**Ducks Unlimited at The Ohio State University Constitution**

Date Updated: 4/17/25

**Article I. Ducks Unlimited**

Section 1: The name of the club is Ducks Unlimited at The Ohio State University.

Section 2: This club is a chartered chapter of National Ducks Unlimited and serves to conserve, restore, and manage wetlands and associated habitats for North America’s waterfowl. These habitats also benefit other wildlife and people. This club helps individual members of Ohio State University, the community, and surrounding areas participate in this conservation effort.

Section 3: We are affiliated with National and the state of Ohio Ducks Unlimited and are a part of the University System of Chapters.

**Article II. Committee**

Section 1: Elected positions consist of Chairman (President), Co-Chairman (Vice President), Treasurer, and Secretary, listed in descending hierarchical order. Additional positions may be elected or appointed as the chapter sees fit. The Chairman is the contact person for all university business.

Section 2: DU committee positions may vary year to year, based on participation. The following model may serve as a reference:

Executive Officers:

* Chairman (President): Oversees chapter leadership and structure. Recognized student organization representative.
* Co-Chair (Vice President): Handles recruitment, dues, and member activities. Coordinates with Secretary.
* Treasurer: Manages accounts, balances, and required financial paperwork.
* Secretary: Maintains attendance, meeting minutes, and general correspondence.
* Social Media Chair: Promotes events, shares photos, manages digital presence, and cross-promotes with other organizations.

Additional Positions (Optional):

* Donations/Sponsors Chair: Secures sponsorships and donations. Distributes donor letters.
* Facilities Chair: Reserves spaces and ensures proper setup (AV, seating, etc.).
* Raffle Chair: Manages raffle ticket sales and prize distribution.
* Meal/Drink Chair: Coordinates food/beverage logistics with event staff.
* Prize/Merchandise Chair: Orders merchandise/prizes and maintains donation records.

Section 3: Vacancies are filled by a vote of the executive committee.

Section 4: Officer removal requires the same procedure outlined for general member removal.

Section 5: Appeals must be reviewed by the faculty advisor. A 2/3 vote is required to overturn a removal after a hearing.

**Article III. Membership**

Section 1: Membership is open to all regularly enrolled Ohio State University students, faculty, and staff. Others (e.g., spouses, non-students) may join as associate members but cannot vote or hold office. No student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status.

Section 2: Students may be full members and are eligible for officer roles. Affiliate members (faculty/community) may participate but not vote or hold office.

Section 3: Voting is reserved for active members, determined by attendance. Membership may only be revoked by executive board vote in cases of inactivity or misconduct.

Section 4: Officer/member removal requires a 2/3 vote and a petition signed by 1/2 of the executive board or active members. Removed individuals may not return within the same academic year.

Section 5: Members are selected for the organization by coming to one meeting and giving name and dot number for roster updates.

**Article IV. Elections**

Section 1: Officers may be nominated or self-nominated. Elections are held by the end of March.

Section 2: Elections use public ballot and open discussion. Majority wins. In the event of a tie, shared leadership is encouraged.

Section 3: Vacancies are filled by executive committee appointment.

**Article V. Advisor**

Section 1: The chapter advisor is chosen by the executive board.

Section 2: The advisor attends meetings as needed and participates in the removal appeal process.

**Article VI. Meetings**

Section 1: Regular meetings are called by the Chair and officer team.

Section 2: Special meetings may be called when necessary.

Section 3: Meetings are organized according to DU policy and officer input.

Section 4: A quorum is defined as 1/2 of the current active voting membership.

**Article VII. Finances**

Section 1: The chapter may apply for university funding and must follow all campus financial policies.

Section 2: No member or officer will be compensated.

Section 3: Dues (if any) will be set by the chapter. Members are required to purchase event tickets and participate in fundraising.

**Article VIII. Amendments**

Section 1: Amendments require a 2/3 vote at a meeting with quorum present.

Section 2: Approved amendments will be incorporated into the Constitution and/or Bylaws.

**Article IX. Anti-Hazing**

Section 1: The Ducks Unlimited Chapter at The Ohio State University opposes all forms of hazing. All members are expected to treat others with dignity and respect.

**Article X. Firearms Article XI.**

Section 1: All firearms involved in DU events will be managed by licensed FFL dealers or DU employees. Firearms will be unloaded and transported safely. No firearms will be brought onto campus by chapter members.

**Article X. Non- Discrimination Policy.**

Section 1: Ducks Unlimited at The Ohio State University does not and prohibits 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.

**Ohio State University Ducks Unlimited Chapter Bylaws**

Date Updated: 4/17/25

**Article I. Name**

The name of this organization shall be Ducks Unlimited at The Ohio State University. Acceptable shorthand includes OSU DU.

**Article II. Purpose**

The Ducks Unlimited Chapter at Ohio State University is dedicated to fulfilling the mission of National Ducks Unlimited through educational, service, and fundraising events on campus and in the local community. The chapter’s success depends on an engaged team of student members and advisors.

**Article III. Membership**

**A. Eligibility**

1. Membership is restricted to enrolled OSU students. Faculty, staff, and non-students may join as associate members without voting rights.

**B. Committee-Members**

1. Must be enrolled students unless approved by a 2/3 officer vote.
2. Active participation includes involvement in events with intent to support the organization.

**C. Privileges and Responsibilities**

1. Voting: One vote per member.
2. Privileges: Full access to club services.
3. Participation: Members may attend all events, though some may require fees.
4. Responsibilities: Fundraising, promotion, event participation, and collaboration.

**Article IV. Membership Meetings**

A. Regular business meetings will occur monthly or as determined by officers.

B. The Chairman may call additional meetings.

C. Quorum: Defined as 50% + 1 of committee-members.

**Article V. Officers**

**A. Titles**

Officers are elected each spring and serve the following year:

* Chairman
* Co-Chair (Vice President)
* Treasurer
* Secretary
* Social Media Chair
* (Optional) Donations/Sponsors Chair
* (Optional) Facilities Chair
* (Optional) Raffle Chair
* (Optional) Meal/Drink Chair
* (Optional) Prize/Merchandise Chair

**B. Qualifications**

1. The Chairman must have been previously elected to the chapter.
2. All other officers must be current members.

**C. Duties**

Outlined under Article II, Section 2 above.

**D. Terms of Office**

1. Elections occur at the final spring meeting.
2. Officers serve one-year terms; re-election is allowed.
3. Vacancies can be filled anytime.

**E. Vacancies and Removal**

1. Chairman vacancies are filled by the Co-Chair.
2. Officers may be removed by 2/3 member vote. The affected officer may speak before voting but does not count toward quorum or vote totals.

**Article VI. Committees**

A. The Chairman may appoint standing, special, or ad hoc committees as needed, with approval from the organization.

B. Committee Chair vacancies are filled by officer election, with input from the outgoing chair if applicable.