

Block O Constitution

Established 1938 | The Ohio State University

PREAMBLE

We, the members of the Block O Organization, as registered with the Office of Student Life and the Athletics Department of The Ohio State University do hereby adopt this as the Constitution of the Block O Organization of The Ohio State University.

ARTICLE I: Title

The name of this organization shall be Block O.

ARTICLE II: Purpose

The primary purpose of Block O shall be to establish and maintain a cheering section for the purpose of fostering spirit and sportsmanship, through the use of card stunts and other means, at any sporting event attended by the Block O organization. Block O strives to honor traditions and build community around Ohio State Athletics, contributing to campus culture and enabling lifelong friendship with timeless memories.

ARTICLE III: Parliamentary Authority

The rules in the current edition of Robert's Rules of Order shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution and the Bylaws, The Ohio State University Student Organization Handbook, the rules of the Athletic Council, and the Council of Student Affairs.

ARTICLE IV: Members

All currently enrolled students (graduate and undergraduate) at The Ohio State University may become members of Block O by purchasing an annual membership of Block O. Any person participating in a Block O activity shall be subject to the rules and regulations of Block O as set forth in this Constitution and other rules as propagated by the University. Block O 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. All students wishing to join Block O may join the organization, and removal from the organization will be at the discretion of the current Executive Board – on very extreme cases only, following a similar structure to officer removal as outlined in the Bylaws.

ARTICLE V: Funding

Section 1. Sources

1A. Membership Fee

- i. There shall be a membership fee set at the discretion of the Executive Board. Said fee will be assessed on necessary ticketing for the operations of Block O.

1B. University Funding

- i. Block O shall apply for all applicable university funding for programming and operating costs.

1C. Sponsorships

- i. Block O shall solicit for sponsorship to help aid in the programming costs. This includes but is not limited to: donation, corporate sponsorship, or other revenues generated by the group.

Section 2. Usage

- 1A.** The Executive Board shall determine the usage of funds for the improvement and maintenance of the organization. Specific rules for usage of funds shall be outlined in the Bylaws.

ARTICLE VI: Organizational Leadership

Section 1. Officers

- 1A.** The Executive Board of Block O shall consist of the officers outlined in the Bylaws. The following positions will be Executive Officers: President, Vice President, Treasurer, Secretary, Membership Director, Program Director, Marketing Director, Director of Football Operations, and Director of Men's Basketball Operations. Any sport that is NCAA recognized may apply for a position on the board, but shall not receive voting rights, as outlined in the Bylaws. Suggested sports include (but are not limited to): volleyball, hockey, soccer, women's basketball.

Section 2. Eligibility

- 2A.** Officers must maintain semester and cumulative grade point average and enrollment status consistent with student organization academic requirements as outlined in the student organization handbook.
- 2B.** The Advisor will assess grades each semester. If an officer's semester or cumulative grade point average falls below the academic requirements, they will follow the proper disciplinary matters outlined in the Bylaws.
- 2C.** No members of the Executive Board may be selected to more than one office concurrently.

Section 3. Selection Process

- 3A.** Executive Board Officers shall be selected through an application and interview process conducted by the outgoing Executive Board.
- 3B.** Elections shall occur in the middle of spring semester, approximately two weeks before spring break annually.
- 3C.** Specific rules and regulations for elections shall be outlined in the Bylaws.

Section 4. Term of Office

- 4A.** Term of office for a Block O Officer shall be for the entire calendar year after being sworn in under the Oath of Office unless it is deemed necessary to revoke the position as outlined in the Bylaws.

Section 5. Duties

- 5A.** The Executive Board shall determine the goals and direction of the organization. Other responsibilities shall be met as outlined in the Bylaws.
- 5B.** Leadership positions in Block O shall have the following general responsibilities. Specific duties are outlined in the Bylaws.

All Officers shall:

- i.* Recruit active members for Block O
- ii.* Attend Executive Board retreats
- iii.* Maintain and proactively update transition documents
- iv.* Inform other officers of committee or overall happenings
- v.* Promote campus spirit within and outside of the organization
- vi.* Actively foster relationships within the group and promote inclusiveness
- vii.* Adhere to all responsibilities and duties as set forth in the Bylaws

Section 6. Inabilities

- 6A.** If the President is unable to fulfill a length of term, the Vice President shall assume the office of President.
- 6B.** Other vacancies shall be filled as necessary by the selection process according to the guidelines for elections in the Bylaws.

Section 7. Removal From Office

- 7A.** An officer may be removed from office for the following reasons:
 - i.* Failure to fulfill the basic requirements of Article VI, Section 5
 - ii.* Failure to carry out that officer's duties as outlined in the Bylaws
- 7B.** An officer's removal shall be subject to a 2/3 approval by the Executive Directors of Block O.
- 7C.** Procedures for removal shall be outlined in the Bylaws.

ARTICLE VII: Advisors

Section 1. Eligibility

- 1A.** The first Advisor to Block O shall be faculty member and full-time employee of The Ohio State University and will serve as the direct Advisor.
- 1B.** The second Advisor shall be a member of The Ohio State University's faculty or administrative and professional staff
- 1C.** The third Advisor shall qualify under the requirements of the first or second Advisor or be an alumnus of Block O given their departure of membership is separated by a minimum of 5 years
- 1D.** There must be a minimum of two advisors at all times.
- 1E.** Priority must be given to fill the first and second Advisor positions prior to filling the third Advisor position

Section 2. Duties

- 2A.** The Block O Advisor will oversee the functions of Block O.
- 2B.** The Advisor(s) shall provide guidance in the event of an unsolvable tie during voting.
- 2C.** Advisors will ensure proper execution of University policies and responsible utilization of funding.
- 2D.** The Advisor(s) shall have the right to swear in new officers when appropriate.
- 2E.** Duties of the Advisor(s) shall be the same as those established in the current "The Ohio State University's Student Organization Handbook."

ARTICLE VIII: Constitutional Amendments

Section 1. Proposal

- 1A.** Proposed amendments to the Block O Constitution and/or it's Bylaws must be submitted in writing to the Block O President prior to an Executive Board meeting, and can be proposed by any current Block O Member.
- 1B.** Proposed amendments must outline exact wording and indicate where in the Constitution it will be placed (ex. Article V, Section 6).
- 1C.** Proposed amendments must be introduced and discussed one week before the vote is taken.

Section 2. Ratification

- 1D.** The Constitution may then be amended with a 2/3 vote of approval from the Executive Directors.
- 1E.** Amendments to the Bylaws require only a simple majority of approval for ratification.

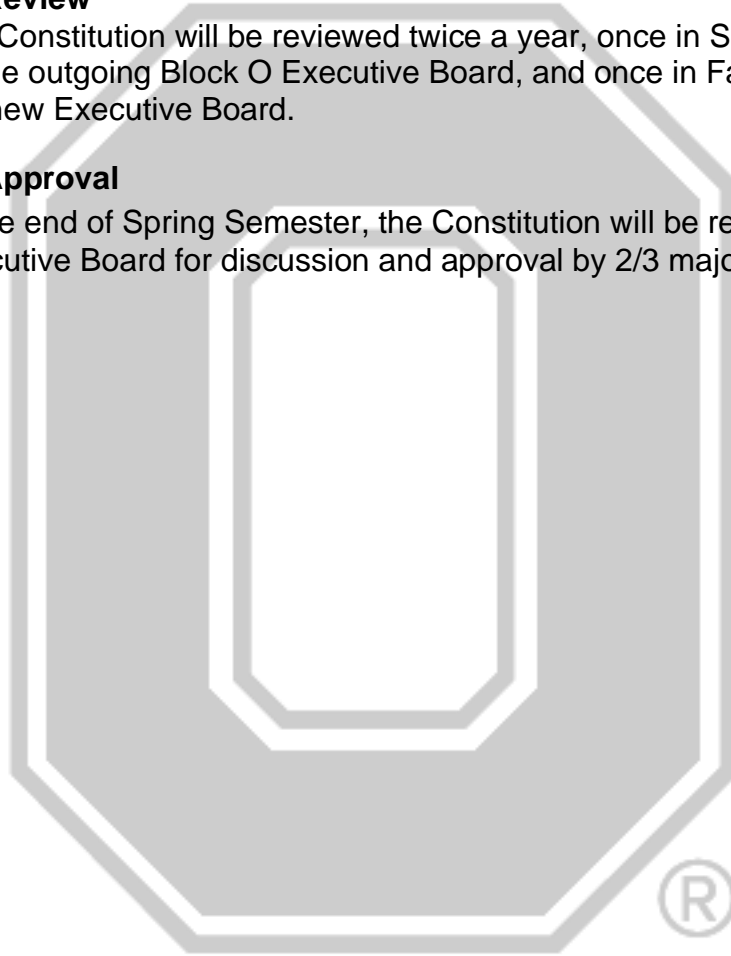
ARTICLE IX: Constitution Maintenance

Section 1. Review

- 1A.** The Constitution will be reviewed twice a year, once in Spring Semester by the outgoing Block O Executive Board, and once in Fall Semester by the new Executive Board.

Section 2. Approval

- 2A.** At the end of Spring Semester, the Constitution will be read by the Executive Board for discussion and approval by 2/3 majority vote.



Block O

Block O Bylaws

Established 1938 | The Ohio State University

I. Mission Statement

- a. Block O is the Official Student Section of Ohio State Athletics. We actively strive to support our student-athletes on the field and our members off it by upholding the spirit and tradition of The Ohio State University, building community, and making lasting memories.

II. Budget

a. Budgetary Allocations

- i. Revenues shall be included in the budget and recorded as they are incurred during the academic school year.
 1. Main sources of revenue include but are not limited to ticketing sales, rolling new membership fees, sponsorship donations, and various university reimbursements.
- ii. Expenses shall be allocated on a yearly or per-semester basis. They are recorded as they are incurred during the academic school year.
 1. Expenses are broken into subcategories including Expense Pools, Promotions Budget, The Nine Discretionary, and Sports Director Discretionary.
 2. Expense Pools
 - a. Expense Pools are defined as any expense the organization incurs that is not associated with a particular Executive Board position. These may be organized at the Treasurer's discretion.
 3. Promotions Budget
 - a. The promotions budget is a specific expense pool that exists to aid in any Block O spending that goes beyond the capabilities of a singular director's budget.
 - b. Any persons on the Executive Board may apply for utilization of the promotions budget.
 - c. An application to request use of the Promotions Budget must abide by the following parameters:
 - i. Create a detailed, written explanation of the proposed expense. Include justification as to why such an expense is valid and beneficial for the organization.
 - ii. Submit your application to the President prior to the agenda being sent out for an upcoming Executive Board Meeting so that it may be included.
 - iii. Present the request to the Executive Board during the Executive Board Meeting where you

may be asked questions regarding your proposal.

iv. The application will be voted on for approval the following week or at the next Executive Board Meeting.

4. The Nine Discretionary

a. The Nine Discretionary are defined as allocated expenses for each of the Executive Directors. This allocated amount may be organized at the Treasurer's discretion.

5. The Sports Director Discretionary

- a. The Sports Director Discretionary is defined as allocated expenses for each of the Directors of Sports Operations. This allocated amount may be organized at the Treasurer's discretion.
- b. Historically, each single-gender sport is allocated the same amount and each double-gender sport is allocated double the amount of a single-gender sport.
- c. Note: Double gender sports should be spending money evenly across their respected sports.

b. Budget Installation

- i. As per Article 5, Section 2 of the Block O Constitution, the newly sworn-in Executive Board shall review and vote for installation of the budget for the Autumn and Spring semesters applicable to their term. The process outlined below shall also be consistent and applicable for the spending which occurs during the Summer:
1. The Treasurer of the applicable term shall submit a budget proposal to the President and Vice President for review.
 2. Once the proposed budget is reviewed and agreement is reached for any necessary alterations, if any, the proposed budget shall be sent to the Executive Board and Advisors at least a week prior to the vote for installation.
 3. Proceeding the week, the proposed budget was delivered to the Executive Board and Advisors, the Treasurer shall present the budget at an Executive Board meeting. There shall be meeting time allotted to present, discuss, and vote on the proposed budget.
 4. The budget shall be voted on by the Executive Directors.
 5. In order for the budget to be adopted for the respective semesters, the vote must reach 2/3 Approval by the Executive Directors.
 6. If alterations are necessary, the vote for installation must fail approval.
 7. Failed proposals are required to repeat the process above until a budget has reached the 2/3 approval threshold.

III. **Organization Structure** – will be comprised of four categories: Executive Directors, Directors of Sport Operations, Committee Members, and General Members. Each category contributes to the operations and success of Block O with increasing responsibilities and more clearly defined roles. The mission of this structure provides a path for increasing the responsibility and involvement of members in the leadership of Block O.

- a. **Category 1: Executive Directors** – comprised of the following year-long positions, who hold voting rights:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - v. Membership Director
 - vi. Program Director
 - vii. Marketing Director
 - viii. Director of Football Operations
 - ix. NutHouse Director
 - x. Note: The following positions and their subsequent committees fall under the Administrative branch of the organization and are overseen by the President:
 1. Vice President, Treasurer, Secretary, Membership Director, Program Director, & Marketing Director
 2. All other positions from Categories 1 and 2 and their subsequent committees fall under the Sports branch of the organization and are overseen by the Vice President.
- b. **Category 2: Directors of Sport Operations** – will be comprised of any member that has been elected to lead a student section for an NCAA[®] recognized sport that is not already included in Category 1. Current sports sections include the following: volleyball, soccer, hockey, wrestling, gymnastics, women's basketball, lacrosse, and baseball. This list is not limiting and can be expanded with the formation of a new sports section and the election of its director.
- c. **Category 3: Committee Members** – will be comprised of General Members who are selected at the discretion of the Executive Directors and Directors of Sport Operations in their corresponding position to assist with the roles and responsibilities of said position.
- d. **Category 4: General Members** – will be comprised of students who purchase a Block O membership for a given academic year.

IV. Election Procedures

a. Time of Election

- i. Elections for President and Vice President will take place during spring semester, prior to elections for all other positions and categories.
- ii. Elections for all other Executive Directors and Directors of Sport Operations will take place during spring semester after the President and Vice President are elected.
- iii. Committee selections will take place throughout the year, based on the time the committee will be operating.
 1. Executive Directors and Directors of Sport Operations for all seasons will select committees during the spring semester in which they were elected, after Categories 1 and 2 have been elected.
 2. Executive Directors and Directors of Sport Operations are encouraged to make additional committee selections during the second committee application cycle, which occurs at the beginning of the fall semester, to enable freshmen to get involved.
- iv. Elections shall be publicly announced to the general membership at least two weeks prior to the election date and at least one week prior to the application due date.

b. Requirements

- i. Each candidate for an Executive Director, Director of Sport Operations, or Committee Member position must meet each of the following requirements:
 1. Must be a full-time student (12 credit hours per semester) at The Ohio State University or have a documented exception.
 2. Must have a minimum cumulative GPA of 2.00 at the time of the election, as verified by a university official.
 3. Candidates for President and Vice President must be a current Executive Director or Director of Sport Operations at the time of their election.
 4. Candidates for an Executive Director and/or Director of Sport Operations must be a General Member for a minimum of one semester prior to applying and a current member for the year in which they are serving their role.
 5. Prospective Committee Members are only required to be a member at the time in which they serve that committee.

c. Eligibility

- i. Any current full-time student who is in good standing at The Ohio State University and an official member of Block O may apply to be a director.
- ii. Executive Board members may not serve on a committee
 1. Rare exceptions may be made where agreed upon by the director of a said committee, the President, and Vice President.
- iii. Members may only run for one director position per category, with the exception of candidates for President or Vice President. Candidates for

President or Vice President are permitted to run for a different position in Categories 1 or 2. Candidates for Executive Director positions are permitted to run for a different position in Category 2. If a candidate is elected for 2 positions, they shall be appointed to the position which ranks higher in their order of preference.

- iv. Committee Members may serve on a maximum of two committees provided that their application list both committees of interest and the content of their application address both committees respectively. The Committee Member must be able to fulfill the duties of both committees or risk removal at the discretion of the director(s) who preside over them.
- v. All interested candidates for Categories 1 and 2 will uphold the spirit of Block O and the commitments of a director position, including but not limited to, attending the executive retreats.
- vi. All interested candidates for Category 3 will uphold the spirit of Block O and the commitments of a Committee Member position, including but not limited to, attending mandatory committee meetings.

d. Applications

- i. Applications will be released at least two weeks prior to elections/committee selection in the Election Packet by the Executive Board during the defined semesters. Additionally, applications will be collected at least one week before elections/committee selections are held.
- ii. All applicants must complete an application to be eligible for a position.
- iii. Applications for Categories 1 and 2 will be reviewed by the incumbent Executive Board, who will determine which candidates will move onto the interview round.
- iv. Applications for Category 3 will be reviewed by the respective director who will determine at their discretion which candidates will move onto the interview round.

e. Interview Selections

- i. The President shall make available all applications that meet the eligibility requirements to the Executive Directors who will be voting in that particular election.
- ii. The Incumbent Director, if not reapplying for that same position, will also be granted access to the applications for their role. This includes Directors of Sport Operations.
- iii. Once available, the Executive Directors eligible to vote in the election shall have 72 hours to review the applications and decide on whether they believe each candidate should receive an interview.
- iv. The format of receiving these decisions is at the discretion of the President.
- v. At the end of the 72-hour deadline, the President will review the decisions.
- vi. Any candidate with a simple majority of votes to proceed on to the interview process will be granted an interview on behalf of the Executive Board.

f. Interviews

- i. The top candidates, as determined by the Executive Directors, who applied for each director position will be given an opportunity to interview for the position.
- ii. Interviews for President and Vice President positions will consist of a 10-minute presentation by the candidate followed by a 10-minute question & answer period between the Executive Directors and the candidate. Interviews for other Executive Director positions will consist of a 7.5-minute presentation by the candidate, followed by a 7.5-minute question & answer period between the Executive Directors and the candidate. Interviews for Director of Sports Operations positions will consist of a 5-minute presentation by the candidate, followed by a 5-minute question & answer period between the Executive Directors and the candidate.
- iii. Executive Directors and Advisors are permitted in the election room, with the President leading the session. Additionally, the incumbent Director of Sport Operations is permitted in the election room for the candidates running for their specific position, given Section III, e, iv is not violated.
 1. If the President-Elect or Vice President-Elect is not currently an Executive Director, they are granted the ability to sit in on the elections of the directors which they will oversee.
- iv. No director may sit as an interviewer during an interview for an office for which they are under consideration.
- v. If a director is not present for the entire interview of a certain office, they may not vote for that office. No proxy voting will be allowed.

g. Election of Directors

- i. Each Executive Director shall have one vote for each position.
- ii. A director running for a position is not permitted to vote for any office for which they are under consideration.
- iii. Candidates shall be elected with a simple majority of the voting board. In the event that a candidate does not win the majority, a run-off election between the top candidates will occur until a simple majority is achieved amongst the remaining candidates.
- iv. The board may vote “no confidence” for any candidate/position. In the event that a simple majority is not achieved due to no confidence, the position shall be re-opened for applications. Applicants may re-apply under the re-opened process.
- v. At least one advisor or an individual appointed by the advisors shall be present for all elections. All votes will be counted and verified by the attending advisor or appointed individual.

h. Vacant/Unfilled Positions

- i. If there are no applicants for a position in Category 1, the incumbent Executive Board must hold a special election to fill the role.
- ii. If there are no applicants for a position in Category 2, the incumbent Executive Board must decide whether to hold a special election, vote the section dormant, or vote to begin the section removal process.

i. Installation of Directors

- i. New directors shall officially assume their position immediately upon the completion of the Oath of Office by all Executive Board Members. Prior to that time, new directors shall shadow the current Executive Board Member who holds their respective position, until it is determined that the transitioning process has been completed.

V. Voting

a. Eligibility

- i. As defined by Constitution Article VI Section 1, voting is afforded only to Executive Directors.
- ii. Voting may only take place in meetings or elections where participating parties have been accounted for. No voting by proxy is permitted.

b. Procedures

- i. There are two designated types of voting: standard operational voting and election/disciplinary voting.
- ii. Standard Operational Voting shall occur in the manner described below:
 1. Voting will proceed when an Executive Director motions the vote and a different Executive Director seconds that motion.
 2. The President will call for those who approve, those who oppose, and those who abstain. This is sequential, allowing time between each option for Executive members to visibly raise their hand to cast their vote.
 3. The final vote shall be announced by the President in the following format: "Vote Passes/Fails with a final count of (Approval #- Opposition#- Abstained#)"
- iii. Election/Disciplinary Voting shall occur in the manner described below:
 1. This type of voting requires at least one Advisor in attendance.
 2. All Executive Directors shall be provided individual, blank ballots.
 3. Voting will proceed when an Executive Director motions the vote and a different Executive Director seconds that motion.
 4. Executive Directors will privately record their selection. In an election, this will be a name or vote of no confidence. In a disciplinary vote, it will be to approve, oppose, or abstain.
 5. Completed ballots should be folded and given to the Advisor.
 6. The Advisor will tabulate the vote and record it for the President.

c. Recusal

- i. Executive Directors may opt to recuse themselves in an Election Vote if they believe they are incapable of voting in an impartial manner.
- ii. An Executive Director can also be recused if a motioned and seconded vote receives 2/3 approval for recusing a particular voting director.
- iii. A recused director will not be permitted to sit in, deliberate, or vote in the election for a position in which they have been recused.

d. **Unsolvable Tie**

- i. In the event a vote has been conducted at least three times, each allowing time for deliberation prior to voting, the vote may be considered an unsolvable tie. Unsolvable ties are incomplete votes that require further action to forward the progress in a voting gridlock.
- ii. Advisors, present at the time of the vote, shall summarize the perspectives introduced in deliberations and provide a recommendation. These recommendations are not binding decisions but a means towards achieving a solution to end the unsolvable tie.

e. **Straw Voting**

- i. Straw Votes may be utilized to gauge the progress of deliberations. Straw Votes are unofficial votes that are not finalized nor officially recorded. They offer insight on when it may be appropriate to cease discussion and proceed to an official vote.
- ii. Straw Votes must follow the procedures outlined by the respective type of voting. If it is an Election/Disciplinary Vote, the Advisor shall announce an approximate margin of a decision being made. Examples include “unanimous”, “too close to call”, and “a decision can be made”. Follow-up official voting is required.

f. **Candidates of Multiple Positions**

- i. Elections in which one or more of the candidates are in contention for another Executive Board position require a vote for a primary and secondary option.
- ii. On the same ballot, Executive Directors shall cast votes for their first-choice candidate and a second-choice candidate. This is only if there are multiple candidates in a particular election.
- iii. In the event a candidate wins the election of two positions, they will be given the opportunity to select their preference. The position not selected will be deferred to the second-choice candidate where applicable. If there is no second-choice candidate, no director has been elected to the position requiring further action.

VI. Roles and Responsibilities

a. **Executive Directors**

- i. **President** – serves as the executive head of Block O and all its activities. The President represents the spirit, mission, and vision of Block O throughout the university and community, oversees the Executive Board, manages all daily operations, and serves as a liaison to external university affiliates. Roles and responsibilities include:
 1. Maintaining the Block O Constitution and Bylaws
 2. Maintaining relations with University and Athletic departments
 3. Planning and running Executive Board meetings
 4. Planning executive retreats
 5. Working with Program Director in scheduling all Executive Board and Committee Meetings
 6. Overseeing ticket operations

7. Holding 1 on 1 meetings with the Administrative branch
 8. Holding 1 on 1 meetings with Block O Advisors
 9. Keeping in contact with other student organizations to collaboration
- ii. **Vice President** – is responsible for collaborating with the President in managing all daily operations and the entirety of the organization. The Vice President is responsible for serving as a liaison to external university affiliates, overseeing the operations of the organization’s directors of sports sections, and maintaining relations with Block O alumni. Roles and responsibilities include:
1. Organizing events for Block O alumni and maintaining contact with alumni via alumni newsletter
 2. Maintaining the alumni database and Block O address book in conjunction with the Secretary
 3. Holding 1 on 1 meetings with the Sports directors
 4. Organizing General Member and All Committee meetings with Program Director
 5. Maintaining relations with University and Athletic departments (Fan Experience/Marketing)
 6. Serving as the Executive Head of Block O in the President’s absence
 7. Ordering Executive Board and Advisors apparel
 8. Working with Athletics and Directors of Sport Operations to select the Games of the Week
- iii. **Treasurer** – is responsible for the supervision and management of all financial matters of Block O. Additionally, the Treasurer must provide a monthly budget, oversee compliance with sponsorship agreements, and approve and record all purchases made with the Block O budget. Roles and responsibilities include:
1. Handling all financial matters of Block O
 2. Creating and maintaining a budget, which can be made available upon request from relevant directors or advisors
 3. Overseeing, acquiring, and complying with all sponsorship agreements
 4. Planning all revenue sport viewing parties in partnership with Program Director and applicable Director of Sport Operation
 5. Fulfilling all Signature Event requirements, as defined by The Ohio State University
 6. Providing financial input and assistance for organizational initiatives with major expenditures (e.g. large purchases, retreats, road trips, and other initiatives) as solicited or deemed appropriate
 7. Ordering game day food and refreshments

- iv. **Secretary** – is responsible for keeping the records for Block O, including attendance records, communication of activities, and minutes at each board meeting. Roles and responsibilities include:
1. Taking attendance and meeting minutes at all Executive Board meetings and distributing minutes after the meeting to all of the Executive Board and Sport Directors
 2. Maintaining a permanent record of past Block O documentation
 3. Setting up office hours each semester
 4. Informing all members of meeting dates and locations via the weekly newsletter
 5. Maintaining the Blockie Points system
 6. Maintaining an official calendar of all Block O events
 7. Producing a regular Block O Newsletter, Alumni Newsletter, and newsletter for occasions as needed
 8. Fulfilling all Union tenant requirements
 9. Serving as a contact with the University Archives and archiving meeting minutes
- v. **Membership Director** – is responsible for all member-related programs, including recruitment, retention, and philanthropic efforts. Roles and responsibilities include:
1. Creating, planning, and managing all Block O intramural teams
 2. Plan, provide supplies, and organize the “Painted Kids”
 3. Registering and attending the fall and spring involvement fairs
 4. Coordinating Block O philanthropy and service initiatives
 5. Coordinating all Homecoming activities
- vi. **Program Director** – is responsible for the planning and preparation of all Block O events, not defined under other positions’ roles and responsibilities. Roles and responsibilities include:
1. Scheduling, planning, and running of all Block O events and socials
 2. Scheduling space for all meetings
 3. Planning the Block O Banquet
 4. Updating the honor award plaques
 5. Coordinating with the Membership Director on all Homecoming events and Welcome Week events
 6. Coordinating Block O philanthropy and service events with the Membership Director
 7. Planning all revenue sport viewing parties in partnership with Treasurer and applicable Director of Sport Operations
- vii. **Marketing Director** – is responsible for advertising all Block O games, events, promotions, and other news to campus. This position manages the Block O website and corresponding social media. The Marketing Director is accountable for all Block O photography and/or videography responsibilities at each Block O event throughout the year. Roles and responsibilities include:

1. Executing all Block O marketing and advertising efforts and campaigns throughout campus
 2. Managing the Block O website
 3. Taking photos/videos at all Block O events
 4. Uploading photos/videos to website and social media outlets
 5. Creating the end-of-the-year slide show for the Block O Banquet
 6. Ordering all promotional items
 7. Helping to facilitate a year end event (e.g. Puppy Bowl).
- viii. **Director of Football Operations** – is responsible for the preparation and facilitation of all home Block O football games. The Director of Football Operations coordinates card stunt designs, setups, and shows. They serve as a liaison for collaboration for the annual Buckeye Kickoff Event. In addition, the Director of Football Operations must maintain relations with the Fan Experience staff, stadium operations, and game day personnel. Roles and responsibilities include but are not limited to:
1. Preparing for and executing all home Block O football game operations
 2. Collaborating with the Department of Athletics to better the atmosphere of all games
 3. Maintaining and replenishing Block O cards
 4. Creating new card stunts
 5. Archiving all card stunts used throughout the year
 6. Providing game day information to ticket holders in Block O
 7. Serving as a liaison for collaboration for Buckeye Kickoff
 8. Planning all football road trips in cooperation with the Treasurer
 9. Planning a football watch party in cooperation with the Program Director and the Treasurer
- ix. **NutHouse Director** – is responsible for the preparation and facilitation of all home basketball games within the student season ticket package. The NutHouse Director coordinates marketing efforts and collaborates with Fan Experience for in-game promotions and organizes the annual NutHouse Tipoff. In addition, the NutHouse Director must maintain relations with the Fan Experience staff, arena operations, and game day personnel. Roles and responsibilities include:
1. Preparing for and executing all home NutHouse basketball game operations
 2. Collaborating with the Department of Athletics, Fan Experience, team, and fans
 3. Providing game day information to all ticket holders in the NutHouse
 4. Organizing NutHouse Tipoff
 5. Promote season ticket package before the season begins

b. Directors of Sport Operations

- i. Vary by each sport, but should include:
 - 1. Creating an exciting atmosphere within the student section
 - 2. Collaborating with the Athletic Department and Fan Experience to coordinate promotions and special events and better advance the student section
 - 3. Organizing pre-game and post-game events
 - 4. Promoting the student section through various forms of media and marketing

c. Committees

- i. Vary by committee, but should include:
 - 1. Meeting at the discretion of the director in charge
 - 2. Assisting the director with their tasks given to further benefit the organization

d. General Members

- i. General Members are the base of the organization, comprised of any student that purchases a membership for the year. Members are the core focus of Block O membership benefits such as giveaways, game day experiences, and social events. Members are encouraged to explore all of Block O's sports sections and attend programming opportunities to become active members.

VII. Officer Transitions

- a. Once elected to an Executive Board position, the elected Block O Member shall enter the transition phase.
- b. Transitions are the duty of the incumbent officer to prepare the incoming officer sufficiently enough to fulfill their duties as defined by the Block O Constitution, Bylaws, and precedent.
 - i. Note: If the incumbent officer has resigned, been removed, or is non-existent the President and/or the Vice President shall facilitate a transition.
- c. Incumbent officers shall deliver Transition Documents and facilitate a Transition Meeting prior to the elected officer swearing-in under the Oath of Office.
- d. Incumbent officers are required to maintain and update transition documents throughout their term.
- e. Finalized transition documents shall be submitted to the Secretary one week before an election.
- f. Transition Documents should include, but are not limited to, the following:
 - i. Roles and responsibilities of the position
 - ii. Relevant points of contact
 - iii. Procedural details for operation
 - iv. Important dates of relevance
 - v. Relevant accounts and passwords
 - vi. Relevant files, forms, documents, etc.
- g. Transition Meetings are led by the incumbent officer to well acquaint the elected officer with the position and obligations they will assume.

VIII. Term of Office

- a. An elected officer shall officially be instated as the acting officer, assuming the duties and leadership of their elected role, upon completion of the Oath of Office. At that time, the former officer (if different from the elected individual), shall retire their position and the corresponding duties.
 - i. Note: Directors of a Spring sport that continues beyond the Banquet Ceremony maintain their role and duties until the end of the Spring Semester. The responsibility to transition the elected officer is maintained.
- b. An officer that resigns or is removed from office ends their term as described by the relevant process.

IX. Sports Sections

a. Installing Sports Sections

- i. As per Article VI, Section 1 of the Block O Constitution, any sport recognized by the NCAA and established as a varsity sport at The Ohio State University is eligible to have student section representation by Block O.
- ii. The process for the integration of a new sports section into Block O much adhere to the following process:
 1. A member of Block O must attend an Executive Board Meeting and present their interest in the creation of a non-existing sports section at the Open Forum.
 2. Concurrently at that Open Forum, the presenting member or another Block O member in attendance must volunteer to lead the application process.
 3. The Volunteered Lead will then be required to obtain a minimum of 20 signatures from Ohio State students who are interested in attending the proposed sports section. Once the signatures have been collected, they must be delivered to the President.
 - a. Note: 20 signatures are the minimum to proceed in the process but the more signatures, the better the proposal will stand later in the process.
 4. Once the signatures are reviewed and approved by the President, the Executive Board will proceed in the applicable manner:
 - a. If the proposed sport is in season, a trial home game shall be selected for marketing, attending, and assessing its viability.
 - b. If the proposed sport is out of season, the Executive Board shall have at minimum a week to research the sport and comparable sections existent at other schools.
 5. Upon completion of the previous step, the Executive Directors shall motion to vote on the installation of the proposed sport section. The proposed section shall only be installed if the motion passes with a 2/3 vote of approval.
 - a. If the vote passes successfully, Block O shall adopt the proposed sports section. The Executive Board shall choose an appropriate date to hold an election for the newly

installed section's director. The elected director shall be categorized as a Director of Sport Operations and will assume the roles defined by Bylaw Article VI, Section B upon taking the Oath of Office. No voting right shall be afforded.

- b. If the vote for installation fails, the proposed sports section will not be installed. This section cannot be reconsidered within the same semester of a failed installation attempt. In a subsequent semester, the process may be completed again from the start.

b. Sport Section Dormancy

- i. In the event a position categorized as a Sport Director of Operations has no candidates in a given election cycle, the Incumbent Executive Board may choose to vote that section as dormant. This requires a 2/3 vote of approval to pass.
 1. Note: Sports Sections that have no elected director nor have successfully been voted dormant must immediately begin the process for a special election or removal.
- ii. Dormant sections shall remain as one of the official Block O represented sports sections but will exclude the following:
 1. Sports Director of Operations
 2. Designated Committee
 3. Budgetary Allocation
- iii. Dormant sections are eligible to be led by any Executive Board Member given it does not inhibit the primary obligations of their elected position. The leading director may vary from game to game and not every home game is required to host a section.
- iv. Dormant sections shall be promoted alongside all active sections for available elections. Once a director has been elected to a dormant section and taken the Oath of Office, the section becomes active reacquiring all of the benefits afforded to such sections.
- v. At any time, the Executive Board can vote 2/3 approval to run a special election to reinstate a dormant section to active status.

c. Sports Section Removal

- i. Any sports section in Category 2 in which a director has not been elected and/or is designated as a dormant section may be considered for removal.
- ii. The process for removing a section is as follows:
 1. An Executive Director must propose for a given section to be under consideration for removal. This requires a simple majority vote of approval.
 2. Once in consideration, there must be a minimum of a week before a final vote takes place.
 3. Prior to a final vote for removal, time must be designated for open discussion. If the section in consideration has an incumbent director, they must be allowed to participate in the discussion.

4. Proceeding deliberation, an Executive Director must motion a final vote for removal. Removal requires 2/3 approval from the Executive Directors.
- iii. Removed sections shall lose status as an officially represented Block O section and reinstatement requires following procedures outlined in Bylaw IX Section a.

X. Executive Board Meetings

- a. Reoccurring Executive Board Meetings shall be held at a consistent time, on a weekly basis. The standard meeting schedule shall be set each semester and made publicly available and accessible to all Block O Members. It is standard procedure for meetings to be held on days of normal university operation.
- b. The duration of the meetings shall be 1 hour. The meetings will be called to order and to close by the President.
- c. Meetings will not be held within the standard schedule for the following reasons:
 - i. University Breaks
 - ii. Federal Holidays observed by The Ohio State University
 - iii. End of Semester Exam Week
 - iv. Week following a retreat weekend
 - v. Note: President may call to order a meeting during these non-standard times when the agenda is deemed urgent and/or necessary. Publication of a meeting during this time is not required.
- d. Meetings are conducted at the discretion of the President. If the President is absent, the Vice President shall temporally assume the President's duties regarding Executive Board Meetings.
- e. Executive Directors and Directors of Sport Operations of in-season sports are required to attend Executive Board Meetings. This requirement is maintained until an officer's term is complete or a respective sport season ends.
 - i. Note: When deemed necessary, the President may call to order an All-Executive Board Meeting. In this case, all Executive Board Members, even directors out-of-season, are required to attend.
- f. An agenda shall be sent by the President 12 hours in advance of an Executive Board Meeting.
- g. The agenda shall include the following, when applicable, in chronological order:
 - i. Roll Call (include all Executive Board Members)
 - ii. Open Forum
 - iii. Officer Updates
 - iv. Advisor Updates
 - v. Old Business
 - vi. Vote for Approval of previous Meeting Minutes
 - vii. New Business
 - viii. This Week in Block O
- h. Executive Board Meetings are required to provide time for an Open Forum where any Block O Member may be allotted time to speak amongst the Block O Executive Board. The time allotted is at the discretion of the President but must allow for a minimum of 5 minutes.

- i. Individuals who are not Block O Members are permitted to speak with approval from the President.
- i. Officers who are required to be in attendance are also required to provide an Officer Update. These updates should be brief and only include relevant information for the Executive Board.
 - i. Note: Officers who do not have relevant updates may elect to be skipped by stating “No Update” when it is their turn.
- j. The Secretary shall document the contents of all meetings as Meeting Minutes. The Meeting Minutes process is as follows:
 - i. Secretary records summary of meeting discussion, identifiable by speaker, on the meeting’s agenda.
 - 1. Note: If the Secretary is absent or unable to perform this duty, they must make arrangements with an Executive Board Member to fulfill this duty.
 - ii. The finalized record is sent to the Executive Board and Advisors proceeding the conclusion of the meeting.
 - iii. All recipients are responsible for reviewing the content of the Meeting Minutes and verifying accuracy.
 - iv. Discrepancies shall be brought to the Secretary and presented at the next meeting.
 - v. At the next Executive Board meeting, the Meeting Minutes shall be motioned for a vote of approval requiring a 2/3 majority by the Executive Directors.
 - vi. Approved Meeting Minutes are finalized and shall be archived by the Secretary for future reference and accessibility.
 - vii. If the Meeting Minutes fail an approval vote, they must be amended and voted on until approval.

XI. Executive Directors Meetings

- a. Executive Director Meetings are non-standard meetings called to order and facilitated by the President on specific agenda items which require discussion and/or action on voting matters.
- b. An agenda must be sent to the Executive Board and Advisors at least 12 hours prior to the start of the meeting.
- c. Executive Directors are the only required Executed Board Members, though all Executive Board Members are permitted to join the meeting where it does not violate other sections of the Constitution or Bylaws.
- d. Meeting Minutes are required to be recorded by the Secretary for all Agenda items which are open to all Executive Board Members.
 - i. Note: If the Secretary is absent or unable to perform this duty, they must make arrangements with an Executive Director to fulfill this duty.

XII. Attendance Requirements

- a. The newly elected Executive Board will determine attendance requirements annually which are applicable to that Executive Board.
- b. This same board will set an attendance minimum to be considered an “active member” of Block O. Attendance/participation will be tracked through the use of Blockie Points which is maintained by the Secretary. The board should strive to maximize the number of active members.

XIII. Absence Policy

- a. The Absence Policy applies to Executive Directors and Directors of Sport Operations for meetings, events, and programs which the Executive Board has deemed the attendance as required.
- b. The presiding officer must be notified within 24 hours or as soon as possible dictated on the circumstance of the case.
- c. Excused absences include but are not limited to:
 - i. Academic conflict (class, exam)
 - ii. Family obligation (case by case)
 - iii. Religious obligation (case by case)
 - iv. Extenuating circumstance (case by case)
 - v. Emergency (case by case)
 - vi. Attendance at OSU away game or a Director of Sport Operations’ own home game
- d. Unexcused absences include but are not limited to:
 - i. Studying/homework (case by case)
 - ii. Less than proper notice
 - iii. Other organization conflicts (case by case)
 - iv. No show
 - v. Late (at least 10 minutes without proper notice)

XIV. Disciplinary Actions

a. Infraction Submission

- i. Any Block O Member may submit a case of violation of the Block O Constitution, Bylaws, and/or the Code of Student Conduct.
- ii. The allegation must be submitted via writing to both the President and an Advisor detailing the infraction in question, citing the general date, time, and other relevant details/evidence supporting the claim.
- iii. The President and Advisors will review the allegation and decide, at their discretion, whether to move forward with a suspension or removal process.
 1. Note: Allegations against the President shall only be decided to move forth with the suspension or removal process by the Advisors. In the case a process is pursued, the President shall recuse themselves from the process and the Vice President will temporarily assume any necessary roles relating to the sanctioned process.

b. GPA Infraction

- i. An Advisor will assess grades each semester. If an officer's semester or cumulative grade point average falls below the 2.0 minimum, the Advisor shall notify the President and individual officer.
- ii. A GPA infraction shall result in a confidential suspension which will not be taken amongst the Executive Board.
- iii. During this suspension, the offending officer must select an Interim Director from their committee to serve in their place.
 1. Note: If the President is the offending officer, the Vice President shall fulfill the presidential duties during the time of suspension.
- iv. At the end of the suspension period, the offending officer shall meet with the Advisor. This meeting will assess the actions taken to maintain the GPA requirement moving forward. At the Advisor's discretion, the suspension may be either lifted or prolonged. The decision will take effect once the President is notified by the Advisor.

c. Suspension

- i. A member found in violation of the Block O Constitution, Bylaws, and/or the Code of Student Conduct for the first time may be considered for suspension, given the offense is deemed minor by the President and Advisors.
- ii. Standard duration of a suspension shall be 2 weeks but may be adjusted based on the necessities of a particular case.
- iii. Infractions subject to suspension include but are not limited to:
 1. Minor, first-offense behavioral infractions
 2. Officer receives 3 unexcused absences
 3. Neglecting Officer Duties
- iv. Suspension from the organization includes, but is not limited to, the following during the period of suspension:
 1. Inability to attend sporting events within the Block O section
 2. Inability to attend any Block O sanctioned event
 3. Inability to receive Block O promotional items
 4. Inability to hold official duties for Block O
- v. The suspension process includes the following:
 1. Member in question must be notified by the Advisor and be given documentation of any violation.
 2. At the subsequent Executive Board Meeting, the member in question may present their case for why they should not be suspended for 5 minutes, which will then be followed by a 5-minute question & answer session with the board. The Executive Directors and Advisors may only attend this session.
 3. After the session, the Executive Directors will deliberate and vote by an anonymous ballot to determine if the violator should be suspended. 2/3 vote is required for suspension.
 4. If a suspension is successful, the period of suspension begins when the member is notified. Notification should be immediate and done so by the Advisor.

a. Note: If the President is the offending officer, the Vice President shall fulfill the Presidential duties during the time of suspension.

5. If the terms of suspension are broken or the offense which resulted in the suspension is repeated, the offender is subject to begin the removal process.

d. Removal

i. A member found in violation of the Block O Constitution, Bylaws, and/or the Code of Student Conduct, may be removed from the organization. Additionally, any member found to participate in any unbecoming behavior as determined by the Executive Board, may be subject to disciplinary action and/or removal.

ii. Removal from the organization includes, but is not limited to, the following:

1. Removal from any organizational form or list
2. Removal from Block O Member exclusive programming
3. Inability to attend Block O sanctioned events
4. Inability to obtain any promotional item distributed by Block O
5. Inability to purchase membership in all subsequent years as a student

iii. The removal process includes the following:

1. Member in question must be notified by the Advisor and be given documentation of any violation.
2. At the subsequent Executive Board meeting, the member in question may present their case for why they should not be removed for 10 minutes, which will then be followed by a 10-minute question & answer session with the board. The Executive Directors and Advisors may only attend this session.
3. After the session, the Executive Directors will deliberate and vote by an anonymous ballot to determine if the violator should be removed. 2/3 vote is required for removal.
4. If removal is successful, it becomes active when the member is notified. Notification should be immediate and done so by an Advisor.

a. Note: If the President is removed, the Vice President shall become the President for the remainder of the elected term. An Interim Vice President shall be selected amongst the Executive Board with a 2/3 vote of approval. That director shall then select an Interim Director from their committee to fulfill their previously elected duties for the remainder of the term.

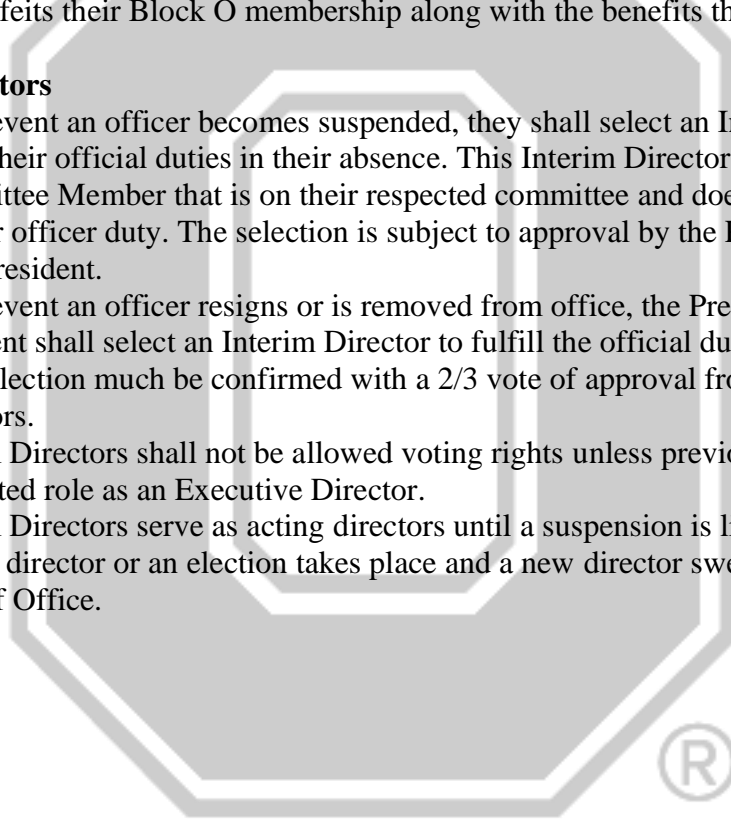
b. Note: If the Vice President is removed, adhere to the same procedure described above for replacing a Vice President.

XV. Resignation

- a. If an officer is unable or unwilling to fulfill their duties as defined by the Block O Constitution and its Bylaws, that officer may choose to resign.
- b. Resignations must be formally written and delivered to the President and an Advisor. Available transition documents must be included.
- c. Once a resignation is received, that officer no longer retains their elected position and forfeits their Block O membership along with the benefits that come with it.

XVI. Interim Directors

- a. In the event an officer becomes suspended, they shall select an Interim Director to fulfill their official duties in their absence. This Interim Director will be a Committee Member that is on their respected committee and does not hold another officer duty. The selection is subject to approval by the President and Vice President.
- b. In the event an officer resigns or is removed from office, the President and Vice President shall select an Interim Director to fulfill the official duties of that role. This selection must be confirmed with a 2/3 vote of approval from the Executive Directors.
- c. Interim Directors shall not be allowed voting rights unless previously afforded by an elected role as an Executive Director.
- d. Interim Directors serve as acting directors until a suspension is lifted for the elected director or an election takes place and a new director swears in under the Oath of Office.



Block O