

## **Out of Office (OoO)**

(At the Fisher College of Business, Ohio State University)

# **Student Organization Constitution**

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

The name of the organization is “*Out of Office*” (the “OoO” or the “Organization”).

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

The purpose of the OoO is as follows:

0. Create a cohort of business professionals that fosters an environment of inclusivity where students can support and provide a safe space for LGBTQ+ students and allies;
1. Create open discussion about business and how it relates to the LGBTQ+ community;
2. Provide networking and learning opportunities with local companies and FCOB LGBTQ+ alumni; and
3. Create a platform to educate FCOB students about the LGBTQ+ community and how to provide allyship;
4. Serve as a conduit between organizations seeking LGBTQ talent and members seeking to connect with such organizations;
5. Officially serve as a Reaching Out MBA (“ROMBA”) affiliate and encourage students to fully leverage any and all resources available as a result of this affiliation.

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

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

*Out Of Office* 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**

*Out Of Office* 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**

*Out Of Office 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**

Student must be a graduate or above student and enrolled in the Fisher College of Business. They may join the organization at any point in time by paying dues to OoO and enrolling with the executive team.

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

Any student can become a member of the organisation by paying dues to OoO and enrolling with the executive team.

At this time there are no organizational dues. The Executive Committee reserves the power to enact dues at any future time.

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

Members of the OoO shall automatically lose membership in the Organization: (1) upon graduating from the Fisher College of Business; or (2) if circumstances arise such that the member is no longer enrolled in a graduate or above program in the Fisher College of Business.

Members are expected to participate in at least one event organized by the OoO throughout an academic year.

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

If members conduct themselves in a manner deemed to be detrimental to advancing the purpose of this Organization or in violation of the OSU Student Code of Conduct, such members can be removed from the Organization through either (1) a majority vote of the other voting membership or (2) unanimous vote of the officers of the Organization, upon the consultation and approval of the Organization's Advisor.

## **ARTICLE V. ADVISOR**

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

The duty of the Advisor is to consult and offer advice to the Executive Committee. At the request of the Executive Committee, the Advisor may represent the Organization at specific official functions within The Ohio State University and beyond.

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

The Advisor shall remain in their position till they are a full-time member of the faculty of the Fisher College of Business at the Ohio State University, or are not replaced by two-thirds majority vote.

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

The Advisor shall be a full-time member of the faculty or staff of the Fisher College of Business at the Ohio State University. The Advisor shall be approved by a two-thirds majority vote of the Executive Committee.

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

The Executive Committee can choose to replace the Advisor by two-thirds majority vote.

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

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

Upon its creation, the Executive Committee shall include the following Officer positions:

- The **President**, who shall be responsible for all activities, day-to-day operations, and overall direction of the Organization. The President can delegate organizational work among members of the Executive Committee as required. The President shall chair any and all Executive Committee meetings.
- One or more **Vice-Presidents**, who shall assume the duties of the President in the President's absence or at the President's request. If the President should vacate or is removed from his or her office for any reason, the remaining Officers shall vote, by simple majority, for who will become the President for the remainder of the vacating President's term. Multiple Vice-President positions may be created to fulfill various functions, and such responsibilities for each position shall be specified at the time such position is created. In the event that the Executive Committee consists of multiple Vice-Presidents for various functions, any such Vice-President may step in and assume the duties of the President in the President's absence.
- The **Treasurer**, who shall be responsible for managing the financial affairs of the Organization. The Treasurer shall prepare budget reports for the Organization at the request of the Executive Committee or the Advisor, in accordance with all University requirements. The Treasurer shall keep an accurate account of the Organization's finances. As needed, the Treasurer shall advise the Executive Committee and all standing committees (if any) on relevant financial matters.

Additional Officer positions may be created, removed, titled, and have duties assigned or modified by a two-thirds vote of the Executive Committee. Any such created Officer positions will remain in place until such positions are removed by a two-thirds vote of the Executive Committee. Creation or modification of the Executive Committee may occur once per academic year prior to the officer application process for

such position. Removal of any Officer positions will take effect at the conclusion of the current office holder's term.

The OoO will maintain an ongoing Executive Committee with at least 3 members. The size of the Executive Committee shall be limited to a maximum of 7 members.

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

Officers shall be appointed by the current Executive Committee during the Spring Semester each year. Prior to April 15 of each year, any member of the organization, along with any current Executive Committee, may nominate themselves to an Officer position by submitting an application for the role to the Executive Committee. The Executive Committee shall review each application and shall appoint members to each position on the Executive Committee as they best see fit.

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

The Executive Committee of the OoO shall consist of the Officers of the Organization, as set forth below. Such Officers shall be elected for a term of one year by the voting members of the Organization. The election for the Officers will be held during Spring Semester every year.

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

If an Officer conducts themselves in a manner deemed to be detrimental to advancing the purpose of this Organization, delinquent in performing their officer duties, or in violation of the OSU Student Code of Conduct, such Officer can be removed through either (1) a majority vote of the voting membership or (2) unanimous vote of the other officers, upon the consultation and approval of the advisor.

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

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

The Organization can be dissolved through one of two following methods:

- The Executive Committee can propose the dissolution of the Organization. This will be treated as an amendment to the Organizational Charter. Such dissolution of the Organization must be approved by unanimous vote of the Executive Committee. The Advisor must also approve the dissolution.
- If the Executive Committee does not meet for four consecutive quarters, the Organization shall be dissolved automatically.

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

In the event that the organization dissolves, all activities will cease. Since this organization does not maintain any physical or financial assets at the moment, there will be no financial obligations or assets to distribute. Any remaining materials (such as documents or supplies) will be returned to the university or properly disposed of in accordance with university policies.

If the organization holds assets, all remaining assets shall be donated to a recognized nonprofit organization with a similar mission and purpose, as determined by a majority vote of the executive board at the time of dissolution. Under no circumstances shall assets be distributed to individual members.

If the organization has outstanding debts, the executive board will ensure that all debts are paid in full using available funds before dissolution is finalized. Any unresolved financial obligations will remain the collective responsibility of the organization's leadership at the time of dissolution.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

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

In order to amend the Organizational Charter during the year, the amendment must be proposed in writing and read at an Executive Committee meeting. At the next available Executive Committee meeting, the Executive Committee shall vote on the amendment. The constitution shall be amended by two-thirds majority vote of all Executive Committee members. Voting members do not need to be present at the meeting to register their vote, but they must have registered their vote before the second meeting after the vote is held.