

Constitution

of the College of Arts and Sciences Student Council

Enacted by Vote of the Arts and Sciences Student Council
October 25, 2010

Preamble

*W*herein students have both the right and the obligation to guide their college, and in the belief that a student council is the best manner through which these are fulfilled, we, the undergraduate students of the College of Arts and Sciences of The Ohio State University, hereby create this organization to be called the College of Arts and Sciences Student Council. With authority derived from the undergraduate student body and existence recognized by the faculty and administration of this university, this student council shall offer the students of the College of Arts and Sciences the opportunity to become involved with their peers in the achievement of the academic objectives and goals of the College of Arts and Sciences. It shall be accessible to students while being attentive to and a voice for their concerns.

Article I: Purpose

- A. To represent all students enrolled in the College of the Arts and Sciences on matters relating to curricular and extracurricular activities
- B. To create and improve effective relationships among students, administration, faculty, alumni, and friends of the College of Arts and Sciences through various channels of outreach
- C. To promote within the College of the Arts and Sciences a value of cultural diversity
- D. To participate in the evaluation of curricula, teaching effectiveness, and instructional facilities in order to improve academic programs
- E. To assist in selecting student representatives of the College of the Arts and Sciences to serve on university-wide agencies
- F. To select the recipient of the annual Outstanding Teaching Award presented to the best instructor in the College of the Arts and Sciences
- G. To foster a spirit of student involvement in the achievement of high standards of scholarship, leadership, and service to the College of Arts and Sciences, The Ohio State University, and the broader community.

Article II: Membership

- A. A member of the College of Arts and Sciences Student Council shall be defined as any person who has completed the membership requirements and responsibilities in accordance with the bylaws
 - 1. The College of Arts and Sciences Colleges Student Council and its members shall not discriminate in any way against any individual(s) for reasons of age, disability, gender identity or expression, color, national origin, race, religion, sex, sexual orientation, or veteran status.
- B. Membership Requirements

1. All members must be pursuing an undergraduate degree in the College of Arts and Sciences at The Ohio State University
 2. All members must be at least part-time students at The Ohio State University
 3. All members must be in and remain in good academic standing
 4. All members must be in and remain in good behavioral standing per the Code of Student Conduct
 5. All active members of the College of Arts and Sciences Student Council shall vote on all issues that come before the College of Arts and Sciences Student Council
- C. Active Membership Responsibilities
1. All members of the College of Arts and Sciences Student Council shall attend regularly scheduled general body meetings
 2. All members of the College of Arts and Sciences Student Council shall serve on one (1) working committee and shall actively participate in said committee
 3. All members of the Arts and Sciences Student Council shall actively participate in at least two (2) official College of Arts and Sciences Student Council social, fundraising, service, or hosted event or project each Academic Quarter
 - a. General body meetings shall not qualify for this requirement
- D. The College of Arts and Sciences Student Council shall have at least one (1) faculty or staff advisor as provided by the administration of the College of the Arts and Sciences

Article III: Officers

- A. Officer Requirements
1. Any member in good standing who meets the qualifications for the office shall be eligible to hold that elected office
 2. All elected officers shall be members of the Steering Committee
 3. All officers shall keep records of their activities during their term
 - a. These records must be submitted to the Historian upon completion of said term.
 4. All officers shall retain full rights and responsibilities of membership
 - a. The President shall not vote except in the case of a tie
- B. Officer Selection and Dismissal
1. Officers shall be elected by the membership of the College of Arts and Sciences Student Council during the first week of Spring Quarter
 - a. Terms of office shall begin the fifth week of Spring Quarter
 - b. If an officer resigns, is separated from the College of Arts and Sciences, dies, or is otherwise unable to fulfill his/her duties, the vacancy shall be filled in accordance with this constitution
 2. An officer can be removed from office upon dereliction of his/her duties as specified by this constitution
 - a. Removal from office requires a three-quarters (3/4) voted by a quorum of members
- C. The elected officers shall be:
- a. President
 - b. Vice-President
 - c. Executive Director
 - d. Secretary
 - e. Treasurer
 - f. Historian

- g. New Member Liaison
- h. Webmaster

D. The President

1. The President shall serve as the chief executive and spokesperson of the students of the College of Arts and Sciences.
2. The President shall have been a member of the College of Arts and Sciences Student Council for at least three (3) quarters
3. The President shall have the following powers:
 - a. Determine all dates, times, and locations of general body meetings pursuant to Article IV
 - b. Serve as an ex-officio member of all committees
4. The President shall have the following responsibilities:
 - a. Preside over all general body meetings of the College of Arts and Sciences Student Council
 - b. Preside over all Steering Committee meetings
 - c. Seek to execute all policies as determined by the College of Arts and Sciences Student Council
 - d. Represent the College of Arts and Sciences Student Council at all necessary functions
 - i. Serve on the Curriculum Committee of the College of Arts and Sciences
 - (1) The President may appoint a delegate to represent the Arts and Sciences Student Council in his/her stead
 - ii. Serve in the Faculty Senate of the College of Arts and Sciences
 - (1) The President may appoint a delegate to represent the Arts and Sciences Student Council in his/her stead

E. The Vice-President

1. The Vice-President shall fulfill the duties of the President in the event that the president is temporarily unable to fulfill his duties
2. The Vice-President shall succeed the President if the President resigns, is separated from the College of Arts and Sciences, dies, is removed from office, or is otherwise permanently unable to fulfill his/her duties
3. The President shall have the following responsibilities:
 - a. Ensure the Outstanding Teaching Award process proceeds in a timely manner
 - i. The Vice-President shall chair the Outstanding Teaching Award Committee
 - b. Oversee the various committees of the College of Arts and Sciences Student Council
 - c. Place members in the College of Arts and Sciences Student Council committees

F. The Executive Director

1. The Executive Director is the responsible for planning all College of Arts and Sciences Student Council events
2. The Executive Director shall have the following responsibilities:
 - a. Plan one (1) large Arts and Sciences Student Council event each quarter
 - i. Fall Quarter – Meet the Deans
 - ii. Winter Quarter – Non-annual Event
 - iii. Spring Quarter – Meet the President
 - b. Plan at least one (1) Meet the Professor event each quarter
3. The Executive Director will chair the Event Planning Committee

G. The Secretary

1. The Secretary shall have the following responsibilities:
 - a. Record and type all minute of the general body and Steering Committee meetings
 - i. Minutes are to be distributed to all members in a timely manner
 - b. Maintain a current roster of all members
 - i. Keep attendance at all general body and Steering Committee meetings
 - c. In conjunction with the New Member Liaison, prepare promotional materials on the College of Arts and Sciences Student Council
 - d. Keep the student body informed about the operations of the College of Arts and Sciences Student Council
 - i. When pertinent, create and distribute press releases and other formers of communication on behalf of the College of Arts and Sciences Student Council

H. The Treasurer

1. The Treasurer is the chief financial officer of the College of Arts and Sciences Student Council
2. The Treasurer shall have the following responsibilities:
 - a. Keep up-to-date financial records
 - b. Distribute funds to satisfy any outstanding financial obligations of the College of Arts and Sciences Student Council
 - i. Comply with all established policies of The Ohio State University
 - c. Seek methods for funding the College of Arts and Sciences Student Council
 - i. Comply with all established policies of The Ohio State University
 - d. Report on the College of Arts and Sciences Student Council of the financial status of the council at each general body meeting
 - e. Prepare a written annual budget by the first week of Autumn Quarter
 - i. The College of Arts and Sciences Student Council shall not operate under a deficit budget
 - f. Prepare quarterly financial statements for the first general body meeting of each Academic Quarter
 - g. The Treasurer will chair the Fundraising Committee

I. The Historian

1. The Historian shall be the record keeper for the Arts and Sciences Student Council
2. The Historian shall have the following responsibilities:
 - a. Prepare a collection of the Arts and Sciences activities throughout the year
 - i. Collect all officer records at the end of their terms
 - ii. Collect all minutes as attendance records
 - b. Take photos and document the meetings and events of the College of Arts and Sciences Student Council

J. The New Member Liaison

1. The New Member Liaison is charged with greeting new members and introducing them to the College of Arts and Sciences Student Council
2. The New Member Liaison shall have the following responsibilities:
 - a. Provide assistance and orientation to new members
 - b. Prepare a strong membership recruitment campaign
 - c. Arrange the College of Arts and Sciences Student Council presence at the involvement fairs

- d. Assist the Secretary in preparing promotional materials on the College of Arts and Sciences Student Council
 - e. The New Member Liaison will chair the Social Committee
- K. The Webmaster
- 1. The webmaster is responsible for updating and maintaining the College of Arts and Sciences Student Council website
 - 2. The position of webmaster may be filled by another elected officer excepting the President, Vice-President, and Executive Director

Article IV: Committees

- A. The Arts and Sciences Student Council will have the following committees to analyze business in detail:
- 1. The Steering Committee
 - a. The Executive Committee provides administrative oversight for the College of Arts and Sciences Student Council
 - b. The Executive Committee will be comprised of all officers and all chairs of standing committees
 - 2. The Outstanding Teaching Award Committee
 - a. Assists in the Outstanding Teaching Award process
 - 3. The Event Planning Committee
 - a. Assists in planning the major and minor events hosted by the College of Arts and Sciences Student Council
 - 4. The Fundraising Committee
 - a. Finds and organizes fundraising opportunities for the College of Arts and Sciences Student Council
 - 5. The Social Committee
 - a. Organizes quarterly social events for members of the College of Arts and Sciences Student Council
 - 6. The Service Committee
 - a. Organizes quarterly service events for members of the College of Arts and Sciences Student Council

Article V: Meetings

- A. For general body meetings quorum shall constitute a majority of active members
- B. Meeting dates and times will be tentatively set at the beginning of each quarter
- 1. The President may call a special meeting with appropriate notice
- C. *Roberts Rules of Order, Revised* shall govern parliamentary procedure at all meetings of the College of Arts and Sciences Student Council

Article VI: Amendment Procedure

- A. This Constitution may only be amended by a three-quarters (3/4) vote of the members present at a general body meeting of the College of Arts and Sciences Student Council
- 1. All proposed amendments must be submitted in writing and discussed one general body meeting before the proposed amendment is voted on

- B. Technical changes to this Constitution may be made by a two-thirds (2/3) vote of the members present at the general body meeting of the College of Arts and Sciences Student Council
- C. In the case of a change to University rules or regulations with which this Constitution is in conflict, the Constitution may be amended to conform to said changes by a two-thirds (2/3) vote of the members present at a general body meeting of the College of Arts and Sciences Student Council
- D. Every five years, it is mandatory to review the College of Arts and Sciences Student Council Constitution
 - 1. The review will be conducted by the Steering Committee
 - 2. The review will take place by the Steering Committee whose term begins in a year ending in zero (0) or five (5)

Article VII: Enactment

- 1. This constitution shall take effect upon its passage by a three-quarters (3/4) vote by the members of the College of Arts and Sciences Student Council. At said time, all previous governing documents of the College of Arts and Sciences Student Council shall be considered null and void.