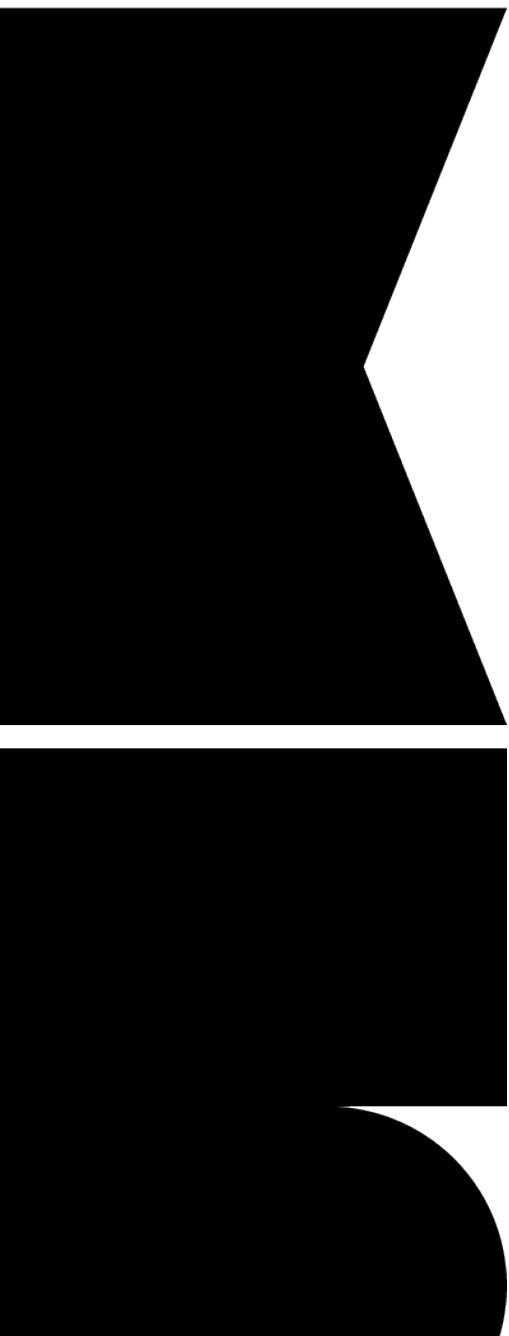


**KNOWLTON SOCIETY**  
CONSTITUTION



## FOREWARD

The Knowlton Society was called to action in January of 2024 out of the Knowlton Diversity, Equity, Inclusion, and Access(ability) committee's World Café. A desire for student advocacy, cohesive excellence, and social justice inspired the greater purpose for the future organization.

The word *society* implies an unbreakable commitment to fostering connections, facilitating knowledge exchange, and promoting collective growth. It suggests an inclusive environment where individuals come together to contribute, learn, and advance common goals, emphasizing the importance of collective action in achieving meaningful outcomes.

The Knowlton Society was founded by students across cohorts in architecture, landscape architecture, planning, and civil engineering.

## 1.1 VISION

The Knowlton Society's vision is a community that fosters cross-disciplinary cohesion, student achievement, and socially conscious purpose amongst the Knowlton Sections, College of Engineering and allied arts. In collective effort, students in design disciplines will leave Ohio State highly valued and empowered to enact lasting change in the built environment.

## 1.2 MISSION

The Knowlton Society's mission is to thoughtfully engage with the student body, faculty, staff, administration, and relevant stakeholders of the Knowlton School to uphold our pillars of advocacy, community, and student empowerment.

## 1.3 PILLARS

### 1.3.1 ADVOCACY

Enabling students to challenge industry and society by establishing forward thinking pedagogy that positions our work within the built environment as powerful forces for good through values of equity and justice.

### 1.3.2 COMMUNITY

Facilitating unity and belonging amongst the sections, cohorts, and allied arts through cross-disciplinary/neutral programming, networking, and collective goal setting.

### 1.3.3 EMPOWERMENT

Serve as a conduit for the voice of the Knowlton student body by concerning ourselves with its wellness, empowerment, and retention.

## 1.4 IMPLEMENTATION

The implementation of the Knowlton Society's Vision, Mission, and Pillars are dictated by Knowlton Society's *Strategic Guidelines*, a separate document that acts as an extension to the constitution.

## 2.1 LEADERSHIP TEAM

Although the Knowlton Society is a collective, selected student officers will bear the responsibility of facilitating KS programming, fundraising, and ultimately serving as spokespeople for the organization to appropriate parties. There is no hierarchy for officer positions; all will be treated as equal stakeholders.

The Leadership Team is organized into 6 teams with distinct roles and responsibilities in the organization. The teams are Executive, Advocacy, Financial, Communications, Engagement, and Outreach.

## 2.2 EXECUTIVE TEAM

### 2.1.1 DIRECTOR OF THE KNOWLTON SOCIETY

The Director of the Knowlton Society serves as KS's spokesperson and principal facilitator for Leadership Team meetings. The organizational structure of the Director role may range from 2 Co-Directors, a Director and a Deputy, or however the current Executive Team deems fit for the leadership style.

### 2.1.3. SECRETARY OF THE KNOWLTON SOCIETY

The Secretary of the Knowlton Society is a non-spokesperson role that preforms critical executive tasks including but not limited to scheduling and document Leadership Team meetings, coordinating with other officers, and other roles that the executive deems necessary.

### 2.1.4. ADVISORY BOARD TO THE KNOWLTON SOCIETY

The Advisory Board of the Knowlton Society are faculty/staff of The Ohio State University that support the mission of the Society. They may be multiple individuals from various disciplines—preferably faculty at the Knowlton School—that complete tasks as mandated by the Office of Student Life, advocate for the organization to the Knowlton sections and administration, and advises the Leadership Team.

## 2.2 FINANCIAL TEAM

### 2.2.1 TREASURER OF THE KNOWLTON SOCIETY

Responsible for the submission of CSA grants, the organization bank account, keeping records that require the Society EIN, submitting the Vendor Setup Form, approving engagement budgets, reimbursing funds for purchases, and obtains corporate sponsorship.

### 2.2.2 FINANCIAL AMBASSADOR

The Financial ambassador may be multiple individuals that strategize innovative methods of collecting funds for the organization. This may take the form of volunteering, storefronts/vending, or grant seeking.

## 2.3 COMMUNICATIONS TEAM

### 2.3.1 DIRECTOR OF COMMUNICATIONS

The Director of Communications reinforces and develops the brand of the Society. They are responsible for ensuring a graphical consistency for all media, communications through newsletters, emails, and GroupMe messages, management of social media accounts, and delegating tasks among the communications ambassadors.

### 2.3.2 COMMUNICATIONS AMBASSADOR

Communications ambassadors may be multiple individuals that generate graphical media to market and/or share Knowlton Society programs.

## 2.4 ENGAGEMENT TEAM

### 2.4.1 DIRECTOR OF ENGAGEMENT

The Director of Engagement oversees the execution of Society programs, including but not limited to, Anything But Studio, Nexus, Final Fridays, Design Days, Mixers, Open Houses, Exhibitions, and more. Scheduling spaces in Knowlton Hall, communication with Knowlton administration, and delegation of

tasks to engagement ambassadors are among their responsibilities.

#### **2.4.2 ENGAGEMENT AMBASSADOR**

Engagement ambassadors may be multiple individuals that support the logistical needs of the various programs offered by the Society.

### **2.5 OUTREACH TEAM**

#### **2.5.1 DIRECTOR OF OUTREACH**

The Director of Outreach strategizes and strengthens connections between student organizations, youth, and the Columbus community. This may be through the design of K-12 engagements, student organization collaborations, and partnerships with local non-profits, and the Community, Access, Retention, and Empowerment (CARE) office. They also support the seat at College of Engineering's Engineering Council.

#### **2.5.2 OUTREACH AMBASSADOR**

The Outreach Ambassador may be multiple individuals that support the directives of the Director of Outreach.

### **2.6 ADVOCACY TEAM**

#### **2.6.1 DIRECTOR OF ADVOCACY**

The Director of Advocacy collects, strategizes, and responds to the positions and needs of students through the generation of new organizational initiatives. They are responsible for the design and implementation of the semesterly Knowlton Town Hall, the intake of student surveys, and the design of actionable items that address student concerns.

#### **2.6.2 ADVOCACY AMBASSADOR**

The Advocacy Ambassador may be multiple individuals that support the

## 3.1 ELECTION, REMOVAL, AND AMENDMENTS

### 3.1.1 OFFICER SELECTION

To serve as a member of the Leadership Team, a KS member must be selected with the approval of the executive. If necessary, the advisor will serve as a mediating role. The selection/interview process will occur during the last week of February, during the spring semester, with the exception of the founding members.

To qualify to run for the Leadership Team, the individual must be a KS member in good standing for over 1 academic year.

The selection process will consist of an interview with the current Director(s), the role the interviewee is trying to fill, and any willing current Leadership Team member.

Any role may be held for 2 years before it must be re-evaluated.

### 3.1.2 OFFICER REMOVAL

Should a member of the Leadership Team require removal due to violations of student code of conduct or disregard for the Pillars of the Knowlton Society, a unanimous decision by Leadership Team in addition to approval by the Advisor must be made.

### 3.1.3 OFFICER VACANCY

Should a member of the Leadership Team step down or otherwise become unable to fulfil their duties, a decision may be made amongst the KS advisor and remaining Leadership Team to choose to replace the missing member amongst themselves or decide to nominate a current willing KS member.

### 3.1.4 AMENDMENTS TO THE KNOWLTON SOCIETY CONSTITUTION

To effectively amend the content or vocabulary of the Knowlton Society Constitution, the Leadership Team must conduct a meeting to propose appropriate changes. The team must come to a unanimous agreement before a change is made effective.

## 4.1 MEMBERSHIP

Membership in the Knowlton Society is not dictated upon enrollment in a Knowlton Program, undergraduate or graduate, as it aligns with our vision regarding comradery with the allied arts.

Students majoring or minoring in any Knowlton program regardless of cohort are highly encouraged to join.

Students may be considered “members” after joining the Society’s GroupMe.

### 4.1.1 FEES AND DUES

There is no cost to membership within the Knowlton Society.

### 4.1.2 MEMBER REMOVAL

Similarly to the removal process of an elected officer, a member of the Knowlton Society may be removed if they are seen to have violated the Student Code of Conduct of The Ohio State University *or* seen in misalignment of the Society’s pillars. Majority approval by the Leadership Team and approval by the Advisor must be reached to remove a member.

Members may also request that their name be removed from the organizational roster to the advisor or any officer at any time.



## 5.1 NON-DISCRIMINATION NOTICE

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 basis under the law in its activities, programs, admission, or employment.

## 5.2 LAND ACKNOWLEDGEMENT

We would like to acknowledge the land that The Ohio State University and Knowlton Hall occupies is the ancestral and contemporary territory of the Shawnee, Potawatomi, Delaware, Miami, Peoria, Seneca, Wyandotte, Ojibwe and many other Indigenous peoples. Specifically, the university resides on land ceded in the 1795 Treaty of Greeneville and the forced removal of tribes through the Indian Removal Act of 1830. As a land grant institution, we want to honor the resiliency of these tribal nations and recognize the historical contexts that has and continues to affect the Indigenous peoples of this land.

As facilitators of the built environment, we would also like to acknowledge our historical roles in the displacement, disinvestment, and violence against all indigenous peoples. We must approach our practice with sensitivity and respect for the traumas imposed—both past and ongoing present

## 6.1 DISCLAIMERS

The Knowlton Society is an independent student-run organization and is not affiliated with, endorsed by, or administered by the Knowlton School. While the Society serves as a platform for student voice and advocacy, it does not bear responsibility for the actions of individual students. Furthermore, Knowlton Society officers shall not be held liable or subject to retaliation for any actions taken by students.