Article I. Name

The name of this club is OSU Hackathon Club

Article II. Purpose

The purpose of OSU Hackathon Club is to provide eCampus computer science students with opportunities to work collaboratively on programming projects outside of the classroom. An emphasis will be placed on hackathon-style events, both in-person and online.

Article III. Members

Section 1. Classes of members

The organization does not recognize any classes of members aside from the general members and the executive board. All active members must be currently enrolled at OSU. All members including the executive board members have equal voting rights.

Section 2. Eligibility for membership

Membership shall not be denied to any student on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.

Any currently enrolled OSU student may become a member. As long as the student would like to participate in this club, they can be a member. The participation may take the form of attending OSU Hackathon Club meetings, hackathons, or other club events. To become a member, the student will fill out an electronic form giving their basic contact information and programming experience, which will likely be through a media such as Google Forms but may take another form according to whichever method the executive board has adopted.

Section 3. Membership requirements

Membership is based on attendance. If a member is absent from at least (5) consecutive meetings and is absent from at least (2) consecutive club-related events, their membership is considered terminated.

Section 4. Disciplinary procedures

Causes of disciplinary measures: violating school policy such as harassment of any form, posting an inappropriate image or text, etc; additionally, an officer not performing their assigned role as outlined in this constitution, missing a meeting or event unexcused, etc.; and any member committing any kind of forgery/cheating, especially during a hackathon. Other causes and procedures for each cause can be determined by the executive board and using Robert's Rules of Order Newly Revised.

In the case of officers violating these policies or one from Robert's Rules of Order Newly Revised, said officer will first be given a written warning and for that officer's second offense they shall lose their membership to the club.

Executive board can determine if immediate loss of membership is needed using a majority vote if the quorum (Article VI Section 2) is met.

Any member declaring resignation will be immediately removed from any forms of communication (i.e., emails, forum announcements, etc.) and will not be kept updated about upcoming events and meetings. No further actions are necessary.

Article IV. Officers

Section 1. Name the officers

The officers in this organization are: president, vice president, finance chair, secretary, historian, webmaster, director of communications, competition coordinator, and local chapter coordinator. The following outlined duties represent the required roles for each of the officer positions. However, they may also be given more duties as prescribed by the executive board. The required positions are: president, vice president, secretary, and competitions coordinator. All other positions are considered optional and those remaining duties can be fulfilled by existing officers as determined by the executive board.

President: Oversee all events, management, and communications in the organization. Sets and monitors goals for the club, runs club meetings, appoints committee chairs, and delegates tasks as necessary. Plans, coordinates, and recruits committees to manage a series of meetings and programs.

Vice President: Presides at meetings in the absence of the president. Provides data on previous club events to allow the competitions coordinator and director of communications to benefit fro past experience. Provides or coordinates information on forthcoming events to the secretary and director of communications for inclusion in meeting notices or newsletters. Ensures strong leadership succession by identifying and recruiting club volunteers. Provides mentorship to new officers. Takes on the duties of secretary and/or treasurer in case of vacancy.

Finance Chair: Records and manages the finances for the club. Applies for funding. Keeps track of the club expenditures. Treasurer must be consulted before any purchases are made.

Secretary: Records meaningful information, records meeting minutes, creates documents for use such as forms, spreadsheets, notes, etc.

Historian: As needed, records significant event details and any possible images such as screenshots or recordings of projects for future display.

Webmaster: Finds ways to use technology to improve organization's operations (e.g., communications and outreach). Develops and maintains club website and social media sites.

Director of Communications: Publicizes upcoming events and information. Works closely with the secretary to maintain records of correspondence. Organizes social events that are non-hackathons as either remote or in-person events. Represents the club when contacting corporations in order to obtain sponsorship or for building affiliation with the companies. Monitors the club's incoming emails.

Competition Coordinator: Creates and manages weekly coding competitions for club members in the name of achieving two goals: One, to maintain an active presence with the student body. And two, to encourage practice and education between hackathon events. Can optionally organize workshops, presentations, etc as another means of achieving the same goals.

Local Chapter Coordinator: Organizes localized committees of club members that wish to host an in-person hackathon in their city or area. Serves as the primary point of contact for said committees. Accepts and processes applications for funding of local events. Works closely with club faculty advisers (Article V), the secretary, and the finance chair to release funds for said committees.

Section 2. Nominations and elections

Elections in the club take place using a voting system based on majority vote. The ballots will be submitted electronically through a form such as Google Forms. A member of the executive board will be given the responsibility of creating and counting the ballots.

Nominations for each election take place during the first general meeting of their corresponding quarter (i.e., Spring or Fall). The officer appointed to creating the ballot will ensure that all nominated members are on the ballot.

An election for all officer positions shall be held during the second general meeting of the Spring OSU academic quarter. An additional election shall be held for only the non-required positions during the second general meeting of the Fall OSU academic quarter. In this manner, the required positions will have continuity meanwhile giving opportunity for the non-required officers to switch with other students more frequently.

If an officer position is vacant at least a month before the next election will be held, an interim election may be held solely for that position. The new officer will be notified that their officer status is temporary and that the position will be included in the next election. That newly elected officer is allowed to run again but is not guaranteed to win back their position.

Section 3. Eligibility

Any currently active member of the OSU Hackathon Club is considered eligible for an officer position.

Section 4. Terms of office

All positions are determined by OSU academic quarters which include Fall, Winter, Spring, and Summer.

For all required positions, terms are a full year ((4) OSU academic quarters) which start at the very last executive board meeting during the Spring quarter. At this point, the previous required officers' terms are over.

For all non-required positions, terms are (2) OSU academic quarters which start at the very last executive board meeting of the term in which they were elected. (i.e., either in Fall or Spring). At this point, the previous non-required officers' terms are over.

All newly appointed officers begin their roles as interns simultaneously working with the current officer. The interns are training for their position by attending executive board meetings and assisting the current officer until it is officially the start of their term. The current officers are still in office until the end of their term.

Any non-required officer can be in office for the same position for at most (2) terms. A member in a required officer position can only serve for (1) term. If an officer is due for removal from office, they are welcome to nominate themselves for a different officer position if it is a position in which they have not already met the term limit.

Section 5. Removal from office

An officer can be removed at any time if there is cause, as determined by the executive board. Quorum (Article VI, Section 2) must be met with at least two-thirds approval for the removal to be official.

If the removal occurs at least a month before the next officers are scheduled to begin their term, an interim election can take place as stated in Article IV Section 2 in order to temporarily fill a missing officer position. The temporary officer will begin their term immediately following the election and their term will end as soon as the next elected officers begin their term.

Possible causes for removal could be inactivity or vacancy in the club: missing meetings, missing events, etc., acting inappropriately such as posting personal, vulgar, or political content, or not performing their assigned role. Other causes can be determined by the executive board as they occur.

Section 6. Vacancies

Vacancies are determined either by an officer willingly leaving their position or after an officer has missed (2) consecutive meetings or (2) consecutive events if his/her attendance was required at each and the absences were unexcused (Article VI Section 3).

A two-thirds vote approval and quorum(Article VI Section 2) must be met to consider an officer vacant if they have been absent as stated in the first paragraph of this section and he/she will be removed from their position.

If the president's position is vacant, the vice president can take the position of president. For all other officer positions, the same policy applies for an interim election (Article IV Section 2 and Article IV section 5).

Article V. Adviser/s or Advisory Board

Section 1. Duties

The faculty adviser's main duty is to guide the Executive Board on determining themes, events, and the overall scope of each Hackathon. The adviser also connects OSU Hackathon Club with the wider on-campus community and suggests relevant campus resources as needed.

Section 2. Nominations and elections

The Executive Board contacts Program faculty members to gauge interest, then nominates a best-fit candidate by "voice vote" as long as quorum is met (Article VI Section 2).

Section 3. Terms of office

Terms begin at the start of the OSU Fall academic quarter and end the following year at the end of the Fall quarter. There are no term limits for advisers if the adviser would like to keep their position.

Article VI. Meetings

Section 1. Meeting days

There will be regular meetings held on a monthly basis. All executive board members and all active general members are expected to attend meetings of the OSU Hackathon Club.

The meeting days and times stay the same for both general and board meetings until the first executive board meeting of the next quarter. At this point, the board can change either of the meetings' days/times or keep them the same. At the first executive board meeting of the start of each OSU academic quarter, a majority vote is needed to approve of the meeting days/times so long as a quorum is met (Article VI Section 2).

Regular meetings include executive board announcements of upcoming events, voting on matters that require the general members as input (as determined by the executive board), elections as needed, and any announcements given by the general members.

Members must be notified about meetings via email and/or through a website or forum. Notifications for meetings will be sent at least a week prior to the meeting and be repeated as the executive board feels is necessary.

Section 2. Quorum

The meeting quorum shall be 3 general members plus a majority of the members of the executive board.

The voting quorum for the executive board is 75% of the executive board. For any voting involving only executive board members, this quorum must be met in order to vote.

Section 3. Excused absences

For officers, an absence can be excused if the officer notifies the president and vice president at least 24 hours before the scheduled event or meeting.

For general members, an absence can be excused if the member notifies the president and/or the vice president at least 3 days before the scheduled event or meeting.

The absence can also be excused if the officer or member states the cause of absence is a medical emergency for the officer or of a close family member. Other emergency situations can be considered excused at the discretion of the executive board. For other emergency situations, if quorum is met (Article VI, Section 2) the executive board needs to vote with a majority approval to consider the absence excused.

Section 4. Special meetings

Officers can call special meetings if the executive board has already voted for them in the executive board meeting. During the executive board meeting, any officer can suggest a special meeting and give reason for why it is needed. The executive board will voice vote if quorum is met (Article VI Section 2) with majority approval to determine whether the special meeting is necessary. If approved, the executive board can then suggest dates and vote once more with majority approval to confirm the date for the special meeting. A notification at least (3) days beforehand is given to the general members. The notification can be given in the same form as regular meetings announcements whether it is through email, a website, or forum, etc.

During special meetings, only the business for which the meeting was called can be discussed.

Section 5. Cancellation of a regularly scheduled meeting

The executive board is responsible for canceling a meeting. If the board obtains a majority vote approval during any of the previous board meetings to cancel a future meeting, it is canceled. Members are notified in the same form as they are notified about meetings (i.e. email, website, forum, etc.) with at least (3) days notice when possible. The president and/or vice president can reschedule the meeting with the vote of the board as approval for the rescheduled date.

Section 6. Electronic and other meetings

Meetings can be conducted in any form that is found efficient and useful for all members. This may take the place of online video chats, phone conferences, online chat rooms, or through a forum, etc. All members will be notified of the media in which the meetings will beheld. If an explanation for using that media is deemed necessary by the board, some kind of assistance will be provided whether it is through text or video.

Article VII. Executive Boards

Section 1. Board composition
   The executive board consists of all of the officers (Article IV Section 1).

Section 2. Meetings
   The board meets at least once a month but has other meetings as needed. The general members are welcome to attend and vote in the executive board meetings but it is not required.

Section 3. Removal from office and vacancies
   A member of the board cannot be removed unless that officer is also being removed from their officer position. Removal from an officer position is specified in Article IV Section 5. Officer position vacancy protocols are described in Article IV Section 6.

Section 4. Duties
   The board is responsible for creating, planning, and managing club events and projects. Committees can be appointed as needed by the executive board. The board makes financial decisions for the club including expenditures or obtaining money. The board is representative of the OSU Hackathon Club in all communications and events with members and non-members.

Article VIII. Parliamentary Authority

   Robert's Rules of Order Newly Revised shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article IX. Amending the Constitution and Bylaws

   Calling to amend the constitution and bylaws can be done by any member of the OSU Hackathon Club in writing during a general meeting or by an officer during a board meeting.
   The suggested revision should include which article and/or section need to be amended and the proposed change. A two-thirds vote approval of all members present is required for approval.
   If it is called during a board meeting, the proposal is announced in the general meeting but not yet voted on until the following general meeting. This allows the general members to learn about the proposition first without needing to immediately vote.
   If it is called during a general meeting, voting takes place at the next scheduled general meeting.
   Notice about the vote is given when the notification for the meeting is given.
   A limit of (3) amendment proposals can be made at any given general or board meeting.
   If an amendment is approved, it is immediately in effect unless the executive board specifies an alternate date to make the changes in effect.