

Knowlton Conservation Corps Constitution

This constitution, for Knowlton Conservation Corps at the Ohio State University, shall be amended and updated as seen fit to accurately reflect the needs and ideals of the organization.

Amended 7.15.25 by President Haley Trolio and Vice President Madison Lisy

Article I - Name, Purpose, and Non-Discrimination Policy

| Section One: Name |

Knowlton Conservation Corps

| Section Two: Purpose | Knowlton Conservation Corps (KCC) is a student organization at The Ohio State University dedicated to the stewardship of the Knowlton Hall rooftop garden and the promotion of environmental conservation through service, education, and engagement. The organization seeks to cultivate a culture of sustainability within the university and into the broader community through consistent outreach and action.

KCC hosts and participates in a wide range of activities, including campus and community trash cleanups, public education and engagement on conservation topics, invasive species removal, group outings that encourage connection with nature, native food and plant samplings, and other environmentally focused events. These activities are designed to strengthen relationships between students and the surrounding community while encouraging environmental awareness and responsibility.

The central objective of KCC is the ongoing care and enhancement of the Knowlton rooftop garden. The organization is committed to studying the garden's conditions and developing a long-term management plan to ensure its continued health, accessibility, and educational value for future students.

| Section Three: Non-Discrimination Clause |

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.

| Section Four: Sexual Misconduct Policy |

As a student organization at The Ohio State University, the Knowlton Conservation Corps expects its members to conduct themselves in 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 - Membership: Qualifications and categories of membership

| Section One: Qualifications |

As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students.

Currently enrolled undergraduate and graduate students are eligible to become members, which would let them vote or run for an executive or committee position. All other members would be volunteer members, which would include faculty, alumni, non-enrolled students, and professionals.

| Section Two: Categories of Membership |

There are four club rankings: officer, committee member, club member, and volunteer. Officers, committee members, and club members are required to be current Ohio State University students.

| Section Three: Voting |

The organization's voting membership is limited to currently enrolled Ohio State students. Other non-student volunteers, such as faculty, alumni, professionals, etc., are non-voting. Each member, officer, and advisor receive one vote each.

| Section Four: Member Removal |

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a unanimous vote of the officers in consultation with the organization's advisor. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member.

Article III - Organization Leadership: Titles, terms of office, type of selection, duties of the leaders, election, officer removal, and training

| Section One: Titles |

The Knowlton Conservation Club will consist of a President, Vice President, Treasurer, Marketing & Communications Officer, Archivist, and Service & Event Coordinator

| Section Two: Terms of Office |

| President |

The term of President is one year. The individual must be enrolled in the university to be eligible.

| Vice President |

The term of Vice President is one year. The individual must be enrolled in the university to be eligible.

| Treasurer |

The term of Treasurer is one year. The individual must be enrolled in the university to be eligible.

| Social Media and Marketing Officer |

The term of Social Media and Marketing Officer is one year. The individual must be enrolled in the university to be eligible.

| Archivist |

The term of Archivist is one year. The individual must be enrolled in the university to be eligible.

| Recruitment and Event Coordinator |

The term of Recruitment and Event Coordinator is one year. The individual must be enrolled in the university to be eligible.

| Outreach and Communications Officer |

The term of Recruitment and Event Coordinator is one year. The individual must be enrolled in the university to be eligible.

| Section Three: Type of Selection |

Candidates wanting to run for a position must fill out an interest form sent by the executive board to be considered on the ballot. Any member (being member status) may run for any executive office position. After being approved, one may start campaigning for election.

| Section Four: Duties of the Executive Board |

| President

Completes required yearly president training, renews organization every selected semester, and registers minimum members required to maintain active status.

Serves as primary contact and external spokesperson for the organization, liaison between the organization and university faculty.

- Writes and send newsletter to organization (monthly)
- Attend general body meetings/events and help lead discussion if needed
- Outlines organization calendar (help plan event dates/times and then event coordinator plans the details)
- Prepares meeting agendas ahead of time

Reserves table for both fall and spring Involvement Fairs.

Creates Weekly Meeting Agendas, Provides Overall Vision and Direction for the Organization, and maintains club goals.

Appoints Committee Members.

Coordinates delegation of tasks amongst executive board

Communicates with advisors monthly.

Coordinates mail pickup in a timely manner

Calls Special or Emergent Meetings when necessary.

Updates Student Organizations Information.

In Charge of one of the two organization credit cards held by both the president and the treasurer, Serves as a secondary signatory on financial accounts.

| Vice President |

Acts in the Absence of the President

Directs Constitutional Updating and Holds Yearly Constitution Revision Meeting with President

In Charge of Yearly Election and Officer Transition

Oversees and Supervises Committee(s): Head Committee Chair.

Assists all executive officers.

Prepares and files any required reports.

Proofreads all documents,

In charge of plant cataloging.

| Treasurer |

Completes required Yearly Treasurer Training.

Prepares annual budget and all funding requests.

Acts ethically and spends funds for the benefit of the organization.

Applies for funding from the university and/or non-university sources. Specifically operating funds

Looks for additional funding opportunities

Monitor the bank account at least monthly.

Maintains accurate and timely budget and bank records.

Is Familiar with all University accounting procedures and policies.

Serves as the primary signatory on financial accounts.

Collects funds and makes deposits.

Maintains a financial record of all transactions.

Reports on the financial status of the organization.

Prepares purchase orders, requisitions, reimbursements or supply requests.

Coordinates fundraising with the Event Coordinator.

In Charge of one of the two organization credit cards held by both the president and treasurer.

| Archivist |

Maintains a list of overall contacts: committee members, past members, involved personnel, etc.

Handles and Organizes Organization's Documents and Files.

Maintains an inventory of all organization equipment and property.

Collaborates with marketing and communications officers to share updates of organizations project progress with the public.

Organizes Google Drive, including photo albums

Documents all events and changes of rooftop garden and propagation patio.

Takes notes at all executive board meetings.

| Social Media and Marketing Officer |

Take pictures at all events.

Visually represents the brand best through the established brand identity consistently

GroupMe

In charge of the communications through GroupMe.

In charge of removing bots.

In charge of polls.

Removes and blocks any members who have disobeyed the organization's rules or committed misconduct.

Instagram

Must get approval with bio changes.

Must get approval with profile picture changes.

Oversees the creation of social media posts.

Get posts approved by the President, to ensure they match brand identity and best represent the organization. (Must place them in order of post to create no confusion when getting them approved)

Post on Instagram after event posts, within a timely fashion.

Post on Instagram at least 7 days ahead of an event/meeting.

Responsible for managing DMs from students and organizations. MUST COMMUNICATE TO BOARD MEMBERS OF DM's UNLESS SPAM.

Website

In charge of the organization's website. Keeps up to date with project information

Must get approval with posts on the website.

| Recruitment and Event Coordinator (Internal) |

Establishes Event date/time/location for events and activities.

Responsible for Involvement Fair and Booth Tabling.

Coordinates fundraising events.

Communicates with the treasurer to set a budget per each event.

Reserves Room(s) or Space(s) for Organization Events or Meetings.

Orders or requests food and supplies for events.

Responsible for making a schedule of events and keeping an up-to-date list.

Recruits new members

| Outreach and Communications (Officer External) |

Initiates collaboration with other student organizations

Suggested Duties

- 2+ volunteer events a semester
- 3+ coordination events with other campus groups a semester
- Plan and coordinate earth day volunteer event
- Copy edit grant proposals
- Develop relationships with other disciplines/groups
 - Be point of contact for other organizations
 - Recruit new members from all disciplines

All Officer Roles

Have read through the organization's constitution.

Have been made aware of any amendments to the constitution.

Must complete roles and requirements specific to their position.

At board meetings each board member will share what they have done in the past week(s), so they are responsible for keeping up with their work, and constantly communicating with others.

In the creation of a new account, the officer who created it adds the account information to the Excel sheet.

If an officer is having trouble successfully completing their expected duties, the officer will have a meeting with the president (or vice president if the issue pertains to the president) and advisor(s) to help situate the issue at hand. Unless decided best for the officer to resign.

| Section Five: Elections |

New officers are voted in March/April. Members interested in running for a position must submit a statement of interest to the current executive committee. Elections will be held through an online form open to all members of the club. New officers are announced after the end of elections. Training before the beginning of the Autumn semester. Incoming officers take office after having completed training. Transition of positions will take place over the summer.

| Section Six: Officer Removal |

If anyone has a complaint with an officer or about the actions/operations of the club, they must submit a complaint to the executive board officer ; which the complaint will be dealt with privately. If the complaint is filed as a public complaint, the issue will be brought up with the entire club. All decisions will need either a 2/3 vote of the executive board, or a majority (>50%) vote of the executive board, and a 2/3 vote of the club members. In addition, if an officer fails to meet their duties, with approval by the advisor, they will be removed.

If any officer feels the need to step down mid-term, they are surely free to do so. It should be understood that they will do everything in their power to stay aboard and continue their responsibilities. Officers should always feel free to talk with the rest of the exec. board to seek help with responsibilities during times of stress. If the ultimate decision is to step down, the officer should also make an effort to find a couple of replacement candidates for review by the exec. board. Until a new officer is selected, trained, and takes office, all the leaving officer's duties will be distributed across the rest of the exec. board.

| Section Seven: Officer Training |

Each current officer will be responsible for training the elected officer(s) and ensuring they complete Ohio Union training, if applicable, before the transition takes place. Also, the elected officer is responsible for ensuring he/she is comfortable and sufficiently trained before taking office.

Every current officer must write a transition document to archive what they're worked on and to help get a new officer started.

Every current officer must meet with their incoming replacement in person (or on the phone if necessary) to discuss any questions or concerns. All transition meetings must be completed before August 1.

| Section Eight: Adding Additional Officers |

If at any point the executive board and advisor(s) determine the need for an additional seat of office, the executive board and advisor may vote on the creation of the seat with a majority vote.

Article IV - Standing Committees

Standing Committees shall be created and organized through the mutual agreement of the current members of the executive board and advisor. In some circumstances, mutual agreement with members will be implemented.

Article V - Advisors: Qualification Criteria and Resignation

|Section One: Qualification Criteria |

The Knowlton Conservation Corps advisor must be a full-time member of the University faculty or administrative and professional staff. They will be responsible for providing any insight and possible connections they might have to offer to the club. They will also be responsible for resolving any issue the executive board cannot come to an ultimate agreement on.

| Section Two: Resignation |

If the advisor needs to step down for any reason, they will be responsible for notifying the executive board and nominating other possible advisors.

Article VI - Meetings of the Organization: Required meetings, frequency, and Meeting Criteria

|Section One — Meeting Frequency|

The Knowlton Conservation Corps shall hold at least four meetings each semester, in addition to two service events.

|Section Two — Meeting Attendance|

Members are encouraged to attend at least two meetings per semester. The club's officers must attend all meetings, unless they have an excusable absence. Every event is also open to all students, regardless of prior participation in the club. Attendance should be tracked for club participation purposes and track membership status.

AMENDMENT 2/26/24 The executive board members will start taking attendance at meetings.

| Section Three: Meeting Criteria |

The executive board will hold meetings frequently to discuss upcoming meetings and events and use their time to discuss the planned topics and upcoming meetings.

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

Amendments made during the school year to this constitution must be approved by a majority of the executive board. The executive board shall notify each general member of the proposed amendment at least one week prior to the meeting at which it will be considered.