Actuarial Club at Ohio State Constitution

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

## Section 1: Name

The name of the organization is the Actuarial Club at Ohio State (“ACOS”).

## Section 2: Purpose

ACOS is a student organization with the primary goal of providing students with valuable networking opportunities that may lead to internships or full-time positions in the industries where actuaries are employed. The secondary purpose of the organization is to provide a resource for students interested in becoming actuaries to navigate the complexities of the profession. Specifically, ACOS works with students to guide them through their coursework, the exam process, and industry changes.

## Section 3: Non-Discrimination Policy

ACOS is committed to helping all students interested in the actuarial profession. ACOS 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 3: Hazing

ACOS 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 II – Membership

Section 1: Membership Eligibility, Selection, and Timeline

Membership within ACOS shall be confined to the following five types:

1. Student Member
2. Executive Member
3. Program Officer
4. Faculty Advisor
5. Honorary Member

Membership is open to all interested individuals, but they must indicate their interest by providing an OSU email address so they can be added to the email list. Interested individuals can provide their email address at a meeting or by reaching out to an officer or advisor via email. New members can join at any time during the fall or spring semester. The executive members are those on the Executive Board and will work closely with Faculty Advisors to assure success in meeting the organization’s goals. Program officers are selected members that coordinate certain programs. Any faculty member can become a Faculty Advisor. Honorary Members include alumni and important industry contacts. Making someone an Honorary Member is discretionary, and the Executive Board makes this decision with advisor feedback. Executive members, program officers, and the faculty advisor are the only type of member that will be allowed to vote during an election

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 Removal

3.a. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they can be removed through a unanimous vote of the Executive Board, with the approval of the primary advisor.

3.b. Any elected executive member of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected official, the Executive Board shall hold a formal hearing. The accused shall have the opportunity to personally appear at the formal hearing. The accused may present any defense to the charges before any action is taken. The other board members may act for removal upon a two thirds affirmative vote and primary advisor approval.



# Article IV – Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of Leaders

Organization leadership will be decided by an interview process with the current executive board. Elections are held at the end of the spring semester and are called by the primary advisor. Nominees must have been a member of the organization for at least one semester. Nominees must submit their application by the last day of Spring Break.

The interview process will begin promptly in late March or early April. Nominees that past the first section of review by our executive board and advisors will be moved onto either in person or Zoom interviews with at least two executive board members present. Present executive board members will then score applicants based on aptitude for the roles that they are applying for. Once all selected nominees have been interviewed, a special meeting of the executive board and the primary advisor will be held to select the final lineup of executive board members for the following academic year. Ties are to be broken by interview score, then by major GPA, then cumulative GPA, and then by the primary advisor. This voting method is used to ensure that the best representatives of actuarial science are chosen for the Executive Board, and to minimize the probability of vacant positions.

Prospective executive board members must indicate which position(s) they are interested in. They can express interest in more than more position, but no more than one position can be held. The nominees must indicate the order of preference for the positions they are interested in.

Newly elected executives will meet with the previous position holder for transition before the end of spring semester. They must also meet with the primary advisor after meeting with the previous executive in their elected role. Failure to do so may lead to dismissal.

The application to become an executive member will include information on the number of actuarial exams passed, former and future internships/job experience, GPA, major/minor, class rank, expected graduation date, and a short paragraph on why the nominee thinks he/she would be a good fit for the roles to which he/she has expressed interest.

Every executive and officer position has a term that will start on the first day following the last day of spring semester. If an officer graduates, resigns, or is unable to finish their term, the position may be filled internally first, and an election may then be held to fill any open positions until the next regular election cycle takes place. Vacant positions when they are open will be publicized to student members via email

There is a strict term limit of 2 years for all executive positions. Specifically, one person cannot be on the Executive Board for more than 2 years. This includes the scenario where an individual holds a different executive position each year.

Program Officer positions are created by the Executive Board based on need. The Board must decide on which Program Officer positions to create and their responsibilities. Following this decision, they must create an application that aims to capture the qualities and skills needed for the position. All members are equally eligible to apply for a position, and the Executive Board together determines, with a majority vote, which candidate to give the position to. Here, ties are broken by the primary advisor. Program Officers will work closely with the executive member under whose responsibility their program falls.

The responsibilities of the executive members follow.

1. President
   1. Responsible for making initial contact with Companies
   2. Responsible for scheduling company visits
   3. Responsible for scheduling monthly meetings for the Executive Board
   4. Responsible for helping other executive members accomplish their goals
   5. Helps fellow executive members establish new programs and program officer positions
   6. Acts as a liaison for the Math Advising Department
2. VP of Outreach
   1. Update job subscriptions for the Job Alerts Program
   2. Send biweekly email notifications to all members interested in Job Alerts Program
   3. Responsible for planning the Spring Intern Panel
   4. Organize groups to visit local schools to introduce actuarial major and profession
   5. Coordinate groups to visit at Actuarial Students Conference
   6. Help students current and future with job shadowing
   7. Function as President in the event of their absence
3. VP of Professional Development
   1. Helps with the Actuarial Survey Class
   2. Responsible for Club's Study Groups Program
   3. Responsible for Exam Material Exchange Program
   4. Responsible for staying up-to-date on exam and industry changes
   5. Keep the Webpage updated with upcoming events and FAQ replies
   6. Organize Professional Development Events
4. Executive Administrator and Treasurer
   1. Plans a specified number of social events dictated by the incoming Executive Board
   2. In charge of the club’s Social Media activities
   3. Take meeting minutes at club meetings (not including company visits)
   4. In charge of ordering food for all company visits and private events (if money is available)
   5. Handles the elections in their entirety. Specifically, will collect short statements from nominees and will tally the vote.
   6. Coordinate with the other executive members for use of capital.
   7. Keep track of club membership, exam statistics, and job placement statistics.
5. VP of Graduate Affairs
   1. Helps current and future graduate students with career programs
   2. Responsible for tracking recruitment from companies for actuarial graduate students
   3. Responsible for communicating Club events to graduate students
   4. Responsible for outreach to graduate students to see how Club can serve them
   5. Must be a graduate student

# Article V – Advisor(s) or Advisory Board: Qualification Criteria

All the Faculty Advisors together make up the Advisory Board. Advisors must be full-time members of the university faculty or Administrative and Professional staff. Advisors are to provide guidance to the Executive Board and to help contact employers and carry out successful programs.

Advisors are selected based on their willingness. The primary advisor is selected by the Advisory Board.

# Article VI – Meetings of the Organization: Required Meetings and their Frequency

Members are not required to attend any meeting, and meetings will be scheduled primarily based on the availability of company representatives. A calendar of meetings for each semester will be available on the ACOS webpage and will be regularly updated.

The Executive Board shall meet once a month to discuss the organization. These meetings are open to all other members. These meetings will be scheduled the President.

# Article VII – Method of Amending Constitution

Amendments can be proposed by any member. The amendment must be discussed with the advisor prior to holding a vote. The Executive Board will then privately vote on the proposed amendment at their monthly meeting.

Constitutional changes need a majority of the Executive Board (>50%) for approval.

# Article VIII – Method of Dissolution of the Organization

The organization will dissolve upon unanimous agreement of the Executive Board and the approval of the primary advisor. If any organization assets exist, they will be transferred to the party from which the assets were provided or to The Ohio State University if that party cannot be located.