

Code 4 Community

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Code 4 Community

ARTICLE II. ORGANIZATION PURPOSE

Code 4 Community seeks to serve the community using computer science. Code 4

Community does so by educating its members on modern software development, giving its members project-based software development experience, and using those projects in educational workshops for local schools.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Code 4 Community 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

Code 4 Community 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

Code 4 Community 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

Membership is open to anyone who wishes to join, and there is no application process. A person can become a member by attending meetings, working to complete projects, helping with workshops, and supporting the organization's functions and programs. Members must work to uphold the organization's purpose. Anyone who is a student at The Ohio State University is eligible to become a member.

Section B. Member Selection

There is no selection process for membership. A student who wishes to join our club can do so by coming to and participating in the weekly meetings.

Section C. Membership Timeline

Membership is open on a rolling basis, hence prospective members can join at any time during the Spring or Fall semesters.

Section D. Member Removal

A member can be removed for behavior that harms the organization's purpose, violates its constitution, or breaks the Code of Student Conduct, university policy, or law. Removal requires a majority vote of the officers in consultation with the advisor. If the reason for removal is protected by FERPA or is part of a pending investigation, the executive board may vote to temporarily suspend the member.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The advisor's responsibilities include completing advisor training every two years, submitting online approval for the organization's registration and goals annually, and being the signatory on the organization's bank account. The advisor may take on more responsibilities if they wish to have more involvement.

Section B. Advisor Term

The advisor serves a term for the duration of their choosing.

Section C. Advisor Selection

The advisor is chosen by the executive officers by a vote. The vote must pass a 2/3 majority for the advisor to be instated. The advisor must be a full-time member of the University faculty or Administrative & Professional staff. If an advisor who does not meet this criteria is selected, a co-advisor who does must also be chosen.

Section D. Advisor Replacement

The advisor can be replaced if they fail to do their duties to the club. If this is the case, the executive board must have a general agreement to replace the advisor. This agreement must be shown through a vote where 2/3 of the officers agree to replace the advisor.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

- **President:** Responsible for overall operations, including leading executive and general body meetings and interacting with the faculty advisor.
- **Vice President:** Assists the President with operations, sends the weekly newsletter, and takes notes at executive meetings.
- **Treasurer:** Manages the organization's finances, including bank accounts and fundraising.
- **Project Leader:** Runs project groups that develop learning modules for educational workshops.
- **Outreach Coordinator:** Schedules workshops with schools and other groups.
- **Fundraising Coordinator:** Attends ECouncil meetings and fundraises for the organization.
- **Social Media Coordinator:** Manages all marketing and social media operations.
- **All Officers:** All officers are expected to help recruit new members, raise campus awareness, and attend Executive Committee and general body meetings.

Section B. Officer Eligibility

To be eligible for an officer position, a member must have active membership status for at least one semester. Active status includes regular meeting attendance and working to uphold the club's purpose. Candidates must be currently enrolled students and in good standing with the university.

Section C. Officer Selection Process

The President, Vice President, and Treasurer are elected for a one-year term at the end of the Spring Semester. The election is conducted via paper or electronic ballot, and officers are selected by a majority vote of active members. Project Leaders, Outreach Coordinator, Fundraising Coordinator, and Social Media Coordinator are appointed by the elected leaders for a one-year term. In the event of a tie, a tie-breaker vote is cast by a member of the previous year's Executive Committee who is not running for the position in question.

Section D. Officer Removal

An officer can be removed for cause, including violating the constitution, failing to perform duties, or behavior that is detrimental to the organization. Removal can be initiated by the Executive Committee

with a two-thirds affirmative vote in consultation with the advisor. Alternatively, if an executive member is not performing their duties, other executive members can vote to impeach them; a vote of more than half of the executives is required for the impeachment to pass. In the case of a resignation or impeachment, the member with the next highest number of votes from the previous election will be offered the position. If no one from the previous ballot is eligible or interested, a new election will be held for that position.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The organization will be dissolved if ordered by Ohio State University or if it fails to complete re-registration. The organization can also be dissolved by a three-fourths vote of all members if it no longer follows its stated purpose.

Section B. Dissolution Procedures, including Assets and Debts

Upon dissolution, any memberships or paid services will be canceled. If a cancellation fee is incurred, it must be reimbursed by Ohio State University, or university officials must help resolve the asset. Any assets fully owned by the organization can be donated to the university or sold to pay off potential debts. Any debts will first be paid off using the club's assets. If there are any remaining debts not covered by the club's assets, the current club members must hold fundraisers to raise money until all debts are paid off. If this plan of action does not fully cover all debts, then the current club members must each pay a membership fee that will cover the cost of the remaining debts. The dissolution process will be enacted by the current executive board members. They will hold a meeting to discuss the plan of action and make sure there are no remaining debts or loose ends.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Proposed amendments must be presented in writing and cannot be acted upon when first introduced. The proposed amendment must be read at the initial general meeting and again at subsequent meetings, including the meeting where the vote will occur. An amendment requires a two-thirds majority vote of voting members to pass. The constitution should not be amended frequently.