

CONSTITUTION OF BOO RADLEY SOCIETY

Article I - Name

The name of this organization is The Boo Radley Society (also referred to as Boo Radley, Boo, and BooRadleyOSU)

Article II - Purpose

The Boo Radley Society at Ohio State is a student-run organization committed to doing random acts of kindness (RAOK) and service. Our purpose is to maintain a positive atmosphere everywhere we go, spread smiles, and perform random acts of kindness while inspiring others to do the same.

Article III - University Regulations

Section 1: Harassment and Discrimination, including Sexual Misconduct

The Boo Radley Society agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 in accordance with these guidelines.

Section 2: Hazing

The Boo Radley Society agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Article IV - Membership

Section 1: Membership Eligibility, Selection, and Timeline

All part-time or full-time undergraduate, graduate, and professional currently enrolled students at The Ohio State University shall be eligible to apply for membership in The Boo Radley Society. The application to become a general body member is open once per each fall and spring semester. Applicants can access application information through our website, Instagram, email, or by meeting us at Involvement Fairs. Selected

applicants will attend an Information Session about the organization and then officially become a general body member. This will occur approximately one month after the start of each semester. If an applicant is not chosen to be a member, they may reapply.

Section 2: Composition of Membership

All members are free to leave and disassociate without fear of retribution, retaliation, or harassment. 90% of the voting membership must be currently enrolled Columbus campus Ohio State students. Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and programs of student organizations as associate members but may not comprise more than 10% of the total membership.

Section 3: Member Expectations & Requirements

All of our members shall be passionate about spreading kindness around campus, show consideration for others, and be committed to the mission of our organization.

Members are required to attend a minimum of 6 events per semester, have no more than three general body meeting absences, attend semester retreats, embody Boo Radley's altruistic attitude, treat others with respect, follow the leadership of the Executive Board, and pay yearly dues. If a member is financially restricted, they will be exempt from dues upon discussion with the Director of Finance. If members have more than three general body meeting absences, this will be reviewed by the Director of Membership Development on a case-by-case basis. There is a potential for further Executive Board deliberation in regards to membership status.

Section 4: Inactive Status

A member who cannot meet the membership requirements for a semester may request Inactive Status. Inactive Status, also known as ghosting, means that a member will still remain on the email list and in any group chats but will not be held to the requirements of active members. The Director of Membership Development will reach out to inactive members at the end of the semester to inquire about their future status in Boo Radley. If they do not want to reactivate their status, they will no longer be a member of Boo Radley. Boo Radley members may choose to become inactive at any time during the semester, but they may only remain inactive until the end of that semester. Members may only ghost once while in Boo Radley.

Section 5: Member Removal

5A. Everyone is protected from removal based on the listed statuses in the non-discrimination policy in Article 3, section 1.

5B. Dues are refundable to removed members until t-shirts have been purchased for that semester.

5C. There are several cases in which a member may be removed from the organization, including but not limited to a lack of involvement (missing too many meetings or events) or voluntarily leaving for personal reasons or time conflicts.

5D. The Director of Membership Development and the Director of Diversity and Inclusion are responsible for contacting and supporting struggling members prior to the removal process.

5E. The decision to remove a member should be decided unanimously by the Director of Membership Development, Director of Diversity and Inclusion, Vice President, and President.

5F. Membership removal occurs by informing Executive Board members, the Director of Membership Development emailing the person to confirm they are no longer a member, and then removing the person from the GroupMe, email list, Carmen page, attendance documents, and member rosters.

Section 6: Embezzlement

Any stealing or financial discrepancy should be handled by the President, Vice President, Director of Finance, and Advisor on a case-by-case basis.

Article V - Student Organization Advisor

There will be one Advisor for Boo Radley Society, unless two or more are deemed necessary by a unanimous vote of the Executive Board.

Section 1: Qualifications for our Advisor

1A. Must attend Advisor Training through the Union.

1B. Must be a staff member at The Ohio State University.

1C. Must be committed to the purpose of the Boo Radley Society and maintain the high standards of Boo Radley that is expected of all members.

1D. Must meet with the Executive Board prior to the first general body meeting of the Fall Semester to establish further Advisor expectations.

Section 2: Removal and Replacement of Advisor

If the Executive Board feels that the current Advisor is not meeting the expectations necessary to promote the success of Boo Radley, it is the responsibility of the President and/or Vice President to remove and replace the Advisor.

Article VI - Officers

Section 1: Officer Positions and Duties

1A. The Executive Board of The Boo Radley Society shall consist of a President, Vice President, Director of Membership Development, Director of Finance, Director of Outreach, Director of Marketing, Director of Fundraising, Director of Diversity and Inclusion, and Director of Social Affairs.

1B. All executive board members shall fulfill overall executive board expectations and individual expectations related to their role, outlined below and in the “Executive Board Member Expectations” folder in the Boo Radley Google Drive.

1C. All Executive Board members are required to attend general body meetings, executive board meetings, and events. Members should be removed from the executive board if more than 4 general body meetings and executive board meetings are missed (total) and if they do not attend more than 6 events.

1D: *President Responsibilities:* Co-Leads General Body meetings with the Vice President, leads Executive Board meetings, is the primary liaison between the Boo Radley Society and the University, in charge of selecting new executive board with the Vice President, and in charge of booking club meeting rooms, in addition to general Executive Board responsibilities.

1E: *Vice President Responsibilities:* Co-Leads General Body meetings with the President, sends a weekly newsletter to members, facilitates risk management policy, updates Carmen quizzes to keep track of event credits, helps the President select new executive board, and generally supports the president, in addition to general Executive Board responsibilities.

1F: *Director of Membership Development Responsibilities:* In charge of keeping track of member attendance and reaching out to members who are missing several meetings, in charge of member application each semester, attending involvement fair, and planning information sessions for potential new members, in addition to general Executive Board responsibilities.

1G: *Director of Finance Responsibilities:* In charge of maintaining the club funds and budget, reimbursing other Executive Board members for club purchases, and collecting member dues, in addition to general Executive Board responsibilities.

1H: Director of Outreach Responsibilities: In charge of planning collaborations with other organizations within and outside of Ohio State and maintaining a running spreadsheet of contacts, in addition to general Executive Board responsibilities.

1I: Director of Marketing Responsibilities: In charge of running all of the Boo Radley Society social media accounts and website, designing the club t-shirt, and supporting the Director of Membership Development in recruitment, in addition to general Executive Board responsibilities.

1J: Director of Fundraising Responsibilities: In charge of planning monthly fundraisers to help sustain the club, in addition to general Executive Board responsibilities.

1K: Director of Diversity & Inclusion Responsibilities: In charge of planning a General Body Member retreat each semester, promoting multiculturalism within the organization, integrating wellness activities into club events, supporting the Director of Membership Development in recruitment, and helping facilitate D&I training for Executive Board members, in addition to general Executive Board responsibilities.

1L: Director of Social Affairs Responsibilities: Plans activities for General Body Meetings, facilitator of “Commillee Olympics” competition between club members, and plans end-of-year club formal “Boo Gala”, in addition to general Executive Board responsibilities.

Section 2: Officer Eligibility

2A. Applicants must be in good academic standing at The Ohio State University (defined as a Cumulative Point Hour Ratio of at least 2.00, as stated in Ohio Administrative Code).

2B. Applicants must be available to come to campus for the entirety of their term.

2C. Applicants must be available to attend exec meetings and general member meetings for their term.

Section 3: Term of Office

3A. Term of office for The Boo Radley Executive Board shall be for thirteen months after accepting the position unless it is deemed necessary to revoke the position.

Section 4: Selection Process for Senior Exec Level (President and Vice President).

4A. Executive Board members are given priority in the application process, but if less than 3 decide to run, the application is opened to general body members. General body members should be made aware of their ability to run a month before the elections. Candidates are self-nominated by contacting the Advisor, current President, and current Vice President and expressing their interest in the position so they can be interviewed by the Advisor.

4B. Approved candidates will give a five to seven minute presentation at the designated general body meeting.

4C. After each candidate has presented, every member in attendance will be given a digital ballot to vote on each position - abstaining must be included as an option on the ballot.

4D. The digital ballot will tally the results automatically and each position is given to the candidate with the majority of votes, even if the majority is decided by 1 vote.

Section 5: Selection Process for Exec Level

5A. The Executive Board will be selected in the spring semester of each year.

5B. The President and Vice President should read through all applications and create tentative decisions for each position. It is highly recommended to consult with both remaining and leaving Executive board at this stage

5C. The President and Vice President then select who to interview based on their applications, though very few should be eliminated before this point.

5D. The President and Vice President make the final decisions based on the interviews. It is recommended to consult other executive members to gain various perspectives and opinions, but the President and Vice President make the final decision.

5E. Non-graduating current Executive board members can remain in their leadership positions as long as they have been completing their responsibilities and are approved by the President and Vice President.

Section 6: Exec Transition Process

6A. Once a new Executive Board has been selected, the transitional period should be a minimum of 1 week. There must be at least one meeting where both incoming and outgoing Executive Board members are present. 2. Outgoing Executive Board members should set up at least 1 one-on-one meeting with their incoming counterpart to discuss goals, expectations, and tips in their role using their detailed Exec-spectations. The

Outgoing Executive Board should also update their executive expectations and tips & tricks pages.

6B. Once the transition period is over, the outgoing Executive Board may not attend Exec meetings or hold any responsibilities unless specifically requested by the Executive Board.

Section 7: Removing Exec Board Member

7A. An Exec may be removed from their position if they fail to fulfill the basic requirements of Article VI, Section 1 and expectations outlined in the “Executive Board Member Expectations” document.

7B. Any Executive Board member can initiate action for removal or acquittal.

7C. An Executive’s removal shall be subject to a 3/4 vote of approval by the current executive board and advisor.

7D. It should be noted that no general member or Executive Member will ever be removed from The Boo Radley Society based on discrimination. Everyone is protected from removal based on the listed statuses in non-discrimination policy in Article III, Section 1.

7E. An Executive Member’s role may be called into question only if there are significant issues regarding their responsibilities. Any general member or Executive Board member may bring their concerns to the President or Vice President about an Executive Board member.

Section 8: Interim Exec Board Member Process for Senior Exec level

8A. The Vice President or President (whichever is still in their role) must take over both roles for an anticipated maximum of 2 weeks- until a new President/VP is decided.

8B. If a Senior Exec is removed from their position, the Exec Board may nominate a fellow Exec member. Those nominated either accept or deny nomination.

Section 9: Interim Exec Board Member Process for Exec level

9A. General members are made aware of the vacancy as soon as possible. If the current Executive Board deems an interim position necessary, general members will have the opportunity to apply and interview for the position.

Section 10: Additional Executive Board Positions

10A. To Add an Executive Board position, an Exec member must detail the role and specific tasks of the proposed role. The new role and expectations must be presented to the Exec Board and a unanimous vote will create a new Executive Board position. The Executive Board may follow the Interim Exec Level Process in Section 9, Article VI to fill that position.

Section 11: Removal of an Executive Board position

11A. To remove an Executive Board position, an Exec member must detail the role and specific tasks of the role and assign them to the roles of others. The new assignments must be presented to the Exec Board and each Exec receiving new tasks must agree to take on those extra responsibilities. Once all agree to take on the position's expectations, a unanimous Executive Board vote will remove the Executive Board position.

Article VII - Organization Meetings and Events

Section 1: Executive Board Meeting

1A. Shall be held once a week or more as seen fit by the Executive Board.

1B. Shall be organized and run by the President and Vice President.

1C. All Execs will report relevant activities, plans, and ideas as well as reports on their responsibilities.

1D. All Execs are required to be present at every exec meeting. If an exec must miss a meeting, they must contact the board to let them know.

1E. Execs are allowed to miss a combination of 4 meetings per semester between executive and general body meetings.

Section 2: General Meeting

2A. The Boo Radley Society will have general meetings every week at a consistent time.

2B. The meeting shall be organized and the agenda will be set by the President and Vice President.

2C. General members can miss a total of 3 meetings per semester.

Section 3: Events

- 3A.** At least one executive member should be present at all times.
- 3B.** At least one exec member should facilitate the event and bring any necessary supplies.
- 3C.** Members must document attendance on Carmen in order to receive attendance credit.
- 3D.** All members and exec must conduct themselves properly and in line with Boo Radley's mission.
- 3E.** If there is an issue during an event and we are asked to leave, we must leave respectfully.
- 3F.** Programs and events will be diverse in an attempt to appeal to all OSU students.

Section 4: Retreats

- 4A.** The Boo Radley Society will have one member retreat each semester. The retreat is mandatory for all general and exec members. If a member or executive misses the retreat, they must make up for it by a requirement determined by the Vice President on a case by case basis.
- 4B.** An Exec retreat will happen once every semester. The retreat is mandatory for all Executive Board.

Section 5: Fundraising Events

- 5A.** Fundraising events are not mandatory to any member. All general and exec members may choose to participate or not.

Section 6: Social Events

- 6A.** Social events are not mandatory to any member. Social Events are only for Boo Radley members, unless otherwise stated, and may be planned by Executive Members. Socials off campus will be planned using the Risk Management Policy. Attending one of these socials can count as one event credit.

Article VIII - Groups within Boo Radley

Section 1: Commillees

- 1A.** Commillees are smaller groups within the organization. Members will participate in activities with their commillees during general body meetings.

1B. Each Exec is responsible to lead or co-lead a commillee (depending on club size).

1C. Commillees will be determined by the Director of Membership Development at the beginning of each academic year and updated before the member retreat in Spring Semester.

Article IX - Alumni Members

All alumni members are given honorary status. Alumni may request an invitation to attend by emailing the Executive Board. They may not have direct power to make decisions within the current organization. If their attendance seems inappropriate, Executive board members can majority vote to request Alumnus not attend.

Article X- Friends of Boo

Friends of Boo is another way to be involved with Boo Radley instead of being an official member. There are no dues, no meetings, and no attendance policy. People who subscribe to Friends of Boo will receive a newsletter each month and have the option to attend a few open events.

Article XI - Method of Dissolution of Organization

The advisor of the organization shall decide on how debts will be settled. All assets shall be returned to the original source or donated to a worthy cause. The group will be dissolved when there are no members or leadership willing to pursue the mission of this group. Boo Radley will live on in the hearts of former members forever.

Article XII - Constitution Maintenance

1A. The Constitution will be reviewed every two years by the Executive Board and Advisor.

Section 2: Approval

2A. By the final meeting of every other Spring Semester, the revised Boo Radley Constitution shall be presented to the Boo Radley Exec Board for discussion and approval by 3/4 majority of voting. Please keep track of all Constitutional documents by saving them as individual files, dated with each change.

Article XIII - Method of Amending Constitution

Members are welcome to express their opinion to any Executive Board Member. Only the Executive Board, however, can propose amendments in written form. Three fourths of the Exec Board must be in attendance to discuss amending the Constitution. Once

together, in order for a section of the Constitution to be amended, a majority must agree on that change.