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

Name

The official name of the organization will be Kick-It at The Ohio State University.

Purpose

Our purpose is to promote the values of philanthropy and service, while creating awareness of children's cancer research. We are an organization that works to fundraise for Kick-It, a 501c3 non-profit organization that provides funds and support for children’s cancer research. Our ultimate goal is to unite the OSU community to end childhood cancer.

Non-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II: Establishment of Membership Categories

There are two categories of membership, Planning Team and Players.

Planning Team

Any undergraduate student that participates in the planning process of the organization and its events will be considered members of the Planning Team. Planning Team members may be added at any point in the year by filling out a Planning Team member application. Additionally, all members of the Planning Team must submit a $20 membership fee to the treasurer with their application. Planning Team members may also be Players.

To be considered an Active Member of the Planning Team members must attend 55% of Planning Team meetings and at least one small-scale fundraiser per semester. Attendance at large-scale events is required.

Players

Any undergraduate, graduate or professional student may participate as a Player for our annual Kick-It events. A participant is considered a Player once they have registered for the event and raised a minimum fundraising goal required for the event. Players are non-voting members of the organization.

Article III: Qualifications, Responsibilities, and Selection Processes of President, Vice Presidents, Treasurer, Committee Chairs, and Planning Team members

Qualifications

President, Treasurer, Vice Presidents and Committee Chairs must maintain a 2.0 minimum GPA. The time commitment for all leadership positions is extremely high.

Ideal candidates possess:

• A commitment to philanthropy
• Leadership skills
• Dedication to the cause of finding a cure for cancer
• An open mind, critical thinking skills and the ability to adapt to change
• Flexibility and dependability
• Ability to work openly with both members and other organizations

Responsibilities

President Responsibilities include:
• Attend meetings intended for outreach, partnership and sponsorship
• Lead weekly Planning Team meetings
• Organize and hold weekly Leadership Board meetings
• Take and keep meeting minutes at Leadership Board meetings
• Work with Vice Presidents to help improve committees
• Work with Treasurer to ensure budget is properly managed
• Lead the organization in planning events
• Work to create a bond amongst Planning Team members
• Keep track of all attendance and meeting minutes
• Remain organized with all Kick-It materials
• Serve as a public face of Kick-It and Kick-It at The Ohio State University and be responsible for one's actions and for acting in a professional manner.
• Be available and willing to do whatever is necessary throughout the year to benefit the organization
• Maintain direct contact with the Advisors and the National Kick-It Chapter

Vice President Responsibilities include:
• Organize and hold meetings when necessary with one's committee
• Attend weekly Planning Team meetings
• Attend weekly Leadership Board meetings
• Lead one's Committee Chairs and Committee members
• Keep meeting minutes from every Planning Team meeting and Committee Meeting
• Complete or delegate tasks assigned to Committee
• Act as a liaison between Committee members and President
• Remain organized with all Kick-It materials
• Serve as a public face of Kick-It and Kick-It at The Ohio State University and be responsible for one's actions and for acting in a professional manner
• Be available and willing to do whatever is necessary throughout the year to benefit the organization

Committee Chair Responsibilities include:
• Attend meetings regarding one's specific Committee
• Attend weekly Planning Team meetings
• Attend weekly Leadership Board meetings
• Direct Committee members
• Complete tasks assigned from Vice President and President
• Remain organized with all Kick-It materials
• Serve as a public face of Kick-It and Kick-It at The Ohio State University and be responsible for one's actions and for acting in a professional manner
• Be available and willing to do whatever is necessary throughout the year to benefit the organization

Selection of Executive Board Members

The Executive Board will comprise of the President, Treasurer, and Vice Presidents. Once elected, the President, Treasurer, and Vice Presidents will be appointed to the Executive Board. At least one advisor must be present at any election, selection or recall.
The Planning Team shall elect a President, a Treasurer, and the Vice Presidents. Such officers shall be elected annually. The Planning Team may remove an Executive Board member for not meeting assigned responsibilities as outlined in Article VII. Only active members may hold an Executive Board position. Any vacancy shall be filled with an election two weeks following the announcement of the vacancy at a Planning Team meeting. There are no term limits.

**Election of Executive Board Members:**
- The E-Board of this organization includes the President, the Treasurer and the Vice Presidents.
- The elections of the E-Board will occur at the Planning Team meeting the second week of November.
- E-Board members will assume office for the period of one year.
- Elections will occur in this order:
  1. President
  2. Vice President of Finance/Treasurer
  3. Vice President of Operations
  4. Vice President of Communications
- Each candidate will have 5 minutes to give a speech/platform. Candidates running for multiple positions will only give one speech.
- The Planning Team will have 5 minutes after all of the candidates for each position have spoken to ask questions.
- Each E-Board position will be elected by written ballot, with each Active Member casting one vote. In the case of more than two candidates, if one candidate does not achieve an absolute majority of votes (more than 50%), there will be a run-off between the top two candidates. Candidates cannot win on a plurality.
- Voters may abstain. Each abstention will decrease the total number of votes by one, affecting the number of votes needed to obtain an absolute majority.
- All present Active Members must either vote or abstain.

**Vacancy Protocol for Executive Board Members**

**President Vacancy**

The remainder of the Vice Presidents will be the candidates for the President vacancy. There will be a vote by the Planning Team Active Members conducted like a normal E-Board election to determine who fills the vacancy at the next Planning Team meeting.

**Vice President Vacancy**

The remainder of the Committee Chairs in the committee of the vacant VP will be the candidates for the Vice President vacancy. There will be a vote by the Planning Team Active Members conducted like a normal E-Board election to determine who fills the vacancy at the next Planning Team meeting.

**Selection of Committee Chair Positions**

Committee Chair Positions are selected through an interview panel. The panel consists of the previous Executive Board, the newly elected Executive Board, minimum one advisor present, and at least two Planning Team members who are not running for any positions.

Candidates may run for up to three Committee Chair Positions. Each candidate will be interviewed once for no more than 10 minutes. The interview will include questions regarding all positions he or she is interested in.

Committee Chair positions will be selected by an agreement of the newly appointed Executive Board and the attending advisor. If a unanimous agreement cannot be made, one advisor, and the newly elected E-Board will hold a vote. In the case of more than two candidates, if one candidate does not
achieve an absolute majority of votes (more than 50%), there will be a run-off between the top two candidates. Candidates cannot win on a plurality. The voters cannot abstain.

**Selection of Planning Team Members**

The Planning Team members will comprise of all members that participate in the planning process of the Kick-It events. Once completed application and membership dues ($20 per year - starting in August and ending in May) are received, the applicant will become a Planning Team Member.

**Article IV: Description of Leadership Positions**

These positions will be held for a period of one year, beginning in November through the following November.

**President**

Oversees all operations, tasks, and persons involved with planning and executing, Kick-It. He or she will work to establish group unity and motivation for the organization. The President works with the Treasurer, Vice Presidents, Committee Chairs, and the Planning Team. The President will also serve as the liaisons between The Ohio State University and Kick-It. He or she is responsible for developing a long-term vision and instill dedication to the cause in all members. Also, the President will serve as the face of the organization for the university, Kick-It, and the community.

**Treasurer/Vice President of Finance**

Responsible for maintaining the bank account; developing the annual budget as well as compare the actual revenues and expenses incurred against the budget, and oversee the development and observation of the organization’s financial policies. Stay knowledgeable about the access to the organization’s funds, outstanding bills or debts, as well as developing systems for keeping cash flow manageable. He or she must manage any donations, manage a system to track funds, and manage day-of counting. Must keep the Executive Board informed of all financial events. He or she will serve as the financial director of the organization and will work directly with Kick-It at The Ohio State University and work collaboratively with the Finance Committee and Planning Team. Leads the organization in all activity regarding sponsorships and fundraising before, during, and after the annual Kick-It event. In charge of the Finance Committee.

**Vice President of Communications**

Responsible for marketing efforts, and outreach on campus and in the community. Creates and designs flyers, brochures, videos, and organizes photo archives. Manages all social media accounts such as the Twitter, Facebook, Instagram, and Flickr accounts as well as the Kick-It at The Ohio State University student organization website. Leads the organization in partnerships with other Ohio State affiliations and student organizations. Also leads the organization in external public communications. In charge of the Communications Committee.

**Vice President of Operations**

Leads the organization in planning Kick-It events including volunteers, layout, entertainment, catering, event hospitality, morale, and schedule of events. Manages all in-kind donations associated with events and works closely with the VP of Finance. Makes reservation requests for all events and takes close note of all supplies and inventory. In charge of the Operations Committee.

**External Fundraising Committee Chair**

Leads the organization in planning and coordinating fundraisers that raise money for children's cancer research studies. May also assist players and teams in reaching their fundraising goals throughout the
year. Leads the organization in planning and coordinating fundraisers during and at events. Also plans fundraisers for the function of Kick-It at The Ohio State University. Ex: Schott Clean-Up. Must work collaboratively with Kick-It at The Ohio State University and the Finance Committee. It is suggested that this position is shared by two members.

**Sponsorship Committee Chair**

Leads the organization to acquire sponsorship for events throughout the year. Responsibilities include collaborating with other committees to have events and event materials sponsored, coordinating event catering, obtaining player incentives, seeking and obtaining donations of goods and funds. Works collaboratively with Kick-It at The Ohio State University and the Fundraising Committee.

**Outreach Committee Chair**

Responsible for leading the organization in recruiting students, undergraduate, graduate or professional, for the event and collaboration with other organizations on campus to form partnerships. Responsible for the planning and execution of the Involvement Fair. Must work collaboratively with Kick-It at The Ohio State University and the Communications Committee.

**Marketing Committee Chair**

Leads the organization in charge of marketing the organization to the campus and community. Responsibilities include developing and coordinating internet marketing, the Kick-It website, promotional events, media relations, creation of graphics, and external communication. Must work collaboratively with Kick-It at The Ohio State University and the Communications Committee.

**Family Relations Committee Chair**

Leads the organization in forming, maintaining and furthering relationships with the children and families from Nationwide Children’s Hospital as well as working to establish professional relationships between Kick-It, patient families, and Nationwide Children’s Hospital. Works Collaboratively with Kick-It at The Ohio State University and the Operations Committee.

**Internal Operations Committee Chair**

Leads the organization in planning Kick-It events on campus including volunteers, layout, entertainment, catering, and schedule of events. Works Collaboratively with Kick-It at The Ohio State University and the Operations Committee. It is suggested that this position is shared by two members.

**Article V: Code of Conduct**

Each member is expected to adhere to The Ohio State University’s Code of Student Conduct. Please see the full Code of Student Conduct for a more in depth discussion of prohibited behaviors and their consequences at http://studentlife.osu.edu/resource_csc.asp.

**Article VI: Meetings**

**Description of Meetings**

Planning Team meetings will be held on Wednesday evenings during the Fall and Spring semesters. Leadership Board meetings will be held on a separate evening during the Fall and Spring semesters. The President, the Vice Presidents or the advisors may schedule additional meetings when necessary, but may not make those meetings mandatory for any member of Kick-It and may not penalize those who don’t attend unannounced or short noticed meetings.
Meeting Attendance

In addition to adhering to the University’s Code of Student Conduct, Planning Team members are expected to adhere to the following expectations of Kick-It at The Ohio State University.

1. President is required to attend 95% of the Planning Team meetings and 90% of the Leadership Board meetings in order to remain in good standing.
2. Vice Presidents are required to attend 85% of the Planning Team meetings and 80% of the Leadership Board meetings to remain in good standing.
3. Committee Chairs are required to attend 75% of the Planning Team meetings and 75% of the Leadership Board meetings in order to remain in good standing.
4. Planning Team members are required to attend 55% of Planning Team meetings to be considered active members.
5. Both Executive Board meetings and Planning Team meetings will have sign-in sheets to document attendance and will be kept on file.
6. In the case that a member must be absent from a meeting, the member must contact the President and VP of one’s committee at least 24 hours ahead of time.
7. Excused absences consist of class or exam during or overlapping with the time of the meeting, family emergencies or hospitalization. Excused absences will decrease the total number of meetings by one for that member's semester. This will affect the number of meetings necessary to be considered active.
8. If caught lying about an absence, the President or Vice Presidents will personally meet with members and discuss their priorities and future with Kick-It.
9. If a member misses a meeting, this does not mean that he/she is exempt from completing tasks/assignments for that week.
10. Meeting minutes should be read entirety after each meeting regardless of whether a member was in attendance.
11. Planning Team meetings are not required, but encouraged, to be considered a Planning Team member, but are required to be considered an Active Member (55%).

Article VII: Method of Removing Officers and Members

Leaders and members are subject to recall for malfeasance in office. Malfeasance is defined as:

- An inability to perform the requirements of the position
- Breaching the Student Code of conduct
- Mismanaging club funds
- Breaching the Kick-It at The Ohio State University Constitution

This organization’s non-discrimination policy will protect members from removal based on reasons of reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Recall of Executive Board Members

- Recall procedures will be initiated at the request of four Active Members. A hearing will be conducted at the next Planning Team meeting for the presentation of evidence from all concerned parties
  1. Those requesting the recall of officer(s) shall be given 20 minutes to present their case
  2. The officer(s) being recalled will have 5 minutes to question their accusers
  3. The officer(s) being recalled will have 20 minutes to rebut the charges presented against them
  4. The organization will then have 5 minutes the officer(s) being recalled
- A two-thirds majority of those Active Members voting in a recall at the end of the hearing is necessary to remove any officer.
- Upon removal, the Executive Board member will serve as a Planning Team Member for the duration of the year.

Recall of Committee Chairs
If a Committee Chair is not adequately fulfilling his or her role, the President, Advisors, and Executive Board have the ability to collaboratively ask him or her to step down to a non-leadership position. Upon removal, the Committee Chair will serve as a Planning Team Member for the duration of the year.

**Removal of Planning Team Members**

Planning Team members may be asked to leave the organization if they do not adhere to the Code of Conduct through the agreement of the President, advisors and Executive Board.

**Article VIII: Transition**

The transition period will be the month of November. Previous leaders will help assist and train successors in order to have a smooth transition into the leadership position. Leadership positions will have full responsibilities starting December 1. Previous leaders will continue to be available for guidance and assistance to the new leaders through the next semester.

Previous leaders must maintain and prepare all materials for the successor. All calendars, minutes, contacts, event reviews, recommendations, instructions and other necessary information should be kept electronically and transferred to the successor upon their election.

Transition meetings can be arranged by either the previous leader or the successor. The previous leader is responsible for planning the first meeting.

**Article IX: Description of Executive Committees**

The majority of the executive power resides in the President, Vice Presidents, and Treasurer, along with faculty or staff members who serve in an advisory capacity.

**Article X: Description of Standing Committees**

**Fundraising Committee**

Responsibilities include, but are not limited to, planning and coordinating fundraising opportunities, both internal and external/community fundraisers, managing systems for finance, collaborating with other committees to have events and event materials sponsored and seeking and obtaining donations of goods and funds.

**Operations Committee**

Responsibilities include, but are not limited to, maintaining and improving relationships with Nationwide Children’s Hospital, organizing and coordinating volunteers, security, event layout, entertainment, and hospitality.

**Communications Committee**

Responsibilities include, but are not limited to, developing and coordinating internet marketing, Kick-It website, promotional events, media relations, creation of graphics, and external communication, as well as membership development, recruitment and retention.

**Article XI: Non-Hazing Policy**

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subject another person whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent.
Article XII: Embezzlement

The President, Vice Presidents, Treasurer, and Advisor should handle any stealing or financial discrepancy on a case-by-case basis.

Article XIII: Advisor(s) or Advisory Board Qualifications

Advisors of the organization must be full-time members of the University faculty or Administrative and Professional staff. Advisor is to add necessary input/directional advice when needed.

Article XIV: Method of Amending the Constitution

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specific number of subsequent general meetings and the general meeting in which the votes will be taken. For amendments to be approved a minimum of at least two-thirds of voting members present at a meeting in which quorum is met (quorum is defined as a minimum 50% + 1 of total organization members) should agree with the proposed change.

Article XIII: Method of dissolution of the Organization

If the members of Kick-It at The Ohio State University feel the organization is not longer serving its purpose, voting members may propose to dissolve the organization. To do so the reasoning for dissolution must be presented at a general body meeting to be voted upon at the following meeting. At the meeting at which members vote on dissolution, at least two-thirds of voting members at a meeting in which quorum is met have to agree with the dissolution of the organization. Should any organization assets and debt exist, appropriate means for disposing of these assets and debts will commence. Any assets present will be used first to pay off past debts, and then any remaining funds will be donated to Kick-It a Flashes of Hope non-profit organization 501c3 non-profit organization Tax ID number 04-364869.