

# **The Central Ohio Flute Association**

## **Student Organization Constitution**

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

The name of this organization is The Central Ohio Flute Association (Hereafter referred to as COFA).

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

This association is formed to advance the interests of The Ohio State University and the Central Ohio flute community and form a closer fellowship within the flute community and The Ohio State University School of Music.

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

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

*COFA 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**

*Cofa 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**

*COFA 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 current students and graduates of The Ohio State University School of Music and all other persons who have been in attendance at the University are eligible for membership.

## **Section B. Member Selection**

Individuals interested in membership should notify the Executive Board of COFA. Upon confirmation of eligibility, the individuals may become members.

## **Section C. Membership Timeline**

New members are admitted at the beginning of each fall semester. Individuals interested in membership should notify the Executive Board prior to this time, but may be eligible for rolling admission at the discretion of the Executive Board.

## **Section D. Member Removal**

- i. If a member decides that they are no longer able or interested in the duties of membership, they should approach the Executive Board about resigning and will be required to submit a letter of resignation.
- ii. If a member is no longer fulfilling the duties of membership, or is in violation of the COFA Constitution or Bylaws, the Executive Board must meet to discuss the member's potential removal from the association. Evidence of the charges must be compiled and presented at a hearing open to all members. The charged member shall be notified of the charges in writing and informed of the date of their hearing, where the charged-member shall be offered the opportunity to defend themselves. Following the hearing, a vote shall be made by a quorum of members (2/3 of the total membership). A removed member may still attend public association events.

# **ARTICLE V. ADVISOR**

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

The advisor of this association shall provide support to the association's leadership, ensure continuity between leadership each year, and serve as a liaison to university administration. The advisor shall coordinate the selection of a guest artist to present at the COFA festival.

## **Section B. Advisor Term**

The advisor shall serve a one-year term, with the possibility of renewal.

## **Section C. Advisor Selection**

By default, the advisor position shall be filled by the Professor of Flute at the Ohio State University. If this individual is unable to carry out the duties and responsibilities required for the position, the Executive Board may appoint another faculty member to serve as advisor of this association.

## **Section D. Advisor Replacement**

In the event that the advisor position falls vacant, the Executive Board may appoint another School of Music faculty member to serve as advisor of this association. The Teaching Assistant(s) may be asked to fulfill certain duties of the advisor until a replacement is appointed.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

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

The officers of this association shall include President, Vice President, Secretary, and Treasurer. The duties of the officers shall be such as are generally exercised by such officers and as may be assigned to them respectively by the Executive Board from time to time. The Executive Board shall consist of the above-named officers, the Professor of Flute at the Ohio State University, and the Teaching Assistant of the Flute Studio at the Ohio State University.

i. President: The president shall preside at all meetings of the association, shall be chairman of the Executive Board, and an ex-officio member of all committees. The president shall appoint committee heads as well as write a letter for the COFA Newsletter with the studio Teaching Assistant(s). The president, with the assistance of officers of the Executive Board and committee heads, shall coordinate the logistical aspects of the COFA Festival.

ii. Vice President: In the absence or disability of the president, or at the president's request, the vice president shall perform the duties of the president. If the office of president becomes vacant, the vice president shall become president for the unexpired term. The vice president shall also assist the current president and Teaching Assistant(s) with newsletters, and assume the responsibility for processing membership applications and maintaining membership information.

iii. Secretary: The secretary is responsible for all association correspondence. The secretary shall have the custody of the minutes, reports, and past records of COFA. They shall record all changes, notifying immediately the president of COFA of any additions or corrections to minutes and records. The secretary shall send out all notices of meetings and shall keep reports of all meetings and activities of COFA. They shall assist the president and shall be an ex-officio member of all committees.

iv. Treasurer: The treasurer shall supervise all receipts and expenditures and shall be in charge of handling financial arrangements for the meetings. They shall collect and disburse them subject to the approval of the Executive Board.

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

Any individual eligible for general membership in COFA may hold an officer position.

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

Nominations for officer positions shall be collected from members prior to the annual meeting. Self-nominations are permitted. The officers shall be elected each year at the annual meeting and shall hold office until their successors have been elected and qualified. The election shall be carried out by voice vote, and the candidate with the majority vote shall be elected to the position. In the event of a tie, a written, anonymous

vote will be taken until a majority is determined. All elected officers will serve a one-year term, with the possibility of renewal. Should a position be left open mid-year, the Executive Board may appoint an individual to serve in interim until an election can be carried out.

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

- i. If an officer decides that they are no longer able to fulfill their position on the Executive Board, they should approach the Executive Board about arranging a new election of the office. The officer must also submit a letter of resignation, describing the reasons for the resignation.
- ii. If an officer is no longer fulfilling the duties of the office, the Executive Board must meet and arrange for an impeachment vote. This vote shall be made by a quorum of members (2/3 of the total membership) of the association, and an election for a new officer must be arranged. An impeached officer may still be a member of the association.

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

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

To dissolve the association, the Executive Board must meet and arrange a vote. This vote shall be made by a quorum of members (2/3 of the total membership) of the association.

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

All members shall be notified in writing of the intent to dissolve. The Publicity and Website chairs shall handle the closure of all social media, email, and website accounts related to the association. Remaining assets shall be first used to resolve any financial obligations held in COFA's name, after which they may be donated to the "KBJ Fund" scholarship at the Ohio State University. The Treasurer shall handle the closure of all financial accounts held in COFA's name. Should the association's assets be insufficient to dispense all debts, the Executive Board shall be responsible for paying the remainder before dissolution of the association.

### **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

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

This constitution may be amended by a majority vote of all members present at any duly called meeting of the members of the association. No amendments shall take effect until duly approved by the Executive Board of COFA.