

# **The Constitution of The Ohio Student Association The Ohio State University Chapter**

## **ARTICLE I – NAME**

A. The official name of this organization shall be the Ohio Student Association. This organization is an affiliate chapter of the statewide Ohio Student Association.

## **ARTICLE II – PURPOSE**

- A. The purpose of The Ohio State University chapter of the Ohio Student Association is to:
1. Recruit and train student organizers who are passionate about social justice
  2. Ensure student voices are heard on the issues that impact them at the campus, local, state, and national levels
  3. Plan and run issue campaigns that win concrete improvements to the lives of students
  4. Conduct voter registration and education on campus with the aim of educating students about what's on the ballot and how they can use their power as voters to make change on the issues that matter to them
  5. Build a strong base of organized students who can wield power to make change both on campus and within the broader community

## **ARTICLE III – MEMBERSHIP**

A. Those eligible for membership are those currently enrolled as undergraduate or graduate students at The Ohio State University and must be in good standing with the university.

B. To officially become a member, an individual must attend at least two chapter meetings and fill out the [OSA Membership Form](#).  
(we do not currently collect monthly dues)

C. Membership will consist of the following duties and authorities:

1. Attend at least one chapter meeting per month during the academic year
2. Participate in at least one outreach/member recruitment activity (ex: canvasses, tabling, class raps) per month during the academic year
3. Can vote in elections for chapter officers
4. Can vote in elections for OSA Statewide Steering Committee representative(s)  
(We do not currently have a Steering committee)

D. Membership will be revoked by the organization under the following situations:

1. Failure to remain in good standing with the university
2. Failure to comply with the [OSA Code of Conduct](#)
3. Failure to fulfill the expectations outlined in Article III, Section C, items 1 and 2 (above)

## **ARTICLE IV – OFFICERS**

**A. Officer positions in this organization include, but are not limited to:**

1. President (or Co-President)
2. Vice President (or Co-President)
3. Treasurer
4. Secretary

**B. The powers and duties of the Officers shall be:**

1. President (or Co-President)
  - a. Serve as the main contact with the university and its officers, the chapter's faculty advisor, and the chapter's supporting OSA staff organizer
  - b. Ensure regular Core Team meetings and chapter meetings are scheduled and a meeting facilitator assigned (if another member cannot be found, the President will serve as the de facto facilitator)
  - c. Ensure that the functions of the Core Team are carried out; specifically, ensure that:
    - i. Base-building and campaign goals are set and a strategic organizing plan is developed for each semester
    - ii. All chapter members are added to the OSA Membership Tracker spreadsheet
    - iii. All active members have a member leader assigned to be responsible for their leadership development
  - d. Ensure that there are at least two outreach/recruitment activities per month that members can participate in
  - e. Build and track strategic partner relationships on campus (i.e. other student organizations, the faculty union, university leadership and administration, etc.)
    - i. If there is a Campus Partnerships Chair, the President can be exempt from this duty
2. Vice President (or Co-President)
  - a. Co-own the powers and duties of the President listed above
3. Treasurer
  - a. Manages OSA finances and finance paperwork
  - b. Drafts the chapter's budget and tracks spending
  - c. Handles disbursement of funds for chapter expenditures
  - d. Leads fundraising efforts when appropriate
4. Secretary
  - a. Keeps accurate and detailed records of all meetings and affairs
  - b. Coordinates preparation and distribution of information/materials
  - c. Leads a communications team where every member has a clear role and individual responsibilities
    - i. If there is a Communications Chair (or equivalent position leading the comms team), the Secretary can be exempt from this duty
    - ii. Collectively, the communications team is responsible for:
      1. Developing campaign narratives and strategic communications plans to move the chapter's semester organizing plan forward

2. Press outreach and engagement
3. Managing the chapter's internal and external communications platforms
4. Managing the chapter's social media accounts
5. Creating flyers, graphics, and other visuals as needed
6. Ensuring photos and video are captured at events

**C. Eligibility. To qualify to be an Officer a student must:**

1. Achieve member leader status as outlined in the [OSA Ladder of Engagement](#)
2. Have been a member for at least one semester

**ARTICLE V – CORE TEAM**

**A. The Core Team shall consist of the following officers:**

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Upon invitation of the President and Vice President, any members who have achieved member leader status as outlined in the [OSA Ladder of Engagement](#)

**B. The powers and duties of the Core Team shall be:**

1. Meet at least four times per semester (outside of regularly scheduled chapter meetings).  
Core Team members must attend 50% of these meetings at minimum.  
(Ideally, the Core Team is meeting on a biweekly basis)
2. For each semester, set base-building and campaign goals and develop a strategic organizing plan for the chapter
3. Assess progress on the chapter's goals and organizing plan throughout the semester
4. Plan and facilitate weekly meetings
5. Each do at least 10 1:1s (either introductory or coaching), and two 1:1s where they are being coached
6. Take responsibility for the leadership development of at least one active member of the chapter
  - a. Track their membership data in the OSA Membership Tracker
  - b. Have at least one one-to-one per semester with each active member for whom they are responsible
  - c. Make turnout asks to said active member(s) to attend chapter peaks and relevant trainings

**ARTICLE VI – STATEWIDE STEERING COMMITTEE (CURRENTLY N/A)**

**A. Number of representatives on the OSA Statewide Steering Committee**

1. Chapters must have at least ten (10) members (this number includes active members and member leaders) in order to have a representative on the steering committee.
2. Once a chapter reaches twenty five (25) members, they will be eligible to have two steering committee representatives.

**B. The powers and duties of the Statewide Steering Committee Representative(s) shall be:**

1. Take part in drafting the organization's strategic plan
2. Attend monthly meetings to review the progress of the organization around the strategic plan
3. Attend a strategic retreat once a semester
4. Engage in rigorous political education, organizing, and socioemotional skills training
5. Represent the organization in a good light and in alignment with our politics and values, internally and externally
6. Represent OSA on partner tables
7. Plan and serve as trainers and facilitators at statewide or regional organizing trainings for members

**C. Eligibility. To qualify to be a Statewide Steering Committee Representative a student must:**

1. Achieve member leader status as outlined in the OSA Ladder of Engagement
2. Have been an OSA member for at least three semesters and a Core Team member for at least one semester

**ARTICLE VII – ELECTION OF OFFICERS AND STATEWIDE STEERING COMMITTEE REPRESENTATIVE(S)**

**A. Election process.**

1. Nomination of Officers and Statewide Steering Committee Representative(s) will be conducted by:
  - a. Online nomination form:
    - i. Via an anonymous spreadsheet, where candidates can nominate themselves and/or others
    - ii. Nominees must accept or decline by at least 5 minutes before the election meeting begins, or else it will be considered an automatic decline
2. The election and/or selection process to be used will be:
  - a. The president(s) will read the responsibilities of member leaders as outlined in the ladder of engagement at the start of the meeting
    - i. Running for a position is seen as an agreement to these responsibilities
  - b. They will then briefly describe the election process, and any questions will be taken at this time
  - c. Candidates will give speeches to advocate for why they would be a good fit, any ideas they have for the role, past experience, etc.
    - i. Speeches will be up to 2 minutes long for core team members (President, Co/Vice President, treasurer, and secretary), and up to 1 minute, 30 seconds long for any other roles. Time will be taken by a current core team member with the clock facing the nominee, and 3 fingers will be raised to indicate that 30 seconds remain. Candidates can finish their sentence, but will not be permitted to start another thought

- d. Speeches will take place in the order that nominees' names are written on the nomination form
- e. After everyone from one position has given their speeches (i.e after 3 nominees have spoken for the role of secretary), those people will be asked to leave the room, while everyone else discusses. The president will facilitate this conversation and ensure that it lasts no longer than 5 minutes. At that time, or sooner, the candidates will be let back into the room, and the process will repeat for the next role
- f. Voting will take place at the END of all the speeches. Voting is only allowed for active members, as outlined above. Members not present for the speeches may not vote, unless attending virtually due to illness or other excused absence. If a member shows up late, they may only vote for the positions whose speeches they witnessed
- g. Ballot will list positions and the nominees for each position
  - i. Via paper or google form, and requiring each question, including their name
  - ii. Graduating seniors or Core members not running for a role will remain to review the votes and communicate the results. As a backup, at least two core leaders must be present to verify the vote totals
  - iii. In the event that someone is running for more than one position, that person must indicate which role(s) is/are their priority
    - 1. This can be done via a written confirmation, or via an online form, ranking their priority from highest (1) to lowest (# of positions they are running for)
- 2. The candidate(s) receiving the greatest number of votes will be declared the winner and will take office upon the conclusion of spring semester.
  - a. If one person wins more than one role, they will win the position they ranked higher, and the other position will go to the next greatest number of votes
  - b. In the event of a tie, the option of co-chairs can be decided on as a group, or the core team (Present, Co/Vice-President, Secretary, and Treasurer) will work with the chapter's supporting OSA staff organizer to determine the most qualified candidate
- 3. Elections shall take place during the four week period preceding the first official day of spring semester finals  
(Or during the last four meetings of the semester)
- 4. The term(s) of office shall be one year.

**B. Vacancies. Should vacancies occur before the completion of a term of office, the vacancy will be filled in the following manner:**

- 1. A special election will be held within three weeks of the vacancy following the process stated in Article VII, Section A.
- 2. If a vacancy cannot be filled within that time frame, the special election will be held at the next meeting.

**C. Removal by impeachment. Charges can be brought against any Officer or Steering Committee Representative for the following reasons:**

1. Failure to remain in good standing with the university
2. Violation of the [OSA Code of Conduct](#)
3. Demonstrated failure to fulfill duties outlined for their role, including maintaining member leader status as outlined in the [OSA Ladder of Engagement](#)

**D. Impeachment proceedings.**

Impeachment may be enacted upon a 2/3 vote of the chapter's active membership (active members and member leaders).

**G. If an impeachment proceeding is voted to occur, the following procedures will be followed:**

1. Written charges must be submitted to at least two members of the Core Team, who will notify 1) the officer in question and 2) the chapter's supporting OSA staff organizer, within three (3) days.
2. The officer in question shall be notified of the charges in writing.
3. A special meeting will be set up to discuss the charges where all parties are allowed to respond.
4. If a decision is made to proceed with the impeachment process, a vote should be taken by the membership where a 3/4 vote is necessary for removal of the officer.
5. The group will select the replacement in correspondence with Article VII, Section B.

**ARTICLE VIII – CAMPUS ADVISOR**

**A. In order to qualify to be the Campus Advisor, the individual must have an HR status of full-time faculty or contract professional at The Ohio State University. Other requirements are:**

1. Campus Advisor must be willing to sign off on necessary paperwork.
2. Campus Advisor must be willing to help coordinate preparation and distribution of information/materials.

**B. The Campus Advisor shall be selected by:**

1. Nominations by the Core Team
2. Vote by the Core Team

**C. The term of office for the Campus Advisor will be from fall semester until end of spring semester.**

**D. In the event that the Campus Advisor fails to meet the organization's requirements outlined in Article VIII, Section A, the following procedure shall be taken for removal of office:**

1. The Core Team shall notify the organization at a meeting consisting of at least two-thirds (2/3) of the membership.
2. The membership will hold a vote of confidence for the Campus Advisor.

- a. All members shall vote either “Confidence” or “No Confidence”
3. If the Campus Advisor receives a vote of “No Confidence” from two-thirds (2/3) of the membership, the Campus Advisor will be notified in writing and shall be removed from advising the organization.

**E. In the event of a vacancy within the position of Campus Advisor, it is the responsibility of the organization to appoint a new Campus Advisor within ten (10) business days.**

## **ARTICLE VIII – RULES OR ORGANIZATIONAL PROCEDURES**

### **A. Attendance policy for members shall be:**

1. Attend one meeting a month.
2. Attending a quarter of the events every semester.

### **B. Organizational meetings shall be held:**

1. Weekly during the academic year
2. Optional monthly meetings over Zoom during the summer

### **C. In order to conduct business, a quorum shall consist of:**

1. At least one member of the Core Team
2. At least 1/4 of the members of the body

**D. In the event of conflict concerning proper rules of procedure, [Martha’s Rules of Order](#) will serve as the recognized authority.**

## **ARTICLE IX – FINANCE**

### **A. Dues for membership to the organization shall be:**

1. No dues for membership until the statewide Ohio Student Association rolls out a procedure, at which point chapters will be asked to update their constitutions.

### **B. Other sources of organizational funding, besides university funding, shall be:**

1. By fundraisers
2. By non-profit organization funding (includes funds from statewide OSA)

**C. The organization shall manage its own finances in accordance with the rules and regulations prescribed by The Ohio State University.**

## **ARTICLE X – AMENDMENTS**

### **A. The following process must be followed to amend this constitution:**

1. Any proposed amendment(s) must be presented in writing to the membership.
2. Discussion should occur at a chapter meeting.
3. A vote for acceptance shall occur at the following meeting.
4. The amendment(s) shall become part of the constitution upon a 2/3 vote.