

Constitution

of the College of Arts and Sciences Student Council

Enacted by Vote of the College of Arts and Sciences Student Council
March 30, 2022

Preamble

Wherein 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, and Non-Discrimination Policy

Section 1 - 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 select the recipient of the annual Outstanding Graduate Associate Teaching Award presented to the best graduate associate in the College of Arts and Sciences
- H. 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.

Section 2 - Non-Discrimination Policy

“This organization does not discriminate 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 bases under the law, in its activities, programs, admission, and employment.”

Section 3 - Sexual Misconduct Policy

“As a student organization at The Ohio State University, the College of Arts and Sciences Student Council expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:

<https://hr.osu.edu/public/documents/policy/policy115.pdf>

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu”

Article II - Membership: Qualifications and categories of membership

- A. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. 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.
- B. Membership Requirements
 - a. All members must be pursuing an undergraduate degree in the College of Arts and Sciences at The Ohio State University
 - b. All members must be at least part-time students at The Ohio State University
 - c. All members must be in and remain in good academic standing
 - d. All members must be in and remain in good behavioral standing per the Code of Student Conduct
 - e. 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
 - a. All members of the College of Arts and Sciences Student Council shall attend all regularly scheduled general body meetings unless excused for school or extenuating circumstances
 - b. All members of the Arts and Sciences Student Council shall actively participate in all official College of Arts and Sciences Student Council social, fundraising,

- service, or hosted event or project each Academic Semester, unless excused for school or extenuating circumstances
- 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*

Section 1 - Terms and Conditions of Holding Office

- A. Officer Requirements
- a. Any member in good standing who meets the qualifications for the office shall be eligible to hold that elected office
 - b. All elected officers shall be members of the Executive Board
 - c. All officers shall retain full rights and responsibilities of membership
 - d. The President shall not vote except in the case of a tie
- B. Officer Selection and Dismissal
- a. Officers shall be elected by the membership of the College of Arts and Sciences Student Council before the last meeting of the Spring Semester
 - b. Terms of office shall begin during the week of the final meeting of Spring Semester and new officers shall facilitate the final meeting of Spring Semester in a process called “Peaceful Transition of Power”
 - c. If an officer resigns, is separated from the College of Arts and Sciences, no longer able to fulfill their duties, the vacancy shall be filled in accordance with this constitution
 - d. An officer can be removed from office upon dereliction of his/her duties as specified by this constitution
 - e. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, 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.
 - f. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, 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 two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.
 - g. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

- h. Removal from office requires a majority vote by the members of the Executive Board
- C. The elected officers shall be:
 - a. President
 - b. Vice-President
 - c. Executive Director
 - d. Secretary
 - e. Treasurer
 - f. Marketing Director

Section 2 - Executive Board Positions

- A. The President
 - a. The President shall serve as the chief executive and spokesperson for the students of the College of Arts and Sciences Student Council.
 - b. The President must have been a member of the College of Arts and Sciences Student Council for at least two (2) semesters
 - c. The President shall have the following powers:
 - i. Determine all dates, times, and locations of general body meetings pursuant to Article IV
 - ii. Serve as an ex-officio member of all committees
 - d. The President shall have the following responsibilities:
 - i. Preside over all general body meetings of the College of Arts and Sciences Student Council
 - ii. Preside over all Executive Board meetings
 - iii. Seek to execute all policies as determined by the College of Arts and Sciences Student Council
 - iv. Represent the College of Arts and Sciences Student Council at all necessary functions
 - v. Setting goals and a vision for the organization
 - vi. Building future leaders
 - vii. Providing motivation and support
 - viii. Facilitating leadership transitions
 - ix. Completing most of the annual registration requirements
- B. The Vice-President
 - a. The Vice-President shall fulfill the duties of the President in the event that the president is temporarily unable to fulfill his duties
 - b. 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
 - c. The Vice President shall have the following responsibilities:
 - i. Ensure the Outstanding Teaching Award process proceeds in a timely manner

- ii. The Vice-President shall facilitate the Outstanding Teaching Awards (OTA/OGATA) Directors and lead the nomination, interview, classroom visit, and award ceremony process, with the help of the Outstanding Teaching Awards Director, the Executive Board Assistant, fellow members and the organization's advisor
- C. The Executive Director
 - a. The Executive Director is responsible for planning the Graduate and Professional School Fair to be held around early November each year
 - b. The Executive Director shall work over the Summer and Autumn Semesters with the advisor to prepare for the Graduate and Professional School Fair
 - c. The Executive Director shall be assisted by the Executive Director Assistant
- D. The Secretary
 - a. The Secretary shall have the following responsibilities:
 - b. Record and type all minutes of the general body and Executive Board meetings
 - i. Minutes are to be distributed to the advisor in a timely manner
 - c. Maintain a current roster of all members
 - i. Keep attendance at all general body and Executive Board meetings
 - d. In conjunction with the Marketing Director, prepare promotional materials on the College of Arts and Sciences Student Council
 - e. Keep the student body informed about the operations of the College of Arts and Sciences Student Council
 - f. When pertinent, create and distribute press releases and other forms of communication on behalf of the College of Arts and Sciences Student Council
 - g. The Secretary shall be assisted by the Executive Board Assistant, by request
- E. The Treasurer
 - a. The Treasurer is the chief financial officer of the College of Arts and Sciences Student Council
 - b. The Treasurer shall have the following responsibilities:
 - i. Keep up-to-date financial records
 - ii. Distribute funds to satisfy any outstanding financial obligations of the College of Arts and Sciences Student Council
 - iii. Comply with all established policies of The Ohio State University
 - c. Seek methods for funding the College of Arts and Sciences Student Council
 - d. Comply with all established policies of The Ohio State University
 - e. Report on the College of Arts and Sciences Student Council of the financial status of the council at each general body meeting
 - f. Prepare a written annual budget by the first week of Autumn Semester
 - i. The College of Arts and Sciences Student Council shall not operate under a deficit budget
 - g. The Treasurer shall be assisted by the Executive Board Assistant, as requested
- F. The Marketing Director
 - a. The Marketing Director shall be in charge of all Student Council social media accounts

- b. The Marketing Director shall liaise with the Executive Board to promote Student Council Events
- c. The Marketing Director shall be assisted by the Social and Service Director, and the Executive Board Assistant, as requested

Article IV: *Positions and Committees*

The Arts and Sciences Student Council will have the following committees and/or positions, which can operate at committees or individual positions depending on the Executive Board's vote:

- A. The Executive Board
 - a. The Executive Board provides administrative oversight for the College of Arts and Sciences Student Council
 - b. The Executive Board will select from the general body members the heads of appointed positions and committees based on an application process
 - c. The Executive Board will be comprised of all officers of this Student Council
- B. The Outstanding Teaching Award Director/Committee
 - a. Assists the Vice President in the Outstanding Teaching Award process
- C. The Executive Director Assistant/Committee
 - a. Assists the Executive Director in planning the Graduate and Professional School Fair hosted by the College of Arts and Sciences Student Council
- D. The Guest Lecturer Director/Committee
 - a. Finds and organizes "Meet the Professor," "Meet the Dean," and other guest speaker appearances
- E. The Social and Service Director/Committee
 - a. Assists the Marketing Director in organizing social, fundraising, and marketing events for members of the College of Arts and Sciences Student Council
- F. Dean's Student Advisory Board
 - a. The Arts and Sciences Dean's Student Advisory Board is charged with advising the College of Arts and Sciences Executive Dean and Vice Provost on matters pertaining to students: academics, communication, activities, student life and college relations.
 - b. Three representatives with one student from each of the three divisions with a declared major in the division they represent.
 - c. Meetings are held once a month from 5:30 p.m. to 6:30 p.m. The dates and day of the week will vary per semester.
- G. College of Arts and Sciences Curriculum Committee
 - a. The Arts and Sciences Curriculum Committee has responsibility for approving undergraduate and graduate ASC courses and programs, and changes to the General Education program. ASCC also has authority over all other curricular issues referred to it by its panels.
 - b. One student representative with a declared major in the arts and sciences.
 - c. Meetings will be every other week, days and times will vary per semester.

- d. The student must be committed to being engaged in the review of curricular proposals and changes as they are the only student on the committee.
 - i. The student must be very responsible in attending these meetings as they require a quorum to conduct business.
- H. College of Arts and Sciences Senate
 - a. The Faculty Senate of the College of Arts and Sciences has jurisdiction over the "untagged" (B.A. and B.S.) bachelor's degrees, the general education requirements for all programs in the College of Arts and Sciences, and joint responsibility for planning the general education requirements for colleges outside arts and sciences on a cooperative basis. In addition, the Senate provides a forum for the discussion of other matters of common interest to the Faculty of the College of Arts and Sciences.
 - b. Student Council may appoint all four of the undergraduate student representatives on ASC Senate, but is required to only appoint one of the four.
 - c. Three of the students represent the three college divisions – one for each division. Those students must have declared a major that is included in the division they represent.
 - d. The fourth student must have declared a major in an interdisciplinary area. The interdisciplinary majors are Film Studies, Moving Image Production, International Studies, Neuroscience, Data Analytics, and Philosophy, Politics, and Economics (PPE).
 - e. There will be three to six meetings per semester, for which, dates and times will be set per semester.

Article V: *Meetings*

- A. For general body meetings, a quorum shall constitute a majority of active members and all Executive Board members, unless other arrangements were made
- B. Meeting dates and times will be tentatively set at the beginning of each semester with suggestion to remain consistent with the norm of being every Wednesday from 5:30 p.m. to 6:30 p.m.
- C. The President may call a special meeting or Executive Board meeting with appropriate notice

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
 - a. 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 maximum five years, and no more than once per school year, it is mandatory to review the College of Arts and Sciences Student Council Constitution
 - a. The review will be conducted by the Executive Board and council members in attendance

Article VII: *Enactment*

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.