

# **Buckeyes for Accessibility**

## **Student Organization Constitution**

### **ARTICLE I. NAME OF ORGANIZATION**

The name of the organization shall be Buckeyes for Accessibility, abbreviated as B4A.

### **ARTICLE II. ORGANIZATION PURPOSE**

B4A is an alliance among students with and without disabilities for the purpose of spreading positive awareness about disability through a variety of means.

### **ARTICLE III. UNIVERSITY REGULATIONS**

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

*Buckeyes for Accessibility 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 the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

*Buckeyes for Accessibility 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.*

#### **Section C. Bylaws**

*Buckeyes for Accessibility retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational*

*bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

All Ohio State University students are eligible for membership.

### **Section B. Member Selection**

Potential members must attend at least one meeting.

### **Section C. Membership Timeline**

Members are eligible to join at any time during the year.

### **Section D. Member Removal**

A member may be removed under the following circumstances:

1. Discourteous conduct towards members.
2. Any action that damages the credibility of the B4A organization or actively sabotages or inhibits its goals.

If an active member or officer wishes to remove a member, they must submit a written formal request to the co-presidents. If a co-president wishes to remove a member, they must submit a written formal request to their co-president and the treasurer.

A committee of three members, not including the person whose behavior is in question, will be formed to consider requests to remove a member. The faculty advisor will be present at meetings of this committee. Evidence will be reviewed, and a vote of committee members will occur. The faculty advisor will be a non-voting member of this committee. If the committee unanimously agrees to removal, the member will be informed in writing of the complaint and will have a chance to meet with the committee to discuss it. As needed, the committee will meet with peer mediation counselors from Student Life.

After meeting with the member, an additional vote will occur to affirm the previous decision. A unanimous vote is required for full member removal. If the member cannot or will not change the behaviors found to be contrary to the mission of the group, they will be asked, in writing, to leave the group either temporarily or permanently. The member is eligible to rejoin in the case of temporary removal and must express their desire to rejoin via email before attending another meeting. Their rejoin request must be approved by a unanimous vote of the officer team.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

1. Complete the requirements and trainings highlighted by the student activities office.
2. Attend regular meetings with B4A leadership.
3. Provide guidance and support to the officers and members of the organization.
4. Be informed of all organizational activities, events, and meetings.
5. Advise the organization on university policies and procedures.
6. Offer mentorship in leadership, professional development, and community engagement.
7. Support the organization's mission and ensure continuity from year to year.
8. Act as a liaison between B4A and the advisor's university department.

### **Section B. Advisor Term**

Faculty Advisor(s) shall serve on a voluntary basis without a fixed term limit. Advisors may continue in their role for as long as they are willing and able to serve, so long as B4A leadership confirms their ongoing appointment on an annual basis.

### **Section C. Advisor Selection**

Advisors must be full-time members of the University Faculty or Administrative and Professional staff. The advisor will be nominated by the organization's membership and will be contacted by B4A leadership. If the potential advisor is interested in the role, the officer team will hold a vote for approval. Majority approval by officers is required for advisor selection. If approved, the advisor will be contacted again by B4A leadership and welcomed into the role. If not approved, the process will be repeated with other potential advisors.

### **Section D. Advisor Replacement**

An advisor may be removed under the following circumstances:

1. Consistent failure to complete their duties, as listed above.
2. Discourteous conduct towards the group.
3. Any action that damages the credibility of the B4A organization or actively sabotages or inhibits its goals.

If an officer wishes to remove or replace an advisor, they must submit a written formal request to the co-presidents. If a co-president wishes to remove or replace an advisor,

they must submit a written formal request to their co-president and the treasurer. This statement should reflect the reasons for which the advisor should be removed.

A vote will be brought to the officer team. Unanimous approval must be met for advisor removal. If the officers unanimously agree to removal, the advisor will be informed in writing of the complaint and will have a chance to meet to discuss it. As needed, the committee will meet with peer mediation counselors from Student Life. A secondary vote will be held, and if the unanimous decision is held, the advisor will be removed.

In addition to the case of removal, an advisor may also be replaced due to their resignation from their advisor role and/or university position. Replacement advisors will be chosen through the Advisor Selection process as described above in Article 5, Section C. After a replacement advisor is selected, the officer team will provide orientation materials to the new advisor.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

1. Co-Presidents
  - a. Set and develop vision, direction, and goals for the organization.
  - b. Preside at all meetings of the organization.
  - c. Call special meetings for the organization.
  - d. Represent the organization at official functions.
  - e. Act as liaison between organization and University officials.
  - f. Organize and delegate responsibilities for all events.
  - g. Work closely with the club advisor.
2. Treasurer
  - a. Manage all financial matters of the organization.
  - b. Work with other officers to establish how organization funds are managed, used, and reconciled.
  - c. Act as steward of all student money.
  - d. Request any necessary funds.
  - e. Keep detailed records of all expenses.
  - f. Compile expense reports and end-of-the-year audit.
  - g. Collect dues (if applicable).
  - h. Appoint and coordinate a fundraising committee.
3. Secretary
  - a. Take detailed notes during all meetings.
  - b. Help schedule events with outside correspondents.

- c. Keep track of the status of members (active vs regular).
  - d. Record the proceedings of all votes cast for events.
4. Communications Director
- a. Maintain the online presence of the organization (Facebook, website, etc).
  - b. Contact and work with other student organizations to organize joint events.
  - c. Send emails detailing the events of meetings.
  - d. Identify advocacy events for the group.
  - e. Work with the Office of Disability Services to ensure access to all events.
  - f. Works with other related groups on campus to coordinate events and promote awareness of B4A.

B4A is an organization in which all officers should play an equal role. As such, common responsibilities for all officers are:

1. Attend all meetings and club events, if possible.
2. Search actively for new members and new ways to further the mission of B4A.
3. Treat all members with courtesy and respect.
4. Work closely with each other; each officer will have times during which they may be unable to complete their responsibilities, and in these times, the other officers should help if possible.
5. Will have instructor access to Carmen site.

### **Section B. Officer Eligibility**

Active members may vote and run for office.

### **Section C. Officer Selection Process**

Elections shall be held in the spring of each year, or if an officer position becomes vacant and must be filled.

The secretary or communications director will send an email to active members with information about each officer position. Active members will respond with the office for which they would like to run. The club advisor sends an official email to active members calling for self-nominations or nominations of others and setting the deadline for nominations.

Each active member who wishes to run for office sends a position statement to the secretary who will post position statements on the website. Voting occurs by emails sent to the group advisor. If a tie occurs between several members, a revote is cast between those members only. If there is still a tie, the candidates may choose to either run the position jointly, or ask the club advisor to break the tie.

New officers are given the official descriptions of their positions and are encouraged to discuss matters concerning their office with their previous year's counterpart. The position of president will be a shared position. Any other position can be shared.

#### **Section D. Officer Removal**

An officer may be dropped for excess absences from their office if they have several unexcused absences from meetings in a year. An officer may also be removed under the following circumstances:

1. Consistent failure to complete their duties, as listed above.
2. Discourteous conduct towards members.
3. Any action that damages the credibility of the B4A organization or actively sabotages or inhibits its goals.

In the event that an officer (henceforth referred to as the targeted officer) is under consideration for being dropped, a formal written statement must be made to the club advisor. This statement should reflect the reasons for which the targeted officer should be removed. The advisor will then call an officers' meeting in which the targeted officer can respond to the accusations. The other officers will then vote, with the decision to remove the targeted officer decided by the majority rule. In the case of a tie, the advisor has the final say.

### **ARTICLE VII. ORGANIZATION DISSOLUTION**

#### **Section A. Dissolution Requirements**

The organization may be dissolved through a vote. Dissolution will be approved if all officers and 75% of active membership agree to dissolve the organization. Upon official dissolution, organization leadership will contact Student Activities to remove the organization from their listing.

#### **Section B. Dissolution Procedures, including Assets and Debts**

The outgoing treasurer and executive board will work with Student Activities staff to create clear strategies for disposal of any debts or assets, should they exist.

### **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

#### **Section A. Amendment Process**

Any active member will have the right to suggest revisions to the by-laws. Should the need arise to alter or add to the By-laws, the following procedure must be followed:

1. An active member must submit the proposed change in the by-laws to the club advisor.
2. The advisor sends an official email to all active members with the proposed change.
3. The active members cast a vote, either electronically, or at the next meeting.
4. The proposed change is enacted if after a reasonable time (at least one week), 75% of the active membership has voted, with the majority favoring the change.