

Constitution

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

Section 1 – Name: Buckeyes on Tap

Section 2 – Purpose: The purpose of Buckeyes On Tap is to share and spread the love of tap dance throughout the Ohio State community through teaching, performance and collaboration.

Section 3 – Non-Discrimination Policy:

This organization does not discriminate 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 bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, Buckeyes On Tap expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article II General Membership selection and removal requirements

Section 1- Membership Selection and Maintenance – Membership selection is determined through an audition process, both in-person and virtually, held at the beginning of each semester. Auditions are evaluated by the officers of the Executive Board. To maintain active status within the club, all members are required to pay semesterly dues, and attend at least one practice per week. Any absences must be communicated in advance to the primary leader of the organization to be considered excused.

Section 2- Membership Removal – In the event that a member behaves in a way that is harmful to the club and its members - including, but not limited to, harassment, theft/misuse of funding, disrespectful conduct, misrepresentation of the organization and its purpose, or generally unethical behavior - the following disciplinary actions will be taken:

1. Concerns or issues may be brought to the executive board by any general member or member of the executive board.

2. The board and advisor will discuss the situation and give the member the opportunity to discuss with the board and advisor.
3. The executive board will vote. A $\frac{2}{3}$ majority vote is required for removal, as well as approval from the advisor.
4. If removed, the primary leader will formally ask the individual to leave the organization, and participation in the organization will no longer be permitted.

Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

Section 1 – President: The President shall be appointed by election. The president must have one year of previous Buckeyes on Tap executive board experience. The president shall remain president for a one year term. The president shall attend all necessary training and be responsible for room reservations. The president shall be responsible for outreach and membership growth. The president will be responsible for coordinating group meeting days, times, and locations. The president will also be responsible for receiving performance requests/opportunities and consulting with all members on all performance requests/opportunities. The president will be responsible for communicating important information to club members. The current president, along with the rest of the current executive board, shall make all additional club rules and policies, using the constitutional rules as a guide.

Section 2 – Treasurer: The Treasurer shall be appointed by election. The treasurer shall retain the position until graduation or upon challenge from an organization member. The treasurer shall attend all necessary training and be responsible for fund tracking, fundraising, and reporting.

Section 3 – Vice President: The Vice President shall be appointed by election. The vice president must have one year of previous Buckeyes on Tap executive board experience. The vice president shall remain vice president until graduation or upon challenge from an organization member. The vice president will be the second form of contact when the president is unavailable. The vice president is the leader of the performance committee. The vice president is responsible for informing club members about general performance information.

Section 4 – Secretary: The Secretary shall be appointed by election. The secretary shall remain secretary until graduation or upon challenge from an organization member. The secretary is responsible for recording attendance of all meetings and practices as well as recording the location, date, and times of any meetings that occur off-campus for annual Clery reporting. The secretary is responsible for controlling the club calendar. The secretary is responsible for sending bi-weekly newsletters. The secretary is also responsible for organizing community events.

Section 5 – Social Chair: The Social Chair shall be appointed by election. The social chair shall remain social chair until graduation or upon challenge from an organization member. The social chair is responsible for creating club logos and developing apparel as an organization.

The social chair will plan social events for our members, both on and off campus. The social chair will lead each practice with icebreakers, and help promote the organization around campus overall.

Section 6 – Recruitment Chair: The Recruitment Chair (also known as **Media Chair**), shall be appointed by election. The recruitment chair shall remain recruitment chair until graduation or upon challenge from an organization member. The recruitment chair is responsible for bringing awareness to our organization and attracting new members. The recruitment chair will take the lead in Involvement Fair attendance. They are to make advertisements like flyers, posters, stickers, etc., that will be used for recruitment events. The recruitment chair is also responsible for running all social media accounts connected to the organization.

Section 7 – Performance Co-chairs: The Performance Co-chairs shall be appointed by election. The performance co-chairs shall remain performance co-chairs until graduation or upon challenge from an organization member. There shall be two. As a group, the performance co-chairs are responsible for coordinating performance opportunities. Performance co-chairs are to head all collaboration with other student organizations for performance opportunities. Performance co-chairs are responsible for running shows put on by our own student organization and for advertising such shows.

1. Communications Performance Co-chair: The Communication Performance Co-chair is responsible for creating the ticket reservation form. They communicate with all potential collaborators and with the organization regarding all show information. They collect and create music files for each performance.

2. Media Performance Co-chair: The Media Performance Co-chair is responsible for designing all visuals regarding show information, including but not limited to graphics and the show program.

Article IV – Method of Selecting Officers.

Section 1 – President: The president shall be appointed by election. During each election the president and challenger must provide a written or oral argument as to why they are best suited for the position. They shall present their argument at in-person elections in which voting will occur. The candidate with the most votes shall be appointed.

Section 2 – Treasurer: The treasurer shall be appointed by election. During each election the treasurer and challenger must provide a written or oral argument as to why they are best suited for the position. They shall present their argument at in-person elections in which voting will occur. The candidate with the most votes shall be appointed.

Section 3 – Vice President: The vice president shall be appointed by election. During each

election the vice president and challenger must provide a written or oral argument as to why they are best suited for the position. They shall present their argument at in-person elections in which voting will occur. The candidate with the most votes shall be appointed.

Section 4 – Secretary: The secretary shall be appointed by election. During each election the secretary and challenger must provide a written or oral argument as to why they are best suited for the position. They shall present their argument at in-person elections in which voting will occur. The candidate with the most votes shall be appointed.

Section 5 – Social Chair: The social chair shall be appointed by election. During each election the social chair and challenger must provide a written or oral argument as to why they are best suited for the position. They shall present their argument at in-person elections in which voting will occur. The candidate with the most votes shall be appointed.

Section 6 – Recruitment Chair: The recruitment chair shall be appointed by election. During each election the recruitment chair and challenger must provide a written or oral argument as to why they are best suited for the position. They shall present their argument at in-person elections in which voting will occur. The candidate with the most votes shall be appointed.

Section 7 – Performance Co-chairs: The performance co-chairs shall be appointed by election. During each election the performance co-chairs and challengers must provide a written or oral argument as to why they are best suited for the position. They shall present their argument at in-person elections in which voting will occur. The candidate with the most votes shall be appointed.

Article V – Method of Challenging an Officer

Section 1 – Definition of Qualified Challenger: A General Member must have attended 70% of organization meetings between the start of the Buckeyes on Tap season and elections and paid semesterly dues to run for a leadership position. In the event that there is an empty officer position at the time of elections, members who fall below the 70% required attendance, but above 50%, may fill out an additional form to appeal why they should be allowed to run for the executive board. This additional form shall be sent out closer to the election date – up to the President’s choosing – and shall remain open for 48 hours, upon which the current executive board may meet and discuss the eligibility of those under 70% who were additionally nominated. This additional form shall also include a commitment for the general member to improve their attendance for the remaining semester.

Section 2 – Method for Challenging: Qualified challengers must declare their challenge to the President through a survey sent out by the Primary Leader. They must then prepare a written or oral argument to be presented to General Membership before voting. The written or oral argument must justify why they are best suited for the position.

Section 3 – Rights of Challenged Officer: The challenged officer reserves the right to defend their position by also presenting a written or oral argument as to why they are best suited for the position. In addition, they reserve the right to present their argument last.

Section 4 – Method of Voting: The vote shall be conducted by the president. Votes are to be submitted anonymously by each general member. Attendance of elections is required for all general members.

Article VI – Advisor(s) or Advisory Board: Qualification Criteria.

Section 1 – Advisor must be available for general support and as a source of information for the group.

Article VII – Method of Amending Constitution: Proposals, notice, and voting requirements.

Section 1 – Proposing an Amendment to the Constitution: Any member with 80% attendance may propose an Amendment to the Constitution. Amendments must be read over by the advisor before voting. Two thirds of all members who have 80% attendance during the semester current to the proposed amendment must approve the amendment. The president must write said amendment into the constitution within five business days of the member approval.

Article VIII – Method of Dissolution of Organization

Section 1 – Official Dissolution: Upon dissolution of the organization, the organization must hold a fundraising performance by members prior to dissolution to pay off all debts.

By-Laws

Article 1 – Parliamentary Authority

The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.”

Article II- Membership

Section 1 – Membership shall be obtained by attendance and payment of dues.

Article III- Attendance Requirements

Section 1 – Attendance is to be taken every practice by the Secretary.

Section 2 – Members should attend at least one practice a week.

Section 3 – If a member is to miss practice, they are instructed to do as follows:

- (a) Reach out to the choreographer if the member wishes to be chosen for their Performance Crew.
- (b) Communicate with the President or Vice President if the member is going to miss practice for a longer period of time.

Article IV- Election / Appointment of Government Leadership

Section 1 – To be eligible for office a member must meet the following requirements:

- (a) Served as a club member for one school semester and actively attended at least 75% of club meetings.
- (b) Shows natural leadership ability in club presence and ability to collaborate with other club members.

Section 2 – Candidates must be submitted to organization contact by means of survey submission sent out in February.

Section 3 – Elected leaders must complete training by the end of the organization's registration window.

Section 4 – If an elected leader encounters circumstances which leave him or her incapable of performing duties, they shall inform the primary leader (or secondary leader if said leader is the primary leader) and the primary leader (or secondary leader) shall conduct elections for leadership replacement.

Section 5 – If 80% of membership votes any leader unfit for duty, a new election may take place.

Article V - Advisor/Advisory Board Responsibilities

Section 1 – Advisor must attend meetings or events when requested.

Section 2 – An advisor must make him or herself available to vouch for the group and/or a group member.

Article VI - Meeting Requirements

Section 1 – General Membership: General Membership is defined by attendance and payment of dues.

Section 2 – Attendance Requirements for Performance: A member must show complete knowledge of the routine prior to a performance to be eligible to participate.

Article VII - Choreography Requirements

Section 1 – Interest Process: Members who show interest in choreography are required to fill out and submit the semesterly choreography interest form.

Section 2 – Choreography Selection: The President, in collaboration with the Vice President, will select a group of interested members to choreograph for the semester. Selections will be based on the following criteria:

- (a) Seniority.
- (b) Club attendance (including all rehearsals and social events).
- (c) General attitude, respectfulness, and involvement within the club.
- (d) Previous choreography opportunities: Members who choreographed the previous semester will be considered after others in order to provide different members the opportunity to choreograph.

Article VIII - Method of Amending By-Laws

Section 1 – Amendments to the by-laws may be voted upon during the meeting at which they are proposed by members present or via e-mail. All by-law votes shall be conducted by the contact.

Section 2 – A consensus regarding the Amendment must be met by 60% of the members.