

Break & Make

Student Organization Constitution



ARTICLE I. NAME OF ORGANIZATION

The name of the organization is “Break & Make.” It is affiliated with the acronym “BAM.”

ARTICLE II. ORGANIZATION PURPOSE

The purpose of the organization is to provide members with hands-on experience working with a wide variety of tools and machinery to make fun engineering and crafts projects out of discarded, donated, or thrifted resources. It will allow students to exercise their creativity outside of the classroom and have greater input on the kinds of projects they're interested in making. Additionally, Break & Make aims to minimize waste by repurposing existing items and sourcing materials that would otherwise be disposed of, only purchasing resources when necessary.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Break & Make 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 B. Hazing

Break & Make 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

Break & Make 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 these constitutional 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 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 currently enrolled Ohio State students are welcome to join the organization at any point during the fall and spring academic semesters. Voting members are limited to currently enrolled Ohio State students only. Faculty, alumni, and other non-students may be allowed to join and participate as honorary members at the discretion of executive members but will not be granted voting privileges or guaranteed full participation. Faculty, alumni, and other non-students may not compromise more than 10% of the total membership and 90% of the voting membership must be currently enrolled Columbus campus Ohio State students.

Section B. Member Selection

There are no applications, interviews, or selection processes required of students to join Break & Make. Students who are interested in joining the organization will be asked to complete a membership form and any required makerspace safety training courses in order to participate in club meetings.

Section C. Membership Timeline

Membership is always open to all currently enrolled OSU students during the fall and spring academic semesters. Introductions and training will be held during the first two weeks of the semester to onboard new members, but training sessions will still be available to interested students pending faculty availability throughout the semester.

Section D. Member Removal

Causes for membership removal include violation of the Break & Make's constitution or its bylaws, frequent violation of safety precautions or inappropriate or dangerous use of tools or machinery, or harassment or abuse towards another person. Any concerned member may report the grounds for removal of another member to an officer, who will then notify the remaining officers. If the officers find that the accused member's behavior satisfies a cause for removal by a 50% majority vote, the officers will organize a meeting with the accused member and the faculty advisor. The accused member will be notified of their infractions and given the opportunity to defend themselves. A 50% majority vote from the officers at the end of the meeting is required to remove the member from the organization, which includes removal from access to all the organization's social media, resources, and being banned from attending future meetings and events. Refusal or inability to attend the meeting by the accused member does not guarantee the meeting will be rescheduled, and the officers may still choose to vote on their removal with the advisor's input during the initially scheduled meeting time.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The advisor shall support and guide the organization by attending executive meetings and organization events as requested by the officers and by helping with decision making and planning in accordance with the constitution and university guidelines. The advisor must complete advisor training every two years and complete anti-hazing training. The advisor will be responsible for approving Break & Make's registration and goals every year, along with approving funding requests submitted by the treasurer.

Section B. Advisor Term

The advisor is appointed for a one-year term with the opportunity to be reappointed by the officers every spring semester.

Section C. Advisor Selection

The advisor must be a member of the faculty or administrative and professional staff. Only officers are involved in nomination and voting during advisor selection. Officers are to reach out to eligible advisor candidates with a list of responsibilities and ask if they would be interested. Only those who confirm willingness and meet eligibility can be nominated by an officer. All nominated advisors are to be presented during an executive meeting. Officers will select an advisor through 50% majority vote on a nominated advisor.

Section D. Advisor Replacement

In the event the advisor is no longer fulfilling the duties and responsibilities listed in Section A, the officers may remove the advisor prior to the end of their term only with unanimous decision during an executive meeting. If the advisor is no longer qualified to hold the position of student organization advisor in accordance with university guidelines or the advisor resigns, the officers are to decide upon a new advisor with 50% majority by spring semester registration.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The president will be responsible for planning and running both general and executive meetings. It is also the president's duty to decide on Break & Make's project direction, to help organize training for other members, and to represent the organization in outreach efforts. The president is responsible for the transition of all necessary documents and resources as new officers are elected.

The vice president will handle the duties of the president in the event of their absence. Similarly, the vice president will assist with planning meetings.

The treasurer will be responsible for handling Break & Make's bank account and organizing fund requests from OSU and other donors or sponsors. The treasurer will assist in the transition of financial documents and accounts as new officers are elected.

The secretary will send regular emails and social media updates to members, leading outreach communication and taking notes, attendance, and documentation during meetings as needed.

The project lead will be responsible for getting members involved in a project, helping organize teams based on members' interests, and explaining technical concepts such as circuits and mechanics.

Other informal positions or tasks (i.e., social media representative) that the officers deem important may be assigned to an officer of an existing position.

Section B. Officer Eligibility

A member is eligible to assume an officer position granted they are currently enrolled at The Ohio State University, are a voting member and in good standing with Break & Make, and are not in violation of any clauses in Articles III or IV.

Section C. Officer Selection Process

Elections will be held for all officer positions during the first week of April. Existing officers and voting members may choose to run for any position granted they meet the eligibility criteria listed in Section B.

Eligible members who are interested in running for an officer position will be provided with an application asking for their name, interested position, and a brief personal statement. Elections will be held through an online form where voting members can view the names and personal statements of all candidates who applied and cast their vote for each position. The online form will be shared and announced through GroupMe and require student email to verify the participation of voting members only. The online form will be open for 24 hours after it is shared. The existing officers will monitor the results of the online form and determine who has been elected for each position. New officers are chosen by a simple majority for each position. In the event of a tie for a given position, members will vote again only on the candidates who tied. If the tie remains, the existing officers will vote by themselves on the tied candidates. If the tie still remains, the advisor will be consulted to make the final decision.

Elected officers will hold their positions for the following year. All organization resources, including bank information and important documents, are to be transferred to the new officers by the president and treasurer.

Section D. Officer Removal

Causes for officer removal include violation of the Break & Make's constitution or its bylaws, failing to carry out the assigned responsibilities as listed in Section A, or having membership removed. Any concerned officer may report the grounds for removal of another officer to the remaining officers during an executive meeting. If the officers find that the accused officer's behavior satisfies a cause for removal by a 50% majority vote, the officers will organize a meeting with the accused officer and the faculty advisor. The accused officer will be notified of their infractions and given the opportunity to defend themselves. A 50% majority vote from the officers at the end of the meeting is required to remove the officer from their position, which includes removal from all assigned duties. Refusal or inability to attend the meeting by the accused officer does not guarantee the meeting will be rescheduled, and the officers may still choose to vote on their removal with the advisor's input during the initially scheduled meeting time. Officer removal does not necessarily constitute membership removal.

Officer vacancies stemming from officer removal, resignation, ineligibility, or other similar occurrence are to be temporarily fulfilled by the remaining officers. If the officers find it necessary, they may elect a voting member who is eligible and interested to the vacant position temporarily through a 50% majority vote during an executive meeting.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

If the officers find that the organization needs to be dissolved due to a lack of leadership, engagement, or critical resources, through unanimous agreement, an executive meeting will be held that must include all officers and the advisor. This meeting will provide all officers the opportunity to discuss reasons why they believe the organization can no longer operate. Proceeding with dissolution of Break & Make will require unanimous agreement from all officers.

Section B. Dissolution Procedures, including Assets and Debts

In the event of dissolution, the officers will be responsible for the disposal of all assets and settlement of all outstanding debts. Under no circumstances shall Break & Make leave debts to The Ohio State University or its entities. All outstanding financial obligations must be paid in full using the organization's current funds prior to dissolution. Any remaining assets (including materials or equipment) shall be donated to the Bolz Hall makerspace or a student organization that utilizes the space. If there are debts beyond the assets the organization can use to cover them, the officers responsible for these debts will be tasked with paying them.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Amendments to the Constitution of Break & Make may be proposed by officers during an executive meeting. Proposed amendments must include an exact writing of the additions or changes intended to be made to the Constitution of Break & Make. A successful amendment will require a 50% majority vote from the officers and advisor approval.