

Knowlton Society

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Knowlton Society (KS)

ARTICLE II. ORGANIZATION PURPOSE

The Knowlton Society's vision is a community that fosters crossdisciplinary cohesion, student achievement, and socially conscious purpose amongst the Knowlton Sections, College of Engineering, and allied arts. Through a collective effort, students in design disciplines will graduate from Ohio State empowered to enact lasting change in the built environment. The Knowlton Society's mission is to thoughtfully engage with the student body, faculty, staff, administration, and relevant stakeholders of the Knowlton School to uphold our pillars of advocacy, community, and student empowerment.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Knowlton Society 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

Knowlton Society 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

Knowlton Society 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 and Timeline

Membership in the Knowlton Society is not dictated upon enrollment in a Knowlton Program, undergraduate or graduate, as it aligns with our vision regarding comradery with the allied arts. Students majoring or minoring in any Knowlton program regardless of cohort are highly encouraged to join at any point during the academic year.

Section B. Member Selection

Students may be considered “members” after joining the Society’s GroupMe.

Section C. Membership Timeline

Students may choose to join Knowlton Society at any point during the academic year.

Section D. Member Removal

Similarly to the removal process of an elected officer, a member of the Knowlton Society may be removed if they are seen to have violated the Student Code of Conduct of The Ohio State University or seen in misalignment of the Society’s pillars. Majority approval by the Leadership Team and approval by the Advisor must be reached to remove a member. Members may also request that their name be removed from the organizational roster to the advisor or any officer at any time.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The Advisory Board of the Knowlton Society are faculty/staff of The Ohio State University that support the mission of the Society. They may be multiple individuals from various disciplines—preferably faculty at the Knowlton School—that complete tasks as mandated by the Office of Student Life, advocate for the organization to the Knowlton sections and administration, and advises the Leadership Team.

Section B. Advisor Term

One year with the opportunity to be reappointed by the Executive Team.

Section C. Advisor Selection

The Knowlton Society Executive Team will reach out to faculty members about joining Knowlton Society as an advisor. Advisors will preferably be Knowlton faculty members across the three Knowlton disciplines, but the role is not limited to that group only.

Section D. Advisor Replacement

If an advisor wishes to no longer continue their role, they can notify the Knowlton Society Executive Team who will reach out to another faculty member to replace them.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

EXECUTIVE DIRECTOR OF THE KNOWLTON SOCIETY: The Executive Director of the Knowlton Society serves as KS's spokesperson and principal facilitator for Leadership Team meetings. The organizational structure of the Director role may range from 2 CoDirectors, a Director and a Deputy, or however the current Executive Team deems fit for the leadership style.

SECRETARY OF THE KNOWLTON SOCIETY: The Secretary of the Knowlton Society is a non-spokesperson role that preforms critical executive tasks including but not limited to scheduling and document Leadership Team meetings, coordinating with other officers, and other roles that the executive deems necessary.

TREASURER OF THE KNOWLTON SOCIETY: Responsible for the submission of CSA grants, the organization bank account, keeping records that require the Society EIN, submitting the Vendor Setup Form, approving engagement budgets, reimbursing funds for purchases, and obtains corporate sponsorship.

FINANCIAL AMBASSADOR: The Financial ambassador may be multiple individuals that strategize innovative methods of collecting funds for the organization. This may take the form of volunteering, storefronts/vending, or grant seeking.

DIRECTOR OF COMMUNICATIONS: The Director of Communications reinforces and develops the brand of the Society. They are responsible for ensuring a graphical consistency for all media, communications through newsletters, emails, and GroupMe messages, management of social media accounts, and delegating tasks among the communications ambassadors.

COMMUNICATIONS AMBASSADOR: Communications ambassadors may be multiple individuals that generate graphical media to market and/or share Knowlton Society programs.

DIRECTOR OF ENGAGEMENT: The Director of Engagement oversees the execution of Society programs, including but not limited to, Anything But Studio, Nexus, Final Fridays, Design Days, Mixers, Open Houses, Exhibitions, and more. Scheduling spaces in Knowlton Hall, communication with Knowlton administration, and delegation of tasks to engagement ambassadors are among their responsibilities.

ENGAGEMENT AMBASSADOR: Engagement ambassadors may be multiple individuals that support the logistical needs of the various programs offered by the Society.

DIRECTOR OF OUTREACH: The Director of Outreach strategizes and strengthens connections between student organizations, youth, and the Columbus community. This may be through the design of K-12 engagements, student organization collaborations, and partnerships with local non-profits, and the Community, Access, Retention, and Empowerment (CARE) office. They also support the seat at College of Engineering's Engineering Council.

OUTREACH AMBASSADOR The Outreach Ambassador may be multiple individuals that support the directives of the Director of Outreach.

DIRECTOR OF ADVOCACY: The Director of Advocacy collects, strategizes, and responds to the positions and needs of students through the generation of new organizational initiatives. They are responsible for the design and implementation of the semesterly Knowlton Town Hall, the intake of student surveys, and the design of actionable items that address student concerns.

ADVOCACY AMBASSADOR The Advocacy Ambassador may be multiple individuals that support the directives of the Director of Advocacy.

Section B. Officer Eligibility

To qualify to run for the Leadership Team, the individual must be a KS member in good standing for over 1 academic year. Any role may be held for 2 years before it must be re-evaluated.

Section C. Officer Selection Process

To serve as a member of the Leadership Team, a KS member must be selected with the approval of the executive. If necessary, the advisor will serve as a mediating role. The selection/interview process will occur during the last week of February, during the spring semester, with the exception of the founding members. The selection process will consist of an interview with the current Director(s), the role the interviewee is trying to fill, and any willing current Leadership Team member.

Section D. Officer Removal

Should a member of the Leadership Team require removal due to violations of student code of conduct or disregard for the Pillars of the Knowlton Society, a unanimous decision by Leadership Team in addition to approval by the Advisor must be made.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

If the organization is unable to elect or appoint a primary leader and treasurer, the organization must be dissolved.

Section B. Dissolution Procedures, including Assets and Debts

The treasurer must close the organization's bank account, and any outstanding debts will be paid by the remaining balance in the bank account or, if there are inadequate funds, split among the entire leadership board, with 75% divided evenly among Director positions and 25% divided evenly among Ambassador positions. Any remaining assets will be split among the entire leadership board, with 75% divided evenly among Director positions and 25% divided evenly among Ambassador positions.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

To effectively amend the content or vocabulary of the Knowlton Society Constitution, the Leadership Team must conduct a meeting to propose appropriate changes. The team must come to a unanimous agreement before a change is made effective.