Constitution

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1 - Name

Students for Refugees

Section 2 - Purpose

Students for Refugees aims to serve refugees in the greater Columbus community and help them assimilate into the United States. This will be done specifically by tutoring local refugee students, with objectives of refugees becoming comfortable in their new country, successful students, and able to reach higher levels of education in the future.

Section 3 - Non-Discrimination Policy

Students for Refugees and all of its members shall not discriminate against any individual(s) based on age, race, ethnicity, disability, sexual orientation, or religion and any evidence of discrimination is grounds for immediate dismissal from the organization.

Article II - Membership: Qualifications and categories of membership

General membership is open to all currently enrolled undergraduate students at Ohio State, and is granted upon contact with the president, vice president, or attendance at a general body meeting. Board membership is based on a yearly election, in which all general members are eligible to run for any position. Faculty, alumni, as well as professionals, etc are invited to join the organization as honorary non-voting members.

Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders

Students for Refugees consists of the following leadership positions, that are held by persons elected each spring by the ranks of the organization's voting membership. Each positions' term is for one year, and each leader may be reelected for multiple terms, unless they are a graduating senior. The positions' duties are as follows:

President - The President will plan for and conduct all yearly meetings, including meeting attendance tracking, reserving room space for all meetings, act as a primary contact person for all general members, and maintain full contact with partnerships.

Vice President - The Vice President will assist the president with meetings plans, act as a second primary contact for general members, and is in charge of working the secretary to get meeting minutes and organization reminders to members.
Treasurer - The Treasurer will be in charge of collecting all dues from general members, and planning yearly budgets for any items deemed a necessity for the organization. This budget will be reported to the president.

Secretary - The Secretary will take meeting notes, which will be reported to the Vice President for usage in weekly emails. Duties also include keeping track of all organization activities for future board members’ use as a guide.

Volunteer Chair - The Volunteer Chair will assist new volunteers by assisting them in the completion of any necessary forms or training needed, as well as tracking all member attendance at the volunteer site.

Social Chair - The Social Chair maintains all social media accounts and promotion of the club.

Article VI – Method of Selecting and/or Removing Officers and Members

Officers will be selected via elections each year in April, and may be reelected if they are not a graduating senior. Elections are open to all general members to partake in, and each vote will be counted by a neutral party to ensure integrity.

As absences are recognized, officers will be spoken to by the president and placed on a probationary period. Said officers will be asked to step down by their fellow members of the board if they miss more than two general meetings throughout the year, or four or more volunteer times due to reasons other than extreme emergency or class conflicts, as they are, at that time, not dedicated to providing beneficial services to the organization that another member could otherwise provide. If an officer is removed, the position will immediately be open to fill, and an informal election will be held at the next general meeting to elect a new officer.

Article VII – Advisor(s) or Advisory Board: Qualification Criteria

Advisors of Students for Refugees are asked to maintain contact with the officers and serve as a supervisor of the organization as a whole. The advisor will be expected to be a second signer on checks, and also work with the treasurer closely.

Article VIII – Meetings of the Organization: Required meetings and their frequency

Meetings will be held each month on Monday’s in the evening. General members are required to attend at least one general body meeting, and three volunteer meetings per semester. Board members are required to be present at all general body meetings, and at least three volunteer meetings per semester.
Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements

Any proposed amendments should be submitted to an officer in writing and will be read in the following general meeting to give every general body member the opportunity to attend the meeting to discuss the amendment and vote. Approval of the amendment will require that more than half of the general member body be present at the meeting, and at least a two-thirds majority vote.

Article X – Method of Dissolution of Organization

Students for Refugees will be dissolved if, for a semester or more, membership numbers total less than ten. If at that time the organization is dissolved, any assets will be sorted and distributed equally to all remaining members. Any debt will be assessed and discussed between the board and the advisor to determine an appropriate course of action.

By-Laws

Article 1 – Parliamentary Authority

The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II- Membership

Membership is open to all undergraduate students at Ohio State, and potential members can join by attending a general body meeting or contacting the president or vice president. Membership will be officially recognized when dues of ten dollars are paid to the treasurer. Dues will be formally collected by new members at the beginning of each semester, however, if a potential member decides to join any time after the formal time, dues will be collected from them at their second meeting. If a termination of membership is desired, the member must notify a member of the board so that contact with the said member can be ceased.

Article III- Election / Appointment of Government Leadership

Any first, second, or third year is eligible for office. Current officers may wish to be reelected, but can be challenged by a new potential officer. Potential officers may either be nominated by other general body members or current officers or self-nominate at the election meeting. Ballots will be strips of paper, that will be distributed to every member of the organization besides the members running for the said position being voted on, and will be collected and counted right away by a neutral party. Upon the ending of the election meeting, all new board members will be announced and asked to stay after for a brief period to discuss any questions, comments, or concerns. Elections will take place during the last meeting of the school year, in April. If an officer resigns, or is impeached, the open position will be presented and a small election will occur at the next general body meeting. If, at the spring election, multiple people ran for a said
position where the current officer has resigned or been impeached, the position will be offered to the general body member that had gotten the second highest amount of votes.

**Article VI - Advisor/Advisory Board Responsibilities**

It will be desired, but not required, that the advisor attends at least two meetings during the semester. The advisor will act as the neutral party in all officer elections held.

**Article VII - Meeting Requirements**

More than half of the general members, and all officers must be present for a vote on decisions placed before the organization. Members are strongly encouraged to attend every meeting held, but are not required to do so.

**Article VIII - Method of Amending By-Laws**

Proposed amendments to the By-Laws must be submitted by writing to an officer so that the said change may be read at the next general body meeting. The proposal will be voted upon at the following general body meeting if the quorum is present, and will be approval via a two-thirds majority vote.