize meetings.

Article VII- Standing Committees (if needed)

Until further notice, there will be no standing committees.

Article VII- Advisor Qualification Criteria

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

Article IX- Meetings and Events of the Organization: Required meetings and their frequency

One meeting a month must be attended and one club event must be attended each academic term, excluding summer, is required for active membership.

Article X- Attendees of Events of the Organization

The executive board of the club, along with the advisor, reserves the right to engage in discourse with a member or even attendee when their behavior is inappropriate, disruptive, or does not follow the organization's constitution.

Article XI- Method of Amending the Constitution

Proposed amendments to the organization's constitution should be given to the organization in writing, with no immediate action to follow the proposal of this change. The amendment will then be read at the following general body meeting. Then, at the third general body meeting, a vote will be taken. 3/4 majority of general members, present or not, will be required to pass the amendment.

Article XII- Method of Dissolution of Organization

Proposed dissolution to the organization should be given to the organization in writing, no action will be taken immediately following the proposal. The dissolution proposal will first be read to the executive board. The dissolution proposal will then be read at the following two general body meetings. Then, at the third general body meeting, a vote will be taken. Three-quarter majority of general members, present or not, will be required to pass the dissolution of the club. Following the dissolution of the club the financial vice president will be required to settle all outstanding debt. The president of the organization will contact student activities staff to remove information off website, take down organization's instagram, and donate any assets to the Pre-law services following dissolving.

By-Laws

Article 1 – Parliamentary Authority

The rules contained in the constitution 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

General members can join the organization at any point, so long as they meet the requirements detailed in the constitution. Dues are not required for the foreseeable future, but the constitution can be amended at any point to include member dues. Termination of a general member will be determined by the executive board, and can be due to reasons such as, but not limited to: failure to meet general member requirements, if a member engages in behavior that is detrimental to the organization, or lack of respect or equity towards any other member. There is a zero tolerance discrimination policy, and if it is determined by the executive board that a member has discriminated against anyone, then their membership will be immediately terminated.

Article III- Election / Appointment of Government Leadership Elections

A new application will be made every year by the current executive board to fill board positions for the next year. Every position will have to re-apply, but current board members are allowed to re-apply. Terms last one calendar year (January-January). There is no limit for how many terms a member can apply for. There is no nomination process, rather any member can apply. After submitting an application, the executive board will host interviews, and will determine who gets what position. This will be done in a majority rules fashion. The same applies for a resignation.

The applications for board positions will be sent to all general members at the beginning of the Spring Semester and will be due two weeks later. The board will then host interviews, make decisions, and train any new board members the following fall semester. The fall semester is considered the lame duck period. At the end of Fall, former board members' terms will end and the new board members will officially take over for the next school year.

In the case of impeachment of an executive board member, a special election will immediately follow. This does not apply to the President. In the case that the President is impeached, then the Vice President will immediately take office as President. There will then be

an election immediately after for the Vice President. The person holding office as the treasurer at the time of the impeachment is the only executive board position allowed to run for Vice President, in the case of a presidential impeachment.

There will not be an application process for the advisor position. The advisor will be Kevin Freeman for the foreseeable future, but this is subject to change in the case of a violation of the constitution or resignation. Kevin Freeman has the right to resign at any point as the organization's advisor, but is requested that he give at least two weeks notice to the executive board. The advisor also has to approve the proposed President, as chosen by the executive board, before the new President can take office.

Article IV- Executive Committee

The executive board will meet (either on Zoom or in person) bi-weekly to check in. Executive board members are expected to complete their duties (as listed in the constitution) and uphold the values of the organization at all times. Failure of any board member to do should be reported to the President or Treasurer immediately.

Article V- Standing Committees

There is no current standing committee but the organization can amend the constitution to create one at any time.

Article VI - Advisor/Advisory Board

It is expected that the advisor attends one meeting a month in support of the club. The advisor is welcome to come to any events the organization hosts. The advisor is expected to respond to emails related to the organization with somewhat urgency, aiming to respond within about 72 hours.

Article VII - Meeting Requirements

At least 5 members, including the executive committee, must be in attendance at a meeting in order to vote on matters that involve the general body. Notice of any general body vote must be given at least 24 hours in advance to all members.

When it comes to matters that only the executive board is voting on, at least 50% of the board must be present in order to vote.

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).