

# **Amateur Radio Organization for Undergraduate Student Entertainment**

## **Student Organization Constitution**

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

Amateur Radio Organization for Undergraduate Student Entertainment

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

*“To retain freedom of expression as a necessary function of quality entertainment, and maintain a respectful metadiscourse within an increasingly polarized world.”*

The purpose of this club shall be:

- a) To retain freedom of expression as a necessary function of quality entertainment, and maintain a respectful metadiscourse within an increasingly polarized world.
- b) To entertain fellow students at The Ohio State University.
- c) To educate the student body at The Ohio State University about the variety and quality of music prevalent in modern American culture.
- d) To provide a means for students to learn how to work in a broadcasting field.
- e) To acquire mentorship and career guidance by interacting with communications educators and representatives from the radio industry.

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

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

Amateur Radio Organization for Undergraduate Student Entertainment *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**

Amateur Radio Organization for Undergraduate Student Entertainment *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**

Amateur Radio Organization for Undergraduate Student Entertainment *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 undergraduate students enrolled in the Ohio State University are eligible and welcome to join Amateur Radio Organization for Undergraduate Student Entertainment. Graduate students may

be associate members if they were active members during their undergraduate education and they receive approval to maintain membership from the Executive Board. Undergraduate students who do not meet active member requirements are welcome at events, but may not vote in elections or host a radio show.

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

1. Active General Members of the club shall be enrolled at the Ohio State University, and attend at least two meetings per semester, however, the members' academic calendar should take precedence over meetings.
2. Members with shows ("Active DJs") shall have special responsibilities. These consist of:
  - a) An attendance rate of at least 60% to their one-hour show every week (wherein the show does not fall on an academic holiday), at which they must fill out the check-in form.
  - b) Application of the posted, studio-specific conduct guidelines. Application of all guidelines at the Keith B. Key Center.
  - c) Payment of Organization Dues, as defined in the By-Laws.
3. Voting rights shall be assigned to Active Members only, who are currently enrolled for at least six credits at the Ohio State University.
4. Associate members shall be faculty, staff, or graduate students interested in radio communications and/or specific genres of music. They shall not be eligible for office or to vote.

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

Membership may join at any time. They will gain voting rights once they have attended two meetings prior to the election meeting. Members may only become Active DJs during the first half of the semester, unless given approval to become an Active DJ later in the semester with Executive Board approval.

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

If a member is found to have broken AROUSE's guidelines on harassment, discrimination, and sexual misconduct, the AROUSE Executive Board will meet to discuss the situation. If a majority votes to remove said member, they will be informed that they are no longer welcome in AROUSE and may not attend club events. If a member is found to have damaged AROUSE's professional relationships (e.g. with music venues, tour staff, record labels), AROUSE Executive Board may remove the member from the organization or allow them limited responsibilities within the organization. The Executive Board will decide to what extent said member may be active in the club, e.g. may attend general body meetings but may not represent AROUSE through press passes. Such removal will come from the AROUSE President or another member of the Executive Board with the approval of the President.

## **ARTICLE V. ADVISOR**

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

Responsibilities of the Advisor include: attendance at mandatory training; assisting in acquisition of funding; providing guidance in matters regarding University policy; and providing information about activities of relevance to the Amateur Radio Organization for Undergraduate Student Entertainment.

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

The Advisor shall be retained until either termination by the Executive Board or resignation.

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

Advisors of student organizations must be full-time members of the Ohio State University faculty or Administrative & Professional Staff and may be selected/terminated by the Executive Board. The Advisor of AROUSE should work in the fields relevant to the club, involving but not limited to: music, entertainment, journalism, popular culture, and the arts.

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

New Advisors shall be nominated by club members or officers. Upon their acceptance of this position, they shall be voted on by a general vote of the club, and will attain the position with a majority of the vote.

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

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

1. AROUSE shall be led by an Executive Board, itself led by a President.
2. The positions of President, Vice President, Treasurer, Events and Fundraising Chair, Broadcasting Director, Marketing Director, Social Media Director, and Secretary are to be voted on by the general membership.
3. The positions of Head Editor, Webmaster, and directors of any necessary committees will be decided by the outgoing Executive Board. Appointees must be approved by the outgoing and incoming Presidents and the outgoing official of said role. The Executive Board may accept application for appointed positions or decide based on standout general members without applications.
4. All non-President officer roles can be shared by two individuals, in the best judgement of the current President.
5. Officers themselves shall attend at least 60% of meetings. Terms of office will last one academic year.
6. Elected Positions
  - a. President
    - i. Deciding the goals and direction of the club, and delegating tasks accordingly.
    - ii. Coordinating with the OSU administration and faculty, as well as local businesses.
    - iii. Running both General Body and Executive Board Meetings as set forth in the By-Laws.
    - iv. Approving or denying expenditures by calling a vote with the Vice President and Treasurer.
  - b. Vice President
    - i. Acting in the stead of the President when they are unavailable for any reason.
    - ii. Running recruitment events, including the Fall and Spring Involvement Fairs.
    - iii. Maintaining the club's membership in Student Organization Management, and/or a dynamic roster available to all Officers for reference.
    - iv. Approving or denying expenditures, by calling a vote with the President and Treasurer.
  - c. Treasurer
    - i. Overseeing the AROUSE bank account, and any use of AROUSE funds for equipment or other expenses.
    - ii. Providing an accurate assessment of finances to the members at all Executive Board meetings.
    - iii. Approving or denying expenditures, in a vote with the President and Vice President.
    - iv. Payment to bands, venues, and other professional engagements in a timely manner

- v. Creating buttons, t-shirts, and other tangible merchandise for use by Active Members or at events.
  - vi. The Merchandise Chair must coordinate with the Treasurer, President, and Vice President, who will approve or deny expenditures.
- d. Events and Fundraising Chair
  - i. Operating at least two fundraising events per academic year, the Autumn and Spring Semester Concerts (in collaboration with the Treasurer).
  - ii. They are also given the opportunity to organize any other fundraising events, to benefit the organization, or charity, at their discretion.
  - iii. The Fundraising Chair will have final say over any official club-organized fundraising efforts.
  - iv. Manages correspondence with talent and venues
  - v. Organizes bonding events for general members
- e. Broadcasting Director
  - i. Setting the schedule for each semester's programming.
  - ii. Training new DJs.
  - iii. Providing and collecting applications, and managing the Active DJ list.
  - iv. Checking on DJ attendance for their shows through the DJ Check-In form, and acquiring and maintaining the club's equipment.
- f. Marketing Director
  - i. Increasing listenership and publicizing the club.
  - ii. Creative elements of recruitment and advertising, as well as brand direction at the discretion of the other officers.
  - iii. Setting up collaborations with other organizations as requested (e.g., having AROUSE DJs broadcasting live at an event).
  - iv. Management of press passes and ticket giveaways
  - v. Management of email list
- g. Social Media Director
  - i. Operation of relevant social media platforms (e.g. Instagram, TikTok, Twitter)
  - ii. Oversight of a Social Media Committee to create content for AROUSE online platforms
- h. Secretary
  - i. Taking meetings at all Executive Board meetings
  - ii. Oversight of the AROUSE email
- 7. Appointed Positions
  - a. Head Editor
    - i. Head Editor oversees the writing of articles to be published on the website and/or in a print magazine
    - ii. Head Editor works with Marketing Director to oversee use of press passes
  - b. Webmaster
    - i. The online presence of the club, with exception of social media.
    - ii. Maintaining and improving the website
    - iii. Maintaining mobile apps in coordination with Code that Cares, or the appropriate development team.
    - iv. Ensure at least two new articles per month are posted on the website, and work with the Marketing Director to ensure their dissemination on social media.
  - c. Visual Arts Board Director
    - i. Oversee a Visual Arts Board

- ii. Coordinate decorations for club events
- iii. Make posters for major club events
- iv. Arrange photographers to document events

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

1. Candidates must have attended at least 60% of meetings. Candidates shall have a minimum cumulative GPA of 2.00, not be on disciplinary probation, and not have been on probation for the most recently completed term prior to election. They must be on good terms with the University.
2. Candidates must have been in the club for at least one full semester to run for a position; candidates for President must have been in the club for at least one full academic year to run.
3. Directors of committees must have been active in said committee for at least one semester prior.

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

Potential officers should nominate themselves in April of each year. Executive Board positions shall be voted on by general membership of Active General Members and Active DJs present at the specified Election Meeting (the second-to-last meeting of Spring Semester).

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

To impeach an officer, a member of the club must bring a petition to a meeting of the Executive Board requesting such an impeachment, with signatures from at least 10% of the current DJ membership and a reason for complaint. The remaining officers of the Board shall review the officer's conduct and meet to discuss. Two thirds of the Executive Board must vote to remove an officer for the removal to take place.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

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

Any proposal for dissolution of the organization due to accumulation of debt must be presented at a general meeting by a member of the Executive Board.

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

1. If the organization should accumulate debt, there will be one month for the funds and assets of the organization to be liquidated in order to repay its debts.
2. If debt should remain following this one month period, the funds for repayment will be raised in any way possible, and the organization will be dissolved.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

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

1. Any proposed amendment to the constitution must be presented by a member or officer at any general meeting.
2. Proposed amendments will be read, but not acted upon, during the two consecutive general meetings following the meeting at which it was presented. At the third general meeting, voting shall commence upon the proposition.
3. The proposed amendment shall pass with a two-thirds majority vote of the club's membership over a period of 48 hours.
4. If the proposed amendment does not pass, it may not be proposed for voting again until the next semester.