

Constitution of  
***The Ohio State University Young Professionals Network  
Employee Resource Group***

***Article I. Name***

The name of the organization shall be The Ohio State University Young Professionals Network Employee Resource Group, also known as OSUYPN ERG.

***Article II. Mission Statement***

Founded in May 2012, OSUYPN ERG enhances Ohio State employees' experiences through professional development, social engagement, networking events and leadership opportunities. The group's primary goals include:

- Align activities with the University's goals and values
- Promote and provide professional development activities
- Assist in the development of leadership skills
- Provide networking opportunities with peers to develop camaraderie and support
- Encourage community service activities
- Foster mutual learning opportunities young professionals and leaders for issues relevant to both groups
- Share existing resources and opportunities that may be of interest to young professionals

***Article III. Membership***

**Section 1. Membership Eligibility**

Membership is open to any employee of The Ohio State University or The Ohio State University Wexner Medical Center.

**Section 2. Voting Membership**

All members are eligible to vote on annual Leadership Board officer elections and any special elections, including amendments to the Constitution. Only Leadership Board Officers are eligible to vote at board meetings. The Chair will determine the appropriate method of voting, which could be in person, electronic, or a combination.

***Article IV. Leadership Board***

The Leadership Board shall consist of three Executive officer positions (Chair, Vice Chair, and Treasurer) and Supporting officer positions decided at the discretion of the Chair based on current needs, as outlined in the By-laws. The Supporting officer positions are appointed by the three Executive officer positions. The Leadership Board shall meet on a regular basis to fulfill the mission of OSUYPN ERG.

### **Section 1. Elections and Appointments**

- The current Chair (outgoing) will oversee the election process for the Vice Chair and Treasurer positions.
- The Chair will send a call for applications for Executive and Supporting officer positions to the membership on the first Monday of March. The application window will remain open until close of business on the last Friday of March.
- The Chair will organize electronic voting to elect the Vice Chair and Treasurer positions. Ballot instructions will be emailed to the membership on the second Tuesday of April and voting will remain open for one week.
- If there are any malfunctions or procedural errors with the voting process, a new ballot will be offered to all members. A ballot will not be altered once the voting window has been opened.
- In the event of a tie, the Chair will hold another vote for the office.
- The candidate with the majority vote (> 50%) will be elected to office.
- The results of the Vice Chair and Treasurer election will be announced via email, no later than April 30.
- The incoming Chair, Vice Chair, and Treasurer will review the applications for the Supporting officer positions and will appoint officers to those positions as needed.

### **Section 2. Office of the Chair**

The Chair shall serve a 1-year term, following previous service in the position of Vice Chair. The chair is eligible for re-election as Vice Chair.

Duties of the Chair:

- Preside at all meetings of OSUYPN ERG Leadership Board and act as spokesperson at OSUYPN ERG events.
- Represent OSUYPN ERG at all Employee Resource Group leadership meetings.
- Act as liaison with any Ohio State University and Wexner Medical Center officials
- Provide leadership to Leadership Board Officers
- Propose budget for FY of term for Leadership Board approval
- Lead selection of Leadership Board Supporting officer positions, in conjunction with the Vice Chair and Treasurer
- Coordinate election of Vice Chair and Treasurer positions for subsequent term
- Create Leadership Board committees on an as-needed basis, and act as ex-officio member on all committees

### **Section 3. Office of the Vice Chair**

The Vice Chair shall serve a 1-year term, and will become Chair upon the succession of their term.

Duties of Vice Chair:

- Act in place of Chair when Chair is not present at Leadership Board meetings and official OSUYPN ERG events
- Provide guidance to Professional Development and Social Events Leadership Board officers
- Participate in the selection of Leadership Board Supporting officer positions, in conjunction with the Chair and Treasurer
- Create Leadership Board committees on an as-needed basis, and act as ex-officio member on all committees
- Responsible for any other tasks or duties as assigned by the Chair

### **Section 4: Office of the Treasurer**

The Treasurer shall serve a 1-year term, and is eligible for re-election.

Duties of Treasurer:

- Responsible for continuously monitoring the status of the budget
- Provide quarterly budget updates at Leadership Board Meetings
- Responsible for submitting requests for budget expenditures to the Employee Resource Group fiscal contact.
- Responsible for any other fiduciary responsibilities as designated by the Chair or Vice Chair.
- Participate in the selection of Leadership Board Supporting officer positions, in conjunction with the Chair and Vice Chair
- Act in place of Chair when both the Chair and Vice Chair are absent at Leadership Board meetings and official OSUYPN ERG events

### **Section 5. Term of Service**

Leadership Board Officers shall serve a term that follows the university's fiscal year from July 1- June 30 of the following year. Therefore Chair, Vice Chair and Treasurer position elections should occur no later than June 1 and officer appointments shall follow soon afterward.

- Leadership Board Officers filling a vacancy shall take office immediately.
- June shall serve as a transition period for new officers to become acquainted with their roles.

### **Section 6. Removal of an Officer**

If circumstances arise in which there is a conflict with an Officer, the Chair will provide guidance on how to mitigate the issue without removal. If removal of an Officer is deemed appropriate, the chair shall give notice to the Leadership Board no less than twenty (20) days prior to the meeting at which the motion shall be presented, setting forth the reasons for such expulsion. No officer of the Leadership Board shall be removed without an opportunity to be heard. After these conditions are met, the Leadership Board may vote to remove an officer with a majority vote and elect a successor for the remainder of the term.

**Section 7. Vacancies**

The Chair, Vice Chair, and Treasurer shall be responsible for appointing persons to fill vacancies of Supporting officer positions which occur during the year. The Officers so appointed shall hold office for the remainder of the term during which such vacancy occurred. Upon the resignation or removal of the Chair, the Vice Chair will assume the Chair's duties for the balance of the term and remain as Chair in the following term. Upon resignation or removal of the Vice Chair or Treasurer, the Leadership Board will hold a special election in which all members of OSUYPN ERG will have voting rights.

***Article V. Amendments***

The Leadership Board may propose amendments to the Constitution to be voted upon by the OSUYPN ERG full membership. Amendments will be approved so long as a simple majority votes in favor of the proposed amendments.

The Leadership Board may amend the By-Laws with a simple majority vote at any board meeting. Written notice setting forth the proposed amendment or summary of the changes to the by-laws shall be given to each Leadership Board member seven (7) days prior to the vote.

By-laws of  
***The Ohio State University Young Professionals Network  
Employee Resource Group***

***Article I. Supporting Officers***

Supporting officer positions should be reviewed and assessed annually by the incoming Chair, Vice Chair and Treasurer. Any positions deemed necessary shall be appointed by the Chair, Vice Chair and Treasurer based on applications. All members of OSUYPN ERG are eligible to serve as an officer and are encouraged to express their interest during the application process.

**Section 1. Office of Assessment**

Duties of the Chair and Vice Chair of Assessment:

- Distributes post-event assessments
- Distributes annual membership survey
- Supports Chair in creating necessary ballots
- Other duties as assigned
- In year 2, the Vice Chair will move into the Chair position and the Chair, Vice Chair, and Treasurer will appoint a new Vice Chair

**Section 2. Office of Communications**

Duties of the Chair and Vice Chair of Communications:

- Creates and distributes communications and promotions, including the OSUYPN ERG newsletter
- Maintains social media networks
- Responsible for maintaining up-to-date membership lists
- Maintains OSUPYN ERG email account
- Updates and maintains website content
- Other duties as assigned
- In year 2, the Vice Chair will move into the Chair position and the Chair, Vice Chair, and Treasurer will appoint a new Vice Chair

**Section 3. Office of Mentorship**

Duties of the Chair and Vice Chair of Mentorship:

- Develops, maintains, and implements the mentorship program
- Other duties as assigned
- In year 2, the Vice Chair will move into the Chair position and the Chair, Vice Chair, and Treasurer will appoint a new Vice Chair

#### **Section 4. Office of Professional Development**

Duties of the Chair and Vice Chair of Professional Development:

- Plans and oversees professional development events
- Follows the established event process as outlined by the OSUPYN ERG Leadership Board
- Shares professional development resources and opportunities with the Office of Communications for the newsletter and social media postings
- Other duties as assigned
- In year 2, the Vice Chair will move into the Chair position and the Chair, Vice Chair, and Treasurer will appoint a new Vice Chair

#### **Section 5. Office of Social Events**

Duties of the Chair and Vice Chair of Social Events:

- Plans and oversees social events
- Follows the established event process as outlined by the OSUPYN ERG Leadership Board
- Shares opportunities for social and recreational resources and opportunities with the Office of Communications for the newsletter and social media postings
- Other duties as assigned
- In year 2, the Vice Chair will move into the Chair position and the Chair, Vice Chair, and Treasurer will appoint a new Vice Chair

#### **Section 6. Office of Secretary**

The secretary shall serve a 1-year term, and is eligible for re-appointment.

Duties of the Secretary:

- Take meeting minutes at all Leadership Board meetings
- Distribute meeting minutes to the full Leadership Board within 2 business days of the meeting
- Other duties as assigned

### ***Article II. Committees***

Committees may be organized by the Chair or Vice Chair as deemed appropriate to carry out the mission of OSUPYN ERG. The Leadership Board reserves the right to direct, within reason and providing reasonable notice, committees to deliver updates of their work at Leadership Board meetings.

### ***Article III. Leadership Board Attendance Policy***

#### **Section 1. Attendance**

- In the event a Board member cannot attend an OSUYPN ERG function, they should notify the Chair prior to the scheduled event or meeting at least 24 hours in advance.

- Failure to seek excused absence prior to a meeting or event will be considered “unexcused,” barring extreme circumstances.
- In the event of an emergency or unplanned situation, inform the Chair as soon as possible of your absence.
- Two unexcused absences within one fiscal year term will result in a formal warning. 3 unexcused absences will result in formal consequences, up to and including removal.
  - After 3 absences, the Chair, Vice Chair, and Treasurer will have a private conversation with the member and make a decision regarding their Board membership status in the organization. A unanimous decision of the Chair, Vice Chair, and Treasurer is required for removal.
  - This Chair is not exempt from adhering to this policy. The Chair must report absences to the Vice Chair, who is authorized to determine whether Chair absences are excused or unexcused. In the event that the Chair meets 3 unexcused absences, the Vice Chair possesses the authority to remove the Chair and assume the Chairship for the remainder of the fiscal year term.

## **Section 2. Excused Absence**

Non-attendance at business meetings and events will be excused for the following life events.

- Illness or injury (self or family member).
- Short- or long-term university approved leave.
- Death in the family.
- Work requirements that are unforeseeable and require immediate attention. Workload or meeting conflicts are not considered valid excuses in and of themselves.
- Other recognized university absences, in accordance with OSU HR policy.

# *Appendix*

## **Organizational Chart**

