

Constitution of the Arts and Sciences Student Council

Enacted by Vote of the Arts and Sciences Student Council on April 9th, 2025

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 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. NAME OF ORGANIZATION

1. This organization shall officially be known and registered as the Arts and Sciences Student Council
2. The organization shall officially be abbreviated as 'ASC Student Council' and colloquially abbreviated as 'Student Council' or 'ASSC'.

ARTICLE II. PURPOSE STATEMENT

1. To represent all students enrolled in the College of the Arts and Sciences on matters relating to curricular and extracurricular activities
2. To create and improve effective relationships between students, administration, faculty, alumni, and friends of the College of Arts and Sciences through various channels of outreach
3. To promote within the College of the Arts and Sciences a value of cultural diversity
4. To provide students with a means of evaluating curricula, teaching effectiveness, and instructional facilities in order to improve awareness academic programs
5. To assist in selecting student representatives of the College of the Arts and Sciences to serve on university-wide agencies
6. To host the annual Graduate and Professional School Fair for undergraduate students
7. To select the recipient of the annual Outstanding Teaching Award presented to the best instructor in the College of the Arts and Sciences
8. 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
9. 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 III. UNIVERSITY REGULATIONS

Section A. Non-Discrimination Policy

1. The Arts and Sciences Student Council 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

1. The Arts and Sciences Student Council 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. Sexual Misconduct Policy

1. "As a student organization at The Ohio State University, the 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>
2. 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 IV. MEMBERSHIP

Section A. Membership Eligibility, Selection, and Timeline

1. Membership Eligibility
 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.
 - i. <https://trustees.osu.edu/bylaws-and-rules/code>
2. Membership Selection and Timeline
 1. To become an active General Body member, an interested student meeting the above criteria shall attend weekly meetings, sign-up for the email list, and join the Arts and Sciences Student Council group messaging app, as enumerated in the bylaws. Membership will only be official once all 3 of these requirements have been verified.
 2. Students may join the Student Council at any time during the Academic Semester and their attendance requirement will be adjusted accordingly.
 3. All active members are free to leave and disassociate without fear of retribution, retaliation, or harassment.
3. Active Member Responsibilities
 1. All active members of the Arts and Sciences Student Council shall vote on all issues that come before the Arts and Sciences Student Council
 2. All members of the Arts and Sciences Student Council shall actively participate in all official ASSC volunteering, fundraising, or projects each Academic Semester, unless excused for school or extenuating circumstances.
4. Member in Good Standing Criteria
 1. To remain a member in good standing, each active member must complete the following, unless excused for school or extenuating circumstances:
 - i. Attend 75% of weekly General Body Meetings per Academic Semester.
 - ii. Attend at least 1 volunteering/service event hosted by the Arts and Sciences Student Council
 - iii. Participate in the preparation and/or execution of the annual projects (Graduate & Professional School Fair or the Outstanding Teaching Award/Outstanding Graduate Assistant Teaching Award [OTA/OGATA]).

Section B. Composition of Membership

1. 90% of the voting membership must be currently enrolled Columbus campus Ohio State students. Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and

programs of student organizations as associate members but may not comprise more than 10% of the total membership.

2. A member of the Arts and Sciences Student Council shall be defined as any person who has completed the membership requirements and responsibilities in accordance with the bylaws.

Section C. Member Removal

1. Any member of the organization may be removed from the organization for cause.
 - a. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, behavior that is detrimental to advancing the stated purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws.
 - b. Note that being a member 'not in good standing' is not cause for removal from the organization.
2. In the event that the member of the organization meets cause for removal, evidence of cause must be presented to the Executive Board and the member in question will be notified via email of the charge. Members will be offered the opportunity to defend themselves in a private meeting with the Executive Board and the Advisor of the Organization.
3. Following an investigation, the Executive Board will vote to decide if the member shall be removed. Only in the event of a three-fifths majority vote shall the member be removed.
4. In the event that the Advisor of the organization disagrees with the Executive Board's verdict, a new vote will be held requiring a simple majority (more than half) from the Executive Board.
5. 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 via a two-thirds to temporarily suspend a member or executive officer.

ARTICLE V. STUDENT ORGANIZATION ADVISOR

Section A. Advisor Selection and Term

1. The 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

Section B. Duties and Responsibilities of the Advisor

1. The advisor of the organization shall serve as a liaison between College & University Administration and the Student Council to the best of their ability
2. The advisor of the organization shall oversee the Executive Board's actions and provide insight and guidance when requested
3. The advisor of the organization shall be consulted in the event that a General Body member is pending removal from the organization
4. The advisor of the organization shall be consulted in the event that an Executive Board member or Committee member is no longer eligible to continue in their role, or is pending removal from their position or from the organization
5. Review and approve annual organization goals and funding requests
6. Review and approve annual organization registration
7. Complete biennial advisor training
8. Interpret university policies
9. Available for meetings with the Executive Board, goal-setting meetings, budget allotment, and one-on-one meetings as requested
10. Support transition of roles and clarification of responsibilities as needed
11. Assist with placement of student representatives on the Dean's Student Advisory Board, the College's Curriculum Committee, and the ASC Senate as needed
12. Support the organization through attendance at meetings and key events to be aware of the organization's activities and offer guidance

13. Support organization activities such as the annual Teaching Awards and the annual Ohio State Graduate and Professional School Fair through verification of nominee eligibility, production of marketing materials, production of event materials, communication with college and university student-facing partners, and other measures as requested by the Student Council

Section C. Replacing or Appointing a new Advisor

1. In the event that the current advisor is unable to fulfill their duties due to resigning, being separated from the College of Arts and Sciences, dying, being removed from office, or being otherwise permanently unable to fulfill their duties, a new advisor shall be appointed in the following way:
 - a. The College of Arts and Sciences shall appoint a new advisor for the organization.
2. Once a new advisor has been appointed by the College of Arts and Sciences, their position will be effective immediately.

ARTICLE VI. OFFICERS

Section A. Terms and Conditions of Holding Office

1. The elected officers shall be:
 - a. President (Primary Leader)
 - b. Vice President (Secondary Leader)
 - c. Executive Director
 - d. Secretary
 - e. Treasurer (Treasurer)
 - f. Social Media Director
2. Officer Requirements
 - a. Any member in good standing who meets the qualifications for the office shall be eligible to hold that elected office
 - b. The President must have been a member of the Arts and Sciences Student Council in good standing for at least two (2) full semesters prior to running for office
 - c. All other elected offices require the member to have been in good standing for at least one (1) semester
 - d. All elected officers shall be members of the Executive Board
 - e. All officers shall retain full rights and responsibilities of membership
 - f. The President shall not vote in any instance, except in the case of a tie
 - i. The President may vote for themselves in the Executive Board's Presidential Election if they are running for reelection, but may not vote in any other Executive Board election as their vote shall serve as a tiebreaker
3. Officer Selection and Dismissal
 - a. Officers shall be elected by the General Body members of the Arts and Sciences Student Council following the conclusion of the OTA/OGATA Awards and before the last meeting of the Spring Semester
 - b. Officer elections shall have a dedicated General Body meeting decided by the Executive Board.
 - c. Election procedure:
 - i. Two (2) weeks prior to the date of the election, the Executive Board will open an application for members to nominate themselves for a position. Each member may nominate themselves for up to three (3) positions.
 - ii. The application form will close at midnight prior to the date of the election.
 - iii. On the day of the election each position will have its nominees give a short speech regarding their qualifications for the position. Positions will be voted on in the same order they are presented in Article VI Section A.1
 - iv. Immediately following the conclusion of every speech for a position, members will vote for their preferred nominee. A winner will be decided by simple majority.
 - v. Once the winner has been decided, the next round of speeches will begin.
 - vi. Voting will be conducted via an anonymous submission and nominees are free to vote for themselves.
 - vii. The current President may only vote in the case of a tie.
 - viii. The current President will preside over the election.

- d. Terms of office shall begin in the meeting following the election. A “Peaceful Transition of Power” will occur at an executive meeting called by the President prior to new terms of office taking effect.
- e. The procedure for the “Peaceful Transition of Power” can be found in the organization’s by-laws
- f. 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
- g. An officer can be removed from office upon dereliction of their duties as specified by this constitution
- h. Any elected officer of the organization 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 Board may act for removal upon a majority affirmative vote of the executive board in consultation with the organization’s advisor.
- i. 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.
- j. Removal from office requires a majority vote by the members of the Executive Board
- k. In the event of a vacancy, on the Executive Board, the spot shall be filled via appointment of a new member by the remaining members of the Executive Board, with the approval of the Advisor
- l. Officers appointed to fill a vacant spot:
 - i. If the replacement Officer is chosen in the Fall semester they will be eligible for an anonymous performance evaluation by General Body Members in the last month of the semester. If the officer has not been fulfilling their duties to the best of their abilities, a snap election will be held at the second to last meeting before the end of the Fall Semester to elect a new officer for that position. The election shall follow the same rules as the standard Executive Board Election. The previously appointed officer will have the ability to run in this election.

Section B. Executive Board Powers, Duties, and Responsibilities

A. The President

- a. The President shall serve as the chief executive and spokesperson for the students of the Arts and Sciences Student Council.
- b. The President shall have the following powers:
 - i. Determine all dates, times, and locations of General Body meetings pursuant to Article VIII
 - ii. Determine all dates, times, and locations of Executive Board meetings
 - iii. Serve as an ex-officio member of all committees
- c. The President shall have the following responsibilities:
 - i. Preside over all general body meetings of the Arts and Sciences Student Council
 - ii. Preside over all Executive Board meetings
 - iii. Oversee the ASSC members serving on the Dean Student Advisory Board, Faculty Senate, and Curriculum Committee
 - iv. Seek to execute all policies as determined by the Arts and Sciences Student Council
 - v. Represent the Arts and Sciences Student Council at all necessary functions
 - vi. In conjunction with the Secretary, create weekly slideshows to be presented at General Body Meetings
 - vii. Setting goals and a vision for the organization
 - viii. Building future leaders and ensure that members of the Student Council feel supported by the organization
 - ix. Providing motivation and support for General Body and Executive Board members
 - x. Presiding over the Executive Board Election
 - xi. Facilitating leadership transitions
 - xii. Completing most of the annual registration requirements and all other duties deemed necessary by the Executive Board

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 their 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 their duties
- c. The Vice President shall have the following additional responsibilities:
 - i. Ensure the Outstanding Teaching Awards (OTA/OGATA) process proceeds in a timely manner
 - ii. The Vice-President shall facilitate the Outstanding Teaching Awards (OTA/OGATA) and lead the nomination, interview, classroom visit, and award ceremony process, with the help of fellow members and the organization's advisor

C. The Executive Director

- a. The Executive Director shall fulfill the duties of the President in the event that the President is temporarily unable to fulfill their duties *and* the Vice President is unable to fulfill said duties
- b. The Executive Director shall have the following additional responsibilities:
 - i. Planning the Graduate and Professional School Fair to be held around late October or early November each year
 - ii. The Executive Director shall work over the Summer and Autumn Semesters with the advisor to prepare for the Graduate and Professional School Fair
 - iii. The Executive Director shall be assisted by up to two (2) Executive Director Assistants, if requested

D. The Secretary

- a. The Secretary shall have the following responsibilities:
 - i. In conjunction with the President, create weekly slideshows to be presented at General Body Meetings
 - ii. Record and type all minutes of the general body and Executive Board meetings in a professional manner
 - iii. Minutes are to be distributed to the advisor in a timely manner
 - iv. Maintain a current roster of all members
 - v. Keep attendance at all general body and Executive Board meetings
 - vi. In conjunction with the Social Media Director, prepare promotional materials for Arts and Sciences Student Council
 - vii. Keep the student body informed about the operations of the Arts and Sciences Student Council via email
 - viii. When pertinent, create and distribute press releases and other forms of communication on behalf of the Arts and Sciences Student Council
- b. The Secretary shall be assisted by the Secretary Assistant, if requested

E. The Treasurer

- a. The Treasurer is the chief financial officer of the 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 Arts and Sciences Student Council
 - iii. Comply with all established policies of The Ohio State University as well as local, state, and federal laws
 - iv. Seek methods for funding the Arts and Sciences Student Council
 - v. Report on the financial status of the Arts and Sciences Student Council at least once per academic semester at a general body meeting and at each executive board meeting
 - vi. Prepare a written annual budget by the first week of Autumn Semester
 - vii. Ensure the Arts and Sciences Student Council shall not operate under a deficit budget

F. The Social Media Director

- a. The Social Media Director shall have the following responsibilities:
 - i. The Social Media Director shall be in charge of all Student Council social media accounts
 - ii. The Social Media Director shall liaise with the Executive Board to promote Student Council Events
- b. The Social Media Director shall be assisted by up to two Social Media Assistants, upon request

ARTICLE VII. POSITIONS AND COMMITTEES

Section A. Eligibility and Selection for Positions and Committees

1. To be eligible to apply for a committee or position, students need only be considered active members, not members in good standing
2. To maintain a committee or position once appointed, members must remain in good standing. If good standing status is revoked, position status shall be put under review in accordance with the organization's bylaws
3. It is expected that committee members will attend every General Body Meeting unless excused due to sickness or other extenuating circumstances
4. It is expected that committee members report a summary of their respective committee meetings to the General Body of the Student Council
5. Committees and position applications shall be opened during the first month of the semester. Appointments of positions will be decided by review of the Executive Board and verification by the organization's advisor.

Section B. Available Positions and Committees

- A. The Executive Board
 - a. The Executive Board provides administrative oversight for the 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 and will have all of the rights and responsibilities as defined by Article VI and in accordance with the organizations bylaws
- B. The Executive Director Assistant(s)
 - a. Assists the Executive Director in planning the Graduate and Professional School Fair hosted by the Arts and Sciences Student Council
- C. The Community Outreach Director/Committee
 - a. Finds and organizes "Meet the Professor," volunteering, and other guest speaker appearances in conjunction with the Executive Board
- D. The Secretary Assistant(s)
 - a. Assists the Secretary in taking meeting minutes, writing official communications, and developing visual materials for members of the Arts and Sciences Student Council
- E. The Social Media Assistant(s)
 - a. Assists the Social Media Director in organizing social, fundraising, and marketing events for members of the 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 (Social and Behavioral Sciences, Arts and Humanities, Natural and Mathematical Sciences) 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 (ASCC) 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 College of 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 VIII. MEETINGS

Section A. Meeting Structure

- 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 the established norm of being every Wednesday from 5:30 PM. to 6:30 PM
- C. The President may call a special meeting or Executive Board meeting with appropriate notice

ARTICLE IX. BYLAWS FOR ARTS AND SCIENCES STUDENT COUNCIL

Section A.

1. *The Arts and Sciences Student Council* may elect 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 *Registration Guidelines for Student Organizations at Ohio State*.
2. Amendments and changes may be made to the bylaws and shall be consistent with the Office of Student Life approved constitution on file and the Office of Student Life's constitution requirements. Should the organization transition leadership in between registration cycles, the articles set forth in this document will remain in place unless a new constitution is provided to the Office of Student Life and is approved.
3. The bylaws of the Arts and Sciences Student Council shall be written by the Executive Board of the organization and shall be reviewed at least once every 4 years.
4. The bylaws shall be ratified after being presented to the General Body members of the organization, and may be ratified on the same day as presentation to said members via a simple majority vote.
 - a. Both active members and members in good standing will have the opportunity to vote on the bylaws.
5. Any member may raise a concern with the bylaws to the Executive Board of the Student Council at any time during the academic year.

ARTICLE X: AMENDMENTS TO CONSTITUTION

Section A.

- 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 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 Arts and Sciences Student Council
 - a. Technical changes may include but are not limited to: grammatical changes, formatting changes, and article/section name changes
- 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 Arts and Sciences Student Council
- D. Every maximum five years, and no more than once per school year, it is mandatory to review the Arts and Sciences Student Council Constitution
 - a. The review will be conducted by the Executive Board and council members in attendance

ARTICLE XI: ENACTMENT OF THE CONSTITUTION

Section A.

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