

THE CONSTITUTION OF OHIO STATERS, INCORPORATED

ARTICLE I

Section I. Name:

The name of this organization shall be Ohio Staters, Inc. as registered with the State of Ohio, March 2, 1935.

ARTICLE II

Section I. Mission:

Ohio Staters, Inc. strives to improve the University through unique voluntary service. We help the University envision its future, facilitate change, and promote its finest traditions. We foster an environment in which our members can develop their personal, service, and professional skills. We encourage our members to develop and enjoy close friendships with each other.

Section II. Purpose and Objective:

Ohio Staters, Inc. shall be a corporation dedicated to its motto, "Thinkers, Believers, and Doers In and About The Ohio State University," and shall be dedicated to the fostering of a spirit which will be translated into action for The Ohio State University, the promoting of the general welfare of The Ohio State University, and the performing of such services for the benefit of The Ohio State University as are deemed necessary and proper by the said corporation.

ARTICLE III

Section I. Harassment and Discrimination, including Sexual Misconduct:

Ohio Staters, Inc. 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 II. Hazing:

Ohio Staters, Inc. 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 III. Bylaws:

Ohio Staters, Inc. 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

Section I. Membership:

- A. The membership shall consist of not more than fourteen (14) faculty/staff members and thirty-six (36) student members; except, during any semester, when student membership may exceed thirty-six (36) by a number not to exceed two-thirds (2/3) of the student members who will have graduated at the conclusion of the semester in which this provision shall be invoked. Any undergraduate student is eligible for membership.
- B. Probationary Membership
- a. Any currently enrolled undergraduate student at any Ohio State campus who is or who would like to be actively engaged in performing tasks benefitting the welfare and traditions of The Ohio State University shall be eligible for membership in Ohio Staters, Inc.. Individuals who have attended at least one (1) full semester at The Ohio State University, must have a cumulative point hour ratio of at least 2.0 to be eligible for membership in Ohio Staters, Inc. By a vote of three-fourths (3/4) of the Body,

this point hour requirement may be waived for an individual prior to said student's probationary interview.

- b. A period of tentative active membership, which shall be known as probationary membership, shall consist of a minimum of fourteen (14) academic weeks. Probationary members shall present themselves for an interview before the Credentials Committee within twenty-one (21) academic weeks of their membership.
- c. Probationary members shall enjoy equal status with active members, except they may not hold elected office, nor may they vote upon any candidate for membership, nor may they vote on proposed amendments to this Constitution or By-laws.
- d. Probationary members shall be counted in determining the numerical limits imposed upon student membership.

C. Active Student Membership

- a. Active membership shall consist of those students who have successfully completed their probationary period.
- b. Active membership shall carry with it all the rights, privileges, and duties of the organization.
- c. Members who become graduate or professional students at The Ohio State University may continue their active membership if they desire.
- d. Active membership shall be terminated when one of the following conditions has been met:
 - i. A letter of resignation setting forth the basis for this request is submitted to the Credentials Committee and becoming effective only after approval by the Credentials Committee and Body.
 - ii. Graduation from the University
 - iii. Withdrawal from the University
- e. Whether the names of those members who have terminated their active membership shall appear on the active alumni membership roll of Ohio Staters, Inc. shall be left to the discretion of the Credentials Committee and Body. Furthermore, any member of Ohio Staters, Inc. who, after graduation, shall have an outstanding account receivable in excess of ten dollars (\$10.00) shall be removed from that same active alumni membership roll, providing that the member in question has not suitably responded to a letter advising said member as to the situation and the amount due.
- f. Any active member of Ohio Staters, Inc. submitting a resignation with written intent of rejoining Ohio Staters, Inc. may resume full active membership by submitting to an active interview and by receiving approval by the Credentials Committee and the Body.

D. Inactive Membership

- a. Members who are unable to participate in their roles as Ohio Staters may request inactive membership. Inactive membership will usually be limited to one (1) semester per academic year, except in cases of extraordinary academic or personal circumstances.

- b. A request for inactive membership must be initiated by a letter setting forth the basis for this request to the Credentials Committee and becoming effective only after review by the Credentials Committee and approval by the Body.
- c. Those members who hold an office shall forfeit same upon acceptance of inactive membership and shall not resume said office upon their return to the organization, unless deemed proper by the Body.

E. Faculty/Staff Membership

- a. Members of The Ohio State University faculty/staff who desire to actively contribute to the work of Ohio Staters, Inc. shall be eligible for membership.
- b. Faculty/staff membership shall carry with it all privileges, rights, and duties of the organization.
- c. Faculty/staff members shall be selected for a five (5) year term subject to renewal by the Body. The Credentials Committee shall interview the member by the end of the five (5) year term and give its recommendation to the Body. A co-chair of the credentials committee shall meet with a faculty/staff member halfway (2.5 years) through their active term. If the meeting results in an insufficient level of activity from the faculty member within the organization, the credentials chair can initiate a membership review.

F. Emeritus

- a. Any former member of Ohio Staters, Inc. who has retired from University life with at least fifteen (15) years of service to the organization may be eligible for emeritus membership.
- b. Emeritus membership shall carry with it all rights and privileges of active membership, provided that the member in question honors all time commitments of the organization per academic semester.
- c. Emeritus membership shall not be included in the numerical limitations that are imposed upon faculty/staff membership.

G. For a person to be accepted as a member of Ohio Staters, Inc., in any status, he or she must submit to a Credentials interview and be approved by a majority of the eligible voting members present at a Luncheon meeting provided there is a quorum of twelve active members. There must be no less than 3 faculty/staff and 6 active student members present. This quorum is hereafter referred to as the Body.

H. Membership timeline: Prospective members are eligible to interview week 4 and week 8 of Spring and Fall Semesters provided they submit a complete application by the posted deadline. Probationary members are eligible to interview week 6 of Fall and Spring semesters to gain active membership. These weeks are subject to the University Academic Calendar and will be adjusted based on University Breaks.

- I. Any active or probationary student member who is absent and not excused from five (5) Attendance Requirements of the Student Body at which attendance is mandatory during any academic semester shall be reviewed by the Credentials Committee.
- J. Member Removal: A member may be removed for not completing a membership review after violating The Ohio State University's Code of Student Conduct or more than 5 unexcused absences in a semester. The executive committee will present the case at the weekly meeting, and the general body will vote to remove the member. To officially remove a member, the general body vote must pass by a 2/3 majority of quorum.
- K. Any faculty/staff, emeritus, active student or probationary student member who has an unpaid bill of forty-five (45) days shall be deprived of membership unless said member has secured, in writing, a waiver or deferment of payment from the Faculty or Student Treasurer. Ultimately, these cases will be handled by the Executive Committee of Ohio Staters, Inc. and be on a case-by-case basis.

ARTICLE V

Section I. Advisor Duties and Responsibilities:

The student organization advisor shall serve as a resource person providing support to all members. The OSI Faculty Advisor is able to hold office on the executive committee and vote.

Primary advisors must be able to satisfy the following requirements:

Complete advisor training every two years

Complete the anti-hazing training module available on BuckeyeLearn or through 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

Section II. Advisor Term:

The Faculty Advisor will serve for one year, with the opportunity to be re-elected.

Section III. Advisor Selection:

The Faculty Advisor must be a general faculty/staff member of Ohio Staters, Inc. before being elected. The advisor of interest can be nominated or self-nominated by a member of OSI.

Advisor will be elected annually by the membership. Applications for the advisor position will open no later than the tenth week of the Autumn Semester. Applicants must complete a series of questions and submit a short video online. The application period will remain open until the election deadline, which may vary each election cycle. Voting will be open for one week, and the current President and Faculty Advisor will collect and tally the ballots. The candidate with the majority vote, greater than 50%, will be elected to each position.

Section IV. Advisor Replacement:

Any cause that the executive committee deems grounds for removal can initiate a membership review of the current advisor. This review will then be voted on by the body using quorum.

A new advisor will be recommended by the executive committee and voted on by the body. The margin of approval must be 2/3 with quorum.

ARTICLE VI

Section I. Officers:

- A. The following officers shall be elected: President, Vice President, Secretary, Recording Secretary, Student Treasurer, Faculty Advisor, and Faculty Treasurer.
- B.** The President and the Vice President shall be active members and have at least junior standing in the University by the time of election. The Secretary, Recording Secretary, and Student Treasurer shall be active members and shall have at least sophomore standing by the time of election. The Faculty Advisor and the Faculty Treasurer shall be faculty/staff members.
- C. Officers will be elected annually by the membership. Applications for the officer positions of President, Vice President, Secretary, Treasurer, Recording Secretary, Faculty Advisor, and Faculty Treasurer will open no later than the tenth week of the Autumn Semester. Applicants must complete a series of questions and submit

a short video online. The application period will remain open until the election deadline, which may vary each election cycle. Voting will be open for one week, and the current President and Faculty Advisor will collect and tally the ballots. The candidate with the majority vote, greater than 50%, will be elected to each position.

- D. Any cause that the executive committee deems grounds for removal can initiate a membership review of the current officer. This review will then be voted on by the body using quorum. The margin of approval must be 2/3.

A new officer will be recommended by the executive committee and voted on by the body.

Section III. Description of Leadership Positions:

- A. President

The President oversees daily operations and creates a weekly agenda by communicating with committee leaders and all members of the executive committee. This position is also responsible for securing meeting spaces, appointing co-chairs, and leading the luncheon and executive committee meetings. As the point of contact of Ohio Staters, Inc., the President maintains relationships with other parts of the university and may attend events to represent OSI.

- B. Vice President

The Vice President oversees all committees, leads steering, and takes over all roles of the President in their absence. This position is in charge of planning and executing OSI's annual banquet and semesterly faculty breakfasts.

- C. Secretary

The Secretary is responsible for OSI's minutes at all meetings and for sharing our luncheon minutes to University Archives. Secretary also assumes the roles of Vice President in their absence and organizes member resources.

- D. Recording Secretary

Recording Secretary manages membership attendance as well as office cleanliness, office resources, and providing new members with the resources for onboarding.

- E. Treasurer

The student treasurer supports the faculty treasurer in managing the finances of OSI. They serve on our fundraising committee, help general members apply for additional funding, and ensure project budgets are allocated correctly.

- F. Faculty Advisor

The Faculty Advisor supports the president, executive committee, and the entire organization with guidance during weekly meetings. They also uphold all advisor guidelines per Article V of this document.

G. Faculty Treasurer

The Faculty Treasurer is responsible for managing the finances of OSI in tandem with the student Treasurer. They monitor Stater bills, file all appropriate taxes, and keep track of all financial transactions.

ARTICLE VII

Section I. Dissolution of OSU Affiliation:

Given that OSI is an incorporated entity per the State of Ohio, if OSI were to dissolve its connections with the University, it can still function as a 501 (c) 3 nonprofit organization.

Given this, liabilities, assets, and responsibilities will be passed to the leadership of our 501 (c) 3-including all faculty and student members of the executive committee.

Section II. Requirements to Consider Dissolution:

If OSI is to be dissolved, the body must vote whether or not to dissolve using quorum. A $\frac{3}{4}$ majority vote is required to pass the dissolution.

The primary reasoning for OSI dissolving would be the inability to promote the welfare and tradition of the Ohio State University. Possible reasons OSI would not be able to carry out this mission include, but are not limited to:

Membership dipping below a full executive board

Merging with another nonprofit or student organization

Chronic fiscal insolvency

Involuntary dissolution due to regulatory compliance

The decision to dissolve shall be at least a two-week process. The first week the cause will be presented at luncheon by the executive committee, discussed, and will not be voted on until the following week. The cause will be presented the following week at luncheon, and the body must attain a $\frac{3}{4}$ majority vote using quorum for the dissolution decision to pass. After approval of dissolution is obtained, the procedures to dissolve, including distribution of assets and liabilities, will be performed.

Section III. Dissolution Procedures, including Assets and Liabilities:

A. Responsible Party(s):

The executive committee is responsible for handling all matters pertaining to dissolution. Specifically, because of OSI's 501 (c) 3 statuses, the Faculty Treasurer is responsible for filing the IRS form 990 to indicate termination, as well as any other necessary tax documents.

B. Assets and Liabilities:

Dissolution Procedures, including Assets and Liabilities. Upon dissolution, all organizational liabilities and obligations shall be satisfied in accordance with university and legal requirements. The Treasurer and Faculty Treasurer, in coordination with the Faculty Advisor and President, shall oversee the proper settlement of financial accounts and documentation of the dissolution process.

Assets and liabilities will all remain with the incorporated 501 (c) 3 organization and will not be tied to The Ohio State University.

ARTICLE VIII

Section I. Amending Procedures

A. The introduction of a proposed amendment shall constitute the first reading. The proposed amendment will be read at the next regular meeting following its introduction at which time debate and final action on the proposed amendment shall be in order.

B. The proposed amendment shall be adopted by the affirmative vote of two-thirds (2/3) of the Body.

C. Amendments to the Constitution shall be dated and written as amendments preserving the out-of-date article.

Revised

April 2026

THE BY-LAWS OF OHIO STATERS, INCORPORATED

ARTICLE I

Section I. Duties of the Office of President:

- a. Plan and conduct Luncheons, Bull Sessions and other meetings
- a. Appoint committee-chairpersons by the first meeting of the semester or at the earliest meeting possible thereafter
- b. Appoint all project chairpersons
- c. Coordinate the duties of all the officers and ensure that they are being performed properly
- d. Serve as a standing member of the Credentials Committee
- e. Chair the Executive Committee
- f. Be responsible for coordinating a calendar of programs or projects to be undertaken by the organization for each academic semester
- g. Maintain a current list of members at the Ohio Union office for office access
- h. Appoint a liaison between Ohio Staters, Inc. and the Stater alumni society
- i. Perform those other functions which shall be deemed necessary and proper by the organization at large

Section II. Duties of the Office of Vice President:

- a. Discharge all of the duties and responsibilities of the President in the President's absence
- b. Coordinate the activities of all the committees and ensure that they are functioning properly
- c. Coordinate meeting times for all standing committees by the first week of the semester
- d. Chair the Steering Committee
- e. Chair the annual Stater Banquet
- f. Plan Faculty Breakfast
- g. Maintain a roll book to be signed by each member as he or she attains active or faculty/staff status
- h. Perform those other functions as directed by the President and as deemed necessary and proper by the organization at large

Section III. Duties of the Office of Secretary:

- a. Keep the minutes of all meetings of the Body and Bull Sessions in a permanent written form
- b. Ensure the entire year's minutes are kept on permanent file for internal use of Ohio Staters, Inc. at the end of each year's administration
- c. Ensure the entire year's luncheon minutes are deposited with the University Archives
- d. Have certificates printed before Stater Banquet for those who have become active members during the past year
- e. Discharge all of the duties and responsibilities of the Vice President in the Vice President's absence
- f. Perform all those other functions which shall be deemed necessary and proper by the organization at large
- g. Send reports of luncheons and Bull Sessions to all those members absent from the same
- h. Maintain a record of graduating seniors to be placed on the alumni roster

Section IV. Duties of the Recording Secretary:

- a. Prepare a list of committee assignments and office hours for each semester and have them printed by the second meeting of the semester
- b. Track attendance of members present at Steering, committee meetings, Luncheons, Bull Sessions, projects, and other mandatory events
- c. Maintain a current record of membership and make it available to all members
- d. Notify those members who have missed five (5) attendance requirements of the Student Body and report this information to the Credentials Committee chairs
- e. Order nametags for all new members
- f. Be responsible for all office supplies for the organization
- g. Allocate all office work to be done and maintain mailboxes
- h. Discharge all of the duties of the Secretary in the Secretary's absence
- i. Perform all other functions as directed by the Secretary and as deemed necessary and proper by the organization at-large
- j. Maintain the visual displays in the office

Section V. Duties of the Office of Student Treasurer:

- a. Be responsible, along with the Faculty Treasurer, for the accounting of all financial affairs of the organization.
- b. Maintain Financial Handbook.

- c. Serve as a standing member of the Projects Committee and a standing co-chair of fundraising committees.
- d. Chair any ad-hoc Financial Committees.
- e. Coordinate the selection and purchase of “Stater Gear”.
- f. Be responsible for the creation of yearly budgets for the organization.
- g. Collaborate with the Faculty Treasurer to distribute and collect all member bills.
- h. Be responsible for facilitating a financial education session with membership.inter

Section VI. Duties of the Office of Faculty Treasurer:

- a. Serve as a standing member of the Executive Committee.
- b. Be responsible for the recording of the organization’s incomes and expenditures.
- c. Be responsible, along with the Student Treasurer, for the accounting of all financial affairs of the organization.
- d. File all appropriate tax and financial documents for the organization.
- e. Collaborate with the Student Treasurer to distribute and collect all member bills.

Section VII. Duties of the Office of Faculty Advisor:

- a. Serve as a standing member of the Executive Committee
- b. Perform those duties of a Faculty Advisor as required by the University
- c. Perform those other functions which shall be deemed necessary and proper by the organization at large

ARTICLE II

Section I. Election Procedures-Nominations:

- a. Newly elected officers shall take office the first week of spring semester
- b. Members seeking an elected office will fill out an online application. No nominations are needed.

ARTICLE III

Section I. Removal of Elected Officers:

- a. Any member may request the review of an officer who has committed an impeachable offense. The review will be conducted by the Credentials Committee
- b. Once action to impeach has been lodged with the Credentials Committee, that committee shall be bound to determine the following:
 1. Whether the alleged offense committed is an impeachable offense as defined by the Body
 2. Whether or not the officer accused of the alleged offense should be impeached
- c. The Credentials Committee, after its review of the officer in question, shall present its recommendations to a closed meeting of the Body

ARTICLE IV

Section I. The Standing Committees:

- a. Research & Development
- a. Projects
- b. Steering
- b. Credentials
- c. Orientation
- d. Executive
- e. Traditions
- f. Recruitment
- g. Communications

Section II. Members of the Committees:

- a. All student members shall serve on one (1) or more standing committees

Section III. Duties Common to All Chairs:

- a. Work with the Vice-President to establish their committee meeting times by the first week of every semester
- b. Ensure proper assembly of all committee minutes, in accordance with the accepted format
- c. Ensure that the roll of members present at the committee meetings is taken
- d. Report interest of prospective members attending committee meetings to Credentials Committee

Section IV. Duties of Research and Development Committee:

- a. Review all project ideas submitted
- b. Generate new project ideas
- c. Research project ideas until feasibility is established
- d. Determine if a project idea is in accord with the mission and scope of Ohio Staters, Inc.
- e. Screen projects in order to provide reference to areas of expertise, offer constructive criticisms, and ascertain that all aspects of the proposed project have been thoroughly researched and developed in detail
- f. Recommend to accept or reject new projects at Luncheon
- g. Generate and maintain a list of potential project ideas
- h. Complete action by vote from those members present at the committee meeting

Section V. Duties of the Projects Committee:

- a. Review all projects that have been successfully scoped
- b. Be concerned with all aspects of projects including the finances, operations, and public relations
- c. Provide support to project chairs and refer them to knowledgeable sources
- d. Offer constructive criticism to project chairs in order to ensure projects have been thoroughly researched and developed
- e. Have the Student Treasurer as a standing member
- f. Recommend to accept or reject all project reports given at Luncheon
- g. Complete action by vote from those members present at the committee meeting

Section VI. Duties of the Steering Committee:

- a. Review all projects submitted
- b. Review all organizational concerns
- c. Develop and communicate all strategic goals of the organization
- d. Oversee the maintenance of and adherence to the Constitution and By-laws, as well as adherence to the motto of Ohio Staters, Inc.
- e. Be attended by those members who cannot attend Luncheon

- f. Complete action by vote from those members present at the committee meeting

Section VII. Duties of Credentials Committee:

- a. Be responsible for recommending policies and procedures for membership interviews and reviews
- b. Render its recommendations and explanations thereof at regular meetings of the Body
- c. Be responsible, together with the Recording Secretary, for the maintenance of probationary interview project files and active interview brochure files
- d. Have the President as a standing member
- e. Be responsible for the information issued to prospective members
- f. Oversee the maintenance of and adherence to the Constitution and By-laws, as well as adherence to the motto of Ohio Staters, Inc.
- g. Complete action by the vote of those members eligible to vote on questions of membership present at committee meetings or membership interviews and reviews
- h. Quorum at membership interviews and reviews shall be five (5) members eligible to vote on questions of membership
- i. Be responsible for actively seeking new members
- j. Conduct faculty/staff reviews, in which a credentials chair, faculty/staff member, and a member of the Executive Committee must be present

Section VIII. Duties of Orientation Committee:

- a. Be responsible for the education and assimilation of the probationary members into the working structure of Ohio Staters, Inc.
- b. Be composed of all probationary members, and at least one (1) active member as chairperson

Section IX. Duties of Executive Committee:

- a. Serve as an advisory board for the President
- b. Establish long-range goals for the organization
- c. Assure committee continuity and adherence to duties, and review, qualify, and/or clarify those policies currently in effect
- d. Be composed of the elected officers, the Faculty Advisor and the Faculty Treasurer of Ohio Staters, Inc.
- e. Be convened when necessary, or at the discretion of the President

Section X. Duties of Traditions Committee:

- a. Be responsible for the collection and dissemination of information about the history of Ohio Staters, Inc.
- b. Maintain the organization's scrapbook
- c. Be responsible for the facilitation and scheduling of Orton tours

Section XI. Duties of Recruitment Committee:

- a. Stay in communication with prospective members
- b. Lead the participation of OSI in the Fall and Spring Involvement Fair
- c. Maintain accurate roster of all prospective members
- d. Be a resource to prospective members by outlining the application process and answering questions

Section XII. Duties of Communications Committee:

- a. Manage all social media platforms
- b. Promote and share information about current projects, Stater socials, and recruitment
- c. Connect with OSU community by creating posts, reposts, and actively engaging with followers and collaborators
- d. Convey the Stater mission through posts and online engagement

Section XIII. AD-HOC Committees:

- a. Other ad hoc committees will be formed as appointed by the President

ARTICLE V

Section I. Attendance:

- a. Attendance requirements of the Student Body apply to all active and probationary student members

- b. Committee chairpersons and project co-chairs are responsible for taking attendance and submitting to the Recording Secretary

ARTICLE VI

Section I. Amending Procedures:

- a. The introduction of a proposed amendment, in writing, shall constitute the first reading. The proposed amendment shall be read at the next regular meeting following its introduction at which time debate and final action on the proposed amendment shall be in order
- b. The proposed amendment shall be adopted by the affirmative vote of the Body
- c. Amendments to the By-laws shall be dated and written as amendments preserving the out-of-date article

Section II. Suspension Procedure:

- a. In extraordinary circumstances, any section(s) of subsection(s) of these By-Laws may be suspended for up to fifteen weeks, exclusive of break week(s) and finals week, by motion at a regular business meeting
- b. The motion shall be adopted by the affirmative vote of two-thirds (2/3) of the Body

Revised

March 2025