**CONSTITUTION
Ukulele Club at Ohio State**

**Article I. Name of Organization**

The name of the organization is the Ukulele Club at Ohio State, hereinafter referred to as “the ukulele club” or “ukulele club”, and it shall exist at The Ohio State University, Columbus campus.

**Article II. Purpose Statement**

The Ukulele Club exists in order to further appreciation of the Hawaiian instrument known as the ukulele. We welcome all people will all types of playing experience to come learn about the ukulele, learn to play, and play actively with other members.

The officers of the Ukulele Club, in their individual capacities and collectively as the Executive Board will be responsible for planning, administering, supervising, and executing all Ukulele Club programs in conjunction with the general body of the Ukulele Club. The Ukulele Club will focus on implementing no less than one program per academic semester.

**Article III. University Regulations**

The Ukulele Club 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.

The Ukulele Club 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 A. Membership Eligibility, Selection, and Timeline

* Membership in this organization is open to undergraduate students and graduate students of the Ohio State University.
* Non-members become members by subscribing to a weekly email newsletter and attending weekly meetings hosted by the club. Subscribing can occur through word of mouth and at involvement fairs hosted by Ohio State.
* Non-members become members after attending a minimum of three meetings in the entirety of the fall and spring semester of an academic year at Ohio State.

Section B. 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 C. Member Removal

Any form of non-inclusive and discriminatory behavior can cause a member to be removed.

The process for removing a member includes the following:

* Establishing grounds: Provide evidence to officers and advisor for the reason for removal.
* Notifying the member: Informing the member in writing of their charges and providing them an opportunity to defend themselves.
* Calling a meeting: Holding a meeting of members or the executive board to vote on the removal
* Voting: Requiring a percentage (majority) vote of either the active membership or executive officers to remove.
* Removing from subscriber list: The member who is intended to be removed will be removed from the weekly emailing newsletter the Ukulele Club provides for its members.
* We always advise organizations consult with the organization’s advisor when removing a member.

**Article V. Student Organization Advisor**

**A.** **Appointment** Advisors will be sought out and appointed by the President of the Club.

**B.** **Duties of the Advisors**
 **1.** The Advisors will serve as representatives of the University and consultants to Ukulele Club
 **2.** The Advisors will consult with the President on the selection and training of the Executive Board
 **3.** They will participate in all functions that directly foster the success of Ukulele Club and the Executive Board
 **4.** An Advisor will serve as a financial consultant and will:
 **a**. Pay close attention to the Ukulele Club Ledger to assure appropriate financial status
 **b.** Call for an audit of the ledger in case of concern
 **c.** Serve as a second signature on call checks written by Ukulele Club

**Article VI. Officers**

Section A. Officer Positions

The Ukulele Club Executive Board will consist of eight officers: President, Vice President, Treasurer, Communications Director, Advertising Director, Musical Coordinator, Social Chair, and Concert Administrator. The Executive Board may formally vote on matters being considered by the Executive Board. The general duties of these officers are listed below:

**1. Duties of the President.
 a.** The President will serve as chief officer of the Ukulele Club
 **b.** S/he will preside over the Ukulele Club and Executive Board meetings
 **c.** S/he will assist with program development, planning and funding

**2. Duties of the Vice President**
 **a.** Assist the President and other members of the Executive Board as directed by the President.
 **b.** Be fully prepared to assume any position on the Executive Board at any time.
 **c.** Manage and coordinate subdivisions in the Ukulele Club general membership.

**3. Duties of the Treasurer
 a.** Will write checks and reconcile all sub-accounts of the Ukulele Club ledger weekly
 **b.** S/he will keep accurate total of sub-account budgets
 **c.** Work with Executive Board to write money forms for programs that require additional funding
 **d.** S/he will input expenditures/deposits into club ledger
 **e.** S/he will review all funding requests prior to their presentations

**4. Duties of the Communications Director**
 **a.** The Communications Director will be responsible for taking attendance at weekly meetings.
 **b.** S/he will maintain the Gmail account and send out weekly email updates regarding meeting times and upcoming programs
 **c.** S/he will run the club’s social media accounts.

**5. Duties of the Advertising Director**
 **a.** The Advertising Director is responsible for creating a t-shirt design or running a t-shirt design contest mid fall semester.
 **b.** S/he will take orders for t-shirts, capos, and/or other equipment.
 **c.** S/he will assist with the creation of advertisements for various Ukulele Club programs and will solicit the necessary “man power” to implement advertising campaigns throughout campus.

**6. Duties of the Musical Coordinator
 a.** The Musical Coordinator will assist in the preparation and selection of music for meetings and ukulele club events.
 **b.** S/he will solicit the necessary information about potential selections from members.

**7. Duties of the Social Chair**
 **a.** The Social Chair will help build relationships within the club through events and team-building opportunities outside regularly scheduled meetings.
 **b.** S/he will be responsible for creating Facebook events for club social events and promoting the events at meetings and in the Facebook group.

**8. Duties of the Concert Administrator
 a.** The Concert Administrator will handle all planning and organization of Ukulele Club concerts.
 **b.** S/he will collect concert slips and create the concert programs for our end of semester concerts.
 **c.** S/he will assist in making the set list for the end of semester concert.

**ALL E-BOARD MEMBERS will
 a.** Participate in Ukulele Club meetings and programs.
 **b.** Assist in the selection and preparation of songs.
 **c.** Assume additional responsibilities as directed by the president.

**Section B. Criteria for Officer Eligibility & Selection**

**Subsection 1. Officer Eligibility**

**A. Eligibility for Office.** All Ukulele Club members are eligible to run for a position on the executive board.

**Subsection 2. Officer Selection Process**

**B. Nominations.** Members planning on running for a position will essentially “nominate themselves” on election night. At that time, people can also nominate members who have not yet declared their candidacy. Candidates can run for multiple positions.
**C. Election Procedure.** Elections will be held in spring semester during regular meeting time. All active members in attendance at the election meeting will vote to elect the new officers. Officers will be elected in the order in which they are listed in the constitution.
**D. Term.** The term for the new Executive Board will commence at the end of spring semester.

**Section C. Removing Officers & Vacancies**

**Removal of an Executive Board Member**An E-Board member may be removed from their position by:
 **a.** The President or by a three-fourth vote of the members in attendance, when determined to be in breach of his/her duties outlined in his/her position or when s/he is no longer able to carry out his/her duties.
 **b.** An E-Board member may also voluntarily resign his/her position by submitting a written statement to the President.

**Replacement of an Executive Board Member**If an Executive Board member is removed or resigns from the Executive Board, in conjunction with the General Body, will:
 **a.** Nominate a new Executive Board member from qualified General Body members
 **b.** Require that nominated members present information on why they would be a qualified Executive Board member
 **c.** Conduct a vote of the General Body to elect the new Executive Board member **d.** If a new Executive Board member cannot be identified from the General Body, the Executive Board and Advisor(s) will determine an appropriate solution
 **i.** Choosing not to replace an Executive Board member
 **ii.** Conducting a new application process
 **iii.** Asking a current Executive Board member to change positions or assume additional responsibilities

**Suspension of Constitution**The Executive Board reserves the right to alter or suspend other sections of the Constitution for a limited period of time if they deem it is in the best interest of ukulele club.

**Article VII. Ukulele Club at Ohio State**

**A. Membership**
Ukulele Club will consist of students of The Ohio State University

**B. Meetings**
 **1.** Ukulele Club will meet in regular sessions, during announced times and at least once a week. **2.** Ukulele Club meetings will be open to the general membership unless the president of Ukulele Club, by a majority vote of the Executive Board, decides to cancel a particular weekly meeting. In the event of a cancelled meeting, Ukulele Club may not formally vote on any matters.

**C. Voting
 1.** Ukulele Club will ratify all decisions by a majority vote. **2.** The Executive Board may veto any decision ratified by Ukulele Club with a unanimous vote. However, Ukulele Club may then choose to overturn the Executive Board veto by a vote of at least two-thirds of the full Ukulele Club.
 **3.** Each member present during a voting session that has proven to be active throughout the semester/year will have one vote.

**D. Duties of Ukulele Club Members**
As Ukulele Club representatives, the members will help organize and plan programs; participate as well as stimulate interest; work with the Execute Board to help develop the Ukulele Club.

**E. Minimum Qualification of Members
 1.** An “Active Member” is any person that has shown a “vested” interest in Ukulele Club through regular attendance at Ukulele Club meetings and/or programs.

**F. Removal of a Member
 1.** An active member will cease to be a member of Ukulele Club at the time of his/ her own choosing.
 **2.** An active member will cease to be a member of Ukulele Club upon the conferencing of the Executive Board, Advisors, and determination by the President.
 **i.** While the final say rests with the democratically elected president, no active member may be removed unilaterally.

**Article VIII. Allocation of Funds**

**A. Responsibility**All money given/received to Ukulele Club shall be in the presence of an Advisor, the President, or the Treasurer.

**1. Semesterly Budget**
 **a.** In conjunction with the Executive Board, the President will allocate funding for the semester to each of the determined sub-accounts.
 **b.**The budget allocations (percentages) will remain the consistent from semester to semester.

**2. Expenditure of Funds**
 **a.** The President will be in charge of the overall allocation of funding.
 **b.** The Ukulele Club executive board will collectively make decisions regarding the allocation of Ukulele Club funds.
 **c.** The Ukulele Club will not contribute funds to external functions.

**Article IX. Not-for-Profit Statement**

The Ukulele Club at Ohio State is a not-for-profit organization.

**Article X. Non-Discrimination Statement**

Discrimination against any individual based upon protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or protected veteran status, is prohibited.