

# The Sundial

## Student Organization Constitution

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

The name of this organization shall be “The Sundial”, with possible extensions added thereafter describing the type of publication (The Sundial Humor Magazine, The Sundial website, etc.).

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

Our purpose is to bring laughter to The Ohio State University through written comedy and improve the comedy writing skills of our membership while fostering a supportive community-based organization.

The Sundial supports writers of all different nationalities, religions, sexual orientations, and genders. The Sundial will not publish any content that is deemed racist, homophobic, transphobic, sexist, or makes any of our members feel unsafe.

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

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

The Sundial 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**

The Sundial 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**

The Sundial 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**

General Membership in The Sundial is open to all currently enrolled students at The Ohio State University. Members may join the organization at any time. All members of the organization are encouraged to move up through the different membership tiers, as stipulated below.

#### *1.1 - Contributor*

The base status of all new members of The Sundial staff. They shall attend at least one general meeting and submit a single work of comedy (be it a work of prose, art, or anything else). They shall be able to vote in elections and otherwise claim to be a published author.

#### *1.2 - Staff Writer*

The second level of membership: an indication that this contributor has developed quality work through both creativity and teamwork and has earned a degree of trust amongst the editorial staff. They shall attend at least five (5) meetings and submit three (3) or more works of comedy, two of which should be published.

#### *1.3 - Senior Staff Writer*

The third and final level of general membership: an indication that this staff member has significantly helped to shape The Sundial through both their comedic contributions and personal interactions with other members of the staff. This status shall be granted by the executive board to members who attend 75% of meetings in a semester and maintain active contributions in and beyond meetings, demonstrating their dedication to the organization. They gain a fancy title, the benefits of being a staff writer, and special responsibilities in a few selected scenarios.

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

Non-members can become active Sundial members by attending one meeting, join The Sundial GroupMe chat, or submit a satirical article to our organization's email, [thesundialmagazine@gmail.com](mailto:thesundialmagazine@gmail.com). By completing one of these actions the non-member will become an active member of The Sundial.

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

The Sundial's membership is open at all times to Ohio State students. They can join the organization at any point throughout the academic year.

#### Section D. Member Removal

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or violates this Constitution or the OSU Student Code of Conduct, they can be removed from the organization.

If a member believes another member fits this description, they should approach a member of the executive board with this concern. This concern shall be discussed at the next executive board meeting, where the member in question shall be given a chance to appeal on their behalf in front of the executive board. The executive board shall deliberate and vote on the removal of the member. There must be a simple majority of executive board members in favor of the removal of a member.

### **ARTICLE V. ADVISOR**

#### Section A. Advisor Duties and Responsibilities

The Sundial advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

The Sundial Advisor must:

- Complete advisor training every two years
- Complete the anti-hazing training module available on BuckeyeLearn or through [stophazing.osu.edu](http://stophazing.osu.edu)
- Submit online approval of the organization's registration every year
- Submit online approval of the organization's goals every year
- Submit online approval of any Council on Student Affairs (CSA) Operating or Programming funds requests initiated by the organization's treasurer
- Follow applicable laws, regulations, university rules, policies and guidelines
- Complete relevant reporting obligations

The Sundial Advisor must follow the University's Rules of:

- Advisors should ensure that the student organization remains controlled and directed by its student leaders in accordance with the organization's constitution
- Advisors should provide organizational continuity support such as:
  - Facilitating officer transition activities
  - Providing historical context for the organization
- Advisors should support the organization's holistic organization development by:
  - Meeting individually with and mentoring organization leaders and members
  - Mediating inter-personal conflict
- Advisors should provide guidance and support on the organization's operational needs by:
  - Attending organization meetings and events
  - Submitting requests for university email services and other technology
  - Consulting on the organization's budget
  - Assisting with interpreting university policies and processes for student organizations
  - Sharing university information with members
  - Reviewing organizational communications for professionalism
  - Assisting with the regular review of the student organization's purpose statement and governing documents to ensure they are current and appropriately reflect the organization's purpose goals and relationship with the department / unit where applicable

Advisors are not authorized to:

- o Make statements on behalf of The Ohio State University
- o Make decisions on behalf of the student organization

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

The Sundial advisor is expected to serve a term of one year at least and will be given the option to be reappointed at the end of their term.

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

The faculty advisor should have a general understanding and/or love of comedy or writing. They shall be available for executive board members to rely upon for guidance as deemed necessary. An advisor will be selected through email/and or a meeting with them and the Sundial Executive board, who will decide if the candidate is qualified and willing to advise The Sundial. Then, a unanimous vote must be passed in the executive board for final approval of the advisor.

#### **Section D: Advisor Replacement**

If the advisor resigns or is removed, through a unanimous executive board vote, The Sundial executive board will come together and conduct an emergency search for a new advisor through meeting with and emailing University faculty. This search will continue until a new advisor is found and then appointed through a unanimous executive board vote as per Article V Section C.

### **ARTICLE VI. ORGANIZATION LEADERSHIP**

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

Each position in the executive board shall be accompanied by duties and requirements for the position holder. If a member wants to run and does not meet the requirements, the requirements can be overridden with a unanimous vote of the current executive board. Each member shall have access to the Sundial's Email and Google Drive to be used as necessary for their duties.

##### **6.1 - Editor-in-Chief**

The editor-in-chief (hereinafter EIC) is The Sundial's primary and fearless leader. They shall be responsible for chairing meetings (according to Article V), delegating tasks to other officers, and otherwise overseeing the operations of the organization. The EIC will have the final say on editorial matters. The EIC will serve or delegate representatives of The Sundial for external affairs when needed and shall act as a principal liaison with other organizations. They shall also be responsible for delegating additional responsibilities in the organization not established in this constitution. The EIC serves an elected term of one academic year. To reflect the historical twoperson nature of this role, two people may run for this position in a "joint ticket" nature.

##### **6.2 - Managing Editor**

The managing editor (ME) oversees The Sundial's traditional article writing. They are responsible for helping train, appointing, and maintaining the editorial team pursuant to Article II, Section 3. In coordination with the EIC, the Managing Editor shall work to create and maintain an editorial standards code and ensure its implementation across the editorial board, helping oversee this process as needed. The Managing Editor shall create and maintain an accountability framework for the organization and its members to ensure potential violations of organization or university guidelines are addressed appropriately. The Managing Editor shall also

oversee the content schedule and ensure articles are promptly posted after completing the editorial process. This position serves an elected term of one academic year.

### 6.3 – Digital Editor

The Digital Editor (DE) shall be responsible for coordinating the posting schedule for The Sundial's principal platforms (Instagram, TikTok, and others as determined by the Digital Editor). They shall coordinate with the rest of the e-board to maintain the designated content schedule, distribute articles and alternative content, manage graphical standards, and engage with followers. This role serves an elected term of one academic year.

### 6.4 - Content Editor

The Content Editor (CE) shall oversee The Sundial's content, especially our alternative formats. They shall oversee the creation and formation of zines, which are special-issue magazines of a determined format and contents in coordination with the rest of the e-board. They shall lead alternative content initiatives, including video content, memes, Reddit posts, columns, and other non-article drives, working with the Managing Editor to ensure they complement The Sundial's article content. They shall work with the Digital Editor to ensure content distribution and alignment. This position serves an elected term of one academic year.

### 6.5 - Initiatives Editor

The Initiatives Editor (IE) shall oversee the organization's camaraderie and future. They shall plan and lead initiatives relating to recruitment. They shall be a friendly face and point of contact for new and prospective members across The Sundial's contact channels and shall oversee introductory training for novice satire writers as deemed necessary. They shall record meeting attendance. The Initiatives Editor shall devise and help implement new and existing initiatives to grow The Sundial brand across the university, as well as cement its longstanding history. They shall pursue funding and collaborative initiatives with other campus organizations. They shall engage with alumni, external organizations, and potential donors. They shall also organize at least one event a semester outside general meetings to foster internal camaraderie. This role serves an elected term of one academic year.

### 6.6 - Advisory Board

The EIC holds the right to operate and appoint an advisory board to help guide the strategy of the Sundial and provide guidance and advice. This board shall have no voting duties. The board's specific responsibilities and term shall be at the sole determination of the EIC

### Section B. Officer Eligibility

A member of The Sundial is eligible to become an officer if they have submitted at least one satirical piece to the email of The Sundial and that piece has been posted on The Sundial's Social Medias.

### Section C. Officer Selection Process

#### 6.7- Election Procedures

The responsibility of running elections lies with the outgoing executive board. If there happen to be less than two elected executive board members at the time, the responsibility will lie with all Senior Staff Members not pursuing an executive board position.

Elections should be called approximately two to three weeks before the end of each semester, and adequate notice of this date shall be provided to interested applicants. New e-board members officially take power at the end of the specified semester, but may start assuming the duties of the position informally before then in coordination with the respective outgoing e-board member.

All e-board members wishing to maintain their position for a further term must run for re-election.

#### 6.8- Letters of Intent and Presentations

At least a week prior to voting, candidates for each office shall submit a letter of intent to The Sundial email, containing their commitment to running for their specified office. This deadline shall be provided to members with adequate notice by those responsible for the election.

On the day of the elections, prior to votes being cast, each candidate shall give a short presentation regarding their candidacy, platform, and any arguments they would like to make in their own favor. Presentations will be made in the order that the positions appear in this constitution. The order of presenters within each position will be run alphabetically by last name.

Presentations for the position of Editor-In-Chief may run up to 5 minutes, while all other positions may take up to 3. Each will be followed by a 3-minute Q&A session, except for those running for Editor-In-Chief, who will have a 5-minute Q&A session. The highest-ranking outgoing e-board member shall moderate these sessions at their discretion.

#### 6.9- Voting

Votes shall be submitted via ballot and counted by the parties running the election. A winner is declared when a candidate secures the highest percentage of the voting mass. In the event of a tie, a run-off election shall be held between the candidates in question. Following a run-off election, whoever holds the majority is declared the winner, regardless of margin. The winners shall be announced as soon as they are determined.

In the event of a tie between two candidates following a run-off election, the officer core (excluding any members that are candidates for the position in question) will meet privately to vote amongst themselves to determine the winner. Present members of the editorial team will join the officer core in determining a winner ONLY if the tie occurs for the position of EIC.

#### Section D. Officer Removal

If a member feels that an officer has not filled their duties, they may submit a petition and written summary requesting the removal of the officer in question. Upon receiving the request, the EIC (or the two VPs if the EIC is the officer in question) will inform the e-board member and at the subsequent e-board meeting they will have time to plead on their behalf. A three-fifths majority is required to move the motion on to the general contributor body.

If the motion is moved to the general contributor body, the officer will have time at the subsequent general meeting to again plead their case. A two-thirds majority is required of contributors, barring the accused member, to remove the officer. Both votes will be taken by ballot and counted by the EIC (or VPs as applicable). The EIC (or VPs as applicable) may omit the contributor vote at their sole discretion if the petition in question is deemed sensitive.

A removed officer is not automatically expelled from the organization. Officer and member removal (per Article IV, Section D) processes must be separate but may occur simultaneously.

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

#### Section A. Dissolution Requirements

For this organization to dissolve, a unanimous vote among the general membership to do so shall take place. If the general membership cannot pass a unanimous vote then The Sundial will not be dissolved.

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

Should any assets and/or debt exist, the executive board members and/or advisers shall see fit to dispose of it. However, under no circumstances will The Sundial leave debts to The Ohio State University or any of its entities.

### **ARTICLE VIII: CONSTITUTIONAL AMENDMENTS**

Any member of the organization may propose amendments. They should be sent in writing to The Sundial's email, and the EIC shall strive to discuss such amendments at the next executive board meeting. After discussion, the e-board members will vote to determine whether the



amendment will be presented to the membership for a vote. If the e-board approves the amendment by a two-thirds supermajority, the proposer of such amendments will present the amendment at the subsequent general meeting to the general membership. Contributors will vote on the amendment, which requires a two-thirds supermajority vote to pass.