

# Ohio State NAMLA Constitution

## 2025–2026

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

The full name of this organization shall be the Ohio State Chapter of the National Association of Minority Landscape Architects (NAMLA). It may also be referred to as "Ohio State NAMLA."

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

The Ohio State Chapter of NAMLA exists to empower and unite students of color in the field of landscape architecture at the Knowlton School of Architecture. The organization creates access to career and professional development opportunities, fosters a community that links cultural identity and landscape architecture, and increases representation and visibility of landscape architecture within the collegiate community and local schools in Columbus, Ohio.

Ohio State NAMLA provides a culture of representation, guidance, and exposure to academic and professional communities. This is accomplished through outreach education, career development, research, scholarships, financial and grant opportunities, and volunteer events serving underrepresented communities.

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

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

*Ohio State NAMLA 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**

*Ohio State NAMLA 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**

*Ohio State NAMLA 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 undergraduate and graduate students enrolled at The Ohio State University. Eligibility requires attending at least two general body meetings and active participation in events. Members are devoted to the organization's mission, are excited about reaching the organization's goals, and have availability to help reach those goals. Faculty, staff, and alumni are encouraged to become members as non-voting associate or honorary members.

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

Membership in Ohio State NAMLA does not require an application or formal selection process and is open to all students at The Ohio State University. Any interested Ohio State student becomes a member by attending meetings, events, or activities hosted by the organization. Participation and engagement in at least one event per academic year is encouraged to remain an active member.

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

Membership is open year-round. Students may join at any time during the academic year by attending an event or meeting. There is no deadline or renewal period; membership remains active through continued participation.

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

General members and officers are required to uphold the standards of the organization. In the case that a general member must be removed, the Executive Board must meet and discuss the issue. The member may present their case to the Board, and removal requires 2/3 majority vote. Article IV, Section A protects members and officers from removal based on discrimination.

## **ARTICLE V. ADVISOR**

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

The advisor serves a one-year term, renewable upon mutual agreement between the advisor and the organization. Advisors may continue serving indefinitely if both the advisor and the executive board wish to continue the partnership.

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

The advisor must be a faculty or administrative/professional staff member at The Ohio State University. The executive board will reach out to and confirm an advisor who aligns with the mission and goals of Ohio State NAMLA. Selection of the advisor will occur by a vote of the executive board, requiring a two thirds majority vote. The selected individual must agree to serve and complete the advisor certification process.

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

If the advisor resigns or is unable to fulfill their duties, the executive board will work to identify and confirm a new advisor as soon as possible. A temporary acting advisor may be appointed if necessary until a new primary advisor is selected.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

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

The officers of the Student Chapter are: President, Vice President, Executive Clerk, Financial Director, Events Coordinator, Creative Director.

#### **- President**

- The President shall have the power to organize the Executive Board to accomplish the purpose of Ohio State NAMLA
- The President is empowered to delegate and administer the affairs of Ohio State NAMLA, and to implement and enforce these policies.
- The President can call a special meeting.
- The President shall represent Ohio State NAMLA in all matters pertaining to or affecting it, but not limited to matters with the University
- The President shall be the primary contact to regional and national communications.

#### **- Vice President**

- Will assume the duties of the Council President in their absence.
- Is responsible for maintaining order in the NAMLA Regular Meetings (sergeant-at-arms).
- Can appoint a designee in their place.
- The Vice President shall be the primary contact for communication with Knowlton School of Architecture.

**- Financial Director**

- Completing the budget in a timely manner
- Responsible for operating/overseeing all monetary transactions
- Keeping an "account" of how money is coming in and going out
- Providing budget reviews/calculations when necessary
- Provide a biweekly or monthly budget update to the Executive Board and advisors

**- Events Coordinator**

- Conduct business with other NAMLA student chapters and other Knowlton student organizations.
- Plan, organize, and coordinate events within and outside of general meetings. Plan, coordinate, and execute in coordination with rest of the board, all social, community service, and programming activities and events.
- Organize, submit for approval all budgets for activities and events to be approved by the executive board

**-Executive Clerk**

- Is responsible for preparing, maintaining, and distributing up-to-date copies of the governing documents of NAMLA to all the appropriate organizations before the end of the Spring Semester.
- Posting meetings within calendar and meeting minutes
- Take minutes (notes) at meetings
- Take role for all events / coordinate for other people to get it accomplished
- Send reminders to general body and larger Knowlton student body for events
- Oversee representatives and send them announcements or reminders, Thank you letters or request letters
- Shall maintain an accurate file of Student Chapter correspondence, constitution, and other items of importance

**- Creative Director**

- Coordinates the social media presence of the organization
- Creates any graphic content required for meetings and / or events  
Responds to communications via social media and promotes NAMLA events and Knowlton programming within our platform

**Section B.      Officer Eligibility**

To be eligible to hold office, a member must:

1. Be a currently enrolled Ohio State student in good academic standing.
2. Demonstrate a commitment to the mission and activities of Ohio State NAMLA.
3. Have attended at least one organizational meeting or event prior to applying for a leadership position.
4. Meet university eligibility requirements for student organization officers.

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

1. Officer applications open annually during the spring semester.
2. Interested members must submit an officer application by the posted deadline.
3. The outgoing Executive Board will review applications and conduct interviews if needed.
4. Officer selections will be determined by a majority vote of the outgoing Executive Board.
5. Newly selected officers will be notified and transition into their roles before the end of the academic year.
6. Incoming officers will receive training and onboarding from the outgoing officers.

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

An officer may be removed from their position for failure to fulfill their responsibilities, violation of university policy, misconduct, or actions that conflict with the mission or values of Ohio State NAMLA.

The removal process is as follows:

1. Establishing Cause: A concern regarding an officer's conduct or performance must be submitted in writing to the Executive Board.
2. Notice: The officer in question will be informed of the concern and given the opportunity to respond and present their perspective.
3. Discussion: The Executive Board will meet to review the concern, hear the officer's response, and consider all relevant information. The advisor may be consulted for guidance.
4. Vote: A two-thirds (2/3) majority vote of the remaining Executive Board members is required to remove the officer from their position.
5. Vacancy: In the event that an officer position becomes vacant due to resignation, removal, ineligibility, or any other reason, the Executive Board will issue a notice of the vacancy to

members and open a call for interest or nominations. Interested candidates will meet with the Executive Board for an informal interview or discussion, after which the Executive Board will vote to appoint a replacement by a two-thirds (2/3) majority. The newly selected officer will assume the role immediately and serve for the remainder of the term. If the Presidential position becomes vacant, the Secondary Leader will automatically assume the role of President, and the Executive Board will then follow the same process to appoint a new Secondary Leader.

## **ARTICLE VII.            ORGANIZATION DISSOLUTION**

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

Ohio State NAMLA may be dissolved if the organization is no longer able to operate in alignment with its mission, is unable to maintain required leadership, or by a two-thirds (2/3) majority vote of the Executive Board determining that dissolution is in the best interest of the organization. Dissolution may also occur if required university registration standards cannot be met.

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

Upon dissolution, all outstanding financial obligations must be paid in full before any remaining assets are distributed. Ohio State NAMLA may not leave outstanding debts to The Ohio State University or any external party. Any remaining funds or property shall be transferred to The Ohio State University or another campus entity consistent with the mission of the organization, as approved by the advisor. All records and materials belonging to the organization will be turned over to the advisor or Student Activities for archiving.

## **ARTICLE VIII.            CONSTITUTIONAL AMENDMENTS**

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

Amendments to this constitution may be proposed by any member of the organization in writing to the Executive Board. Proposed amendments will be reviewed and discussed at an Executive Board meeting to determine whether they should be brought forward for a membership vote. An amendment to this constitution shall be adopted upon a two-thirds (2/3) majority vote of the voting membership. Once adopted, the updated constitution must be submitted to the Ohio Union and Student Activities for approval within thirty (30) days, in accordance with CSA guidelines.