

The Main Menu Project Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is The Main Menu Project

ARTICLE II. ORGANIZATION PURPOSE

The Main Menu Project is dedicated to making our community more accessible for visually impaired individuals.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

The Main Menu Project 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 B. Hazing

The Main Menu Project 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

The Main Menu Project 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. MEMBERSHIP

Section A. Membership Eligibility

Membership is open to all students at The Ohio State University; members may be full or part time students in any undergraduate and graduate programs. Members must be in *good standing*, defined as having GPA of 2.0 or higher and have not violated:

- (1) this organization's constitution or by-laws
- (2) the Code of Student Conduct or any university policy
- (3) federal, state, or local laws

Section B. Member Selection

Prospective members must attend a general body meeting, sign up for the Main Menu Project's GroupMe and email list, and commit to fulfilling all membership responsibilities as listed.

Section C. Membership Timeline

Prospective members may join at any time during the semester. Following the members attendance of a general body meeting, they will be official registered as a member in the organization. The member keeps all the privileges of membership and voting rights as long as they maintain the criteria listed in Article IV Section A.

Section D. Member Removal

If a member engages in behavior that is detrimental to the purpose of this organization, violates this organization's constitution, or violates the Code of Student Conduct, University Policy, or Federal, State, or Local law, the member may be removed through a majority vote of the Officers in consultation with the organization's advisor.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The Advisor is responsible for overseeing the Executive Board and may act as a mediator in the event of a constitutional conflict or other extraordinary event.

Section B. Advisor Term

The advisor will serve a two-year term upon appointment.

Section C. Advisor Selection

Advisors must be full-time members of the University Faculty or Administrative and Professional staff. The advisor will be nominated by a majority vote of the organization's membership; the President will then contact the nominated advisor to accept the role.

Section D. Advisor Replacement

If the advisor engages in behavior that is detrimental to the purpose of this organization, violates this organization's constitution, or violates University Policy, or Federal, State, or Local law, or if the advisor chooses to prematurely end their term, the advisor may be removed through a majority vote of the Officers. To replace the advisor, the organization will initiate a new nomination process as described in Article V Section C. The current advisor will be notified of the replacement by the current President.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The Main Menu Project will be directed by an Executive Board that will be guided by a faculty advisor. The Executive Officer positions are as follows:

I. Presidents (Primary and Secondary Leader)

The Presidents are responsible for creating and overseeing the strategic goals of the organization. The Presidents will coordinate monthly meetings, oversee the progress of Executive Board members, send official communication to accepted community partners, and maintain relationships with the visually impaired community. The position will be held by two elected officials; officials will be elected individually.

II. Treasurer

The Treasurer is responsible for managing the accounts and funds of The Main Menu Project. The Treasurer must create and maintain a yearly budget, apply for all necessary funds, and arrange community fundraisers. The Treasurer also advises the Executive Board on the allocation of funds. Further, the Treasurer must ensure that The Main Menu Project remains an active organization in good standing at the Ohio State University.

III. Marketing and Communication Coordinator

The Marketing and Communication Coordinator is responsible for establishing and maintaining The Main Menu's social media presence. The Coordinator will manage the Main Menu Project's social media and communicate all organizational updates through these platforms. The position may be held by up to two officials.

IV. Restaurant Outreach Coordinator

The Restaurant Outreach Coordinator(s) is responsible for establishing and maintaining relationships with local restaurants. This includes conducting outreach to form relationships with new restaurants, checking in quarterly with partners to maintain relationships, and acting as a representative of the organization in solving any issues that emerge. The position may be held by up to two officials.

V. Menu Writing Coordinator

The Menu Writing Coordinator is responsible for ensuring that all menus are written in an accessible format and shared with the community partners on time. The Coordinator will also oversee The Main Menu Project database where all menus will be housed in a consolidated, online platform. The Coordinator is also responsible for updating menus monthly and collaborating with the Restaurant Outreach Coordinator on all new menus. The position may be held by up to two officials.

VI. Technology Coordinator

The Technology Coordinator is responsible for establishing and maintaining the Main Menu Project's website. The Coordinator will manage the organization's website and create all menu QR codes and support the Main Menu Project database in coordination with the Menu Writing Coordinators. The Coordinator will also investigate and lead initiatives to update all technology used by the organization, including but not limited to NFC tags, QR codes, and 3D printed designs. The position may be held by up to two officials.

New Executive Board positions may be created. Any member may submit a proposal to the Executive Board; the proposal must be approved by a majority of the Executive Board. Thereafter, any member may be nominated and appointed to the position.

Section B. Officer Eligibility

Individuals must be a member in good standing and have been a member for at least one semester to be eligible to run for the Executive Board.

Section C. Officer Selection Process

Elections will be held once a year during the spring semester. The Presidents must be elected by a majority vote of general members present at elections. All other positions will be appointed by the Presidents in consultation with the general member body. Elected and Appointed Executive Officials will serve for one academic year; Executive Officials are not limited to the number of terms served.

Section D. Officer Removal

Any Executive Officer may be removed from their position. Cause for removal includes, but is not limited to, violation of the constitution, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a majority affirmative vote of the Executive Board in consultation with the organization's advisor

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

This organization is eligible for dissolution in the case that there are zero individuals in the membership of this organization for the duration of 1 year, or upon unanimous vote of the current membership of the organization in consultation with the advisor.

Section B. Dissolution Procedures, including Assets and Debts

In the event of the dissolution of the organization, all dissolution procedures will be overseen by the most recent President of the organization.

Any outstanding debts and financial obligations will first be paid using the organization's existing assets. All excess debts and financial obligations not covered by remaining assets will be paid for by the most recent President of the organization. The most recent President will be responsible for ensuring that all debts and financial obligations are resolved prior to the completion of the dissolution process.

After all debts and financial obligations have been satisfied, any remaining assets will be donated to an organization whose mission aligns with that of The Main Menu Project. This beneficiary organization will be proposed by and selected by all members in good standing. If there are no remaining members at the time of dissolution, the organization's most recent President will select the recipient organization.

Upon the official dissolution of the organization, Student Activities staff must be notified to remove the organization's information from the university website.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Any member may propose an amendment to this Constitution. All proposed amendments will be submitted in writing to the Executive Board and discussed with the membership body before voting. All members may vote on Amendments to this Constitution; amendments will be voted on at the earliest possible general meeting. Amendments must be approved by a majority of members present. Any approved amendment will be adopted and considered valid immediately following the vote. The text of the amendment will be added to this Constitution by the President.