**Constitution and By-Laws for Code that Cares at Ohio State**

This Constitution lays out the intent, rules, restriction, and guidelines under Ohio State policies of the student-run organization Code that Cares at Ohio State. This document contains the principles and structure of the organization, outlining the basic procedures concerning the membership, legitimacy, and goals.

This document must always be on file with the Center for Student Leadership and Service to remain a viable organization of The Ohio State University.

**Constitution**

*Article I – Name, Purpose, and Non-Discrimination Policy.*

Section 1 - Name: Code that Cares at Ohio State (or Ohio State University)

Section 2 – Purpose: Code that Cares at Ohio State is the collection of driven students with computer science knowledge who volunteer time and work designing and maintaining mobile applications for non-profit and charity organizations. Code that Cares at Ohio State provides the code for working applications at no cost to charities, while the students within Code that Cares who contributed towards the final product earn experience working on realistic projects that could carry on in their careers.

Section 3 – Non-Discrimination Policy: This organization and its members do not discriminate against any individual for any reason, including age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

*Article II – Membership: Qualifications and categories of membership.*

Section 1 – Pre-membership: Any student of Ohio State who attends club meetings is considered a pre-member. Pre-members are expected to complete certain tasks, such as code tutorials, and maintain club meeting attendance in order to become a full member.

Section 2 – Membership: Once someone has been announced a member, they can be freely assigned to projects and have suffrage within the club. Projects are the top priority of members, and completion of the project depends on the work done during club meetings and remotely by members. If a member falls behind on tasks or stops attending meetings, they cannot expect to continually be assigned to projects. Certain attendance and participation is required to maintain membership (see By-Laws). Repeated membership is allowed. Current members who have worked on a project are provided with proof of work by the Executive Leaders. Beginning a semester as member following the semester in which a member was upgraded from pre-member to member is considered one full semester of membership.

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

The Executive Leaders of this organization include President, Treasurer, Vice President and Secretary. The method of election and details of the position are detailed in the following sections of this Article.

Section 1 - President: The President of Code that Cares is voted upon at the end of every autumn and spring semester for the upcoming semester, and is the person who receives the highest number of votes at the final vote at the end of the final week of class. Running for or becoming President requires membership for one full semester. The duties of the President is primarily the pursuit of new projects and clients for the organization to take on. Once a project is found, the President is responsible for forming a time-table for the project to follow and ensures that the time-table is followed. The President is the primary contact between the organization and its clients and is responsible for initial project planning with the client, updating the client about project progress and new ideas, setting up additional meetings, and any other activity or information relating to the project and the client. The President, with help of the Executive Leaders and Executive Committee, is responsible for assigning members to specifics parts of the project based on their desires and abilities, while attempting to provide the member with experience in all areas of app-development. Furthermore, the President is responsible for assisting in the assimilation of new and aspiring members, including informing them of the requirements of membership, ensuring they are completing all tutorials, and are being taught club protocol (potentially GitHub, etc.). Because the President must attend every meeting, the President has the biggest influence when deciding the meeting time(s) for the upcoming semester. Concerning the legitimacy of the club, the President is responsible for understanding all the requirements for club re-registration and must keep the organization in good standing with Ohio State University. Any tasks required to fulfill this must be completed urgently or assigned to another member of the Executive Leaders. At the beginning of each term, all Executive Leaders (elected officials and Secretaries) must unite in a meeting to decide on changes of dynamic club protocol, including dues and semester goals. During this meeting, all changes must be approved by a majority vote, in which all and only Executive Leaders must be present and take part. Additional meetings may be requested by any Executive Leader, and regular Executive Leader Meetings are encouraged. If a situation requires an immediate response or action such that the remainder of the organization will not have a vote, the President is responsible for making the decision that is best for the existence of the club and all of its members. The President is expected to maintain contact with the Treasurer to ensure that all money is accounted for and put to good use. The President may appoint any member a crucial task relating to the organization, such as Recruitment, in addition to up to three Secretaries. Any appointment requires approval by the Executive Committee. Any member successfully appointed by the President that is not a Secretary is not an Executive Leader and may be relieved of their duties at any time. Any decision made by the President can be vetoed by a 70% vote polling all other Executive Leaders and Executive Committee. Finally, the President is Project Manager, therefore responsible for ensuring that all members are on task, and may need to assist any other member in their completion of their task(s). Overall, the President should be a hard working contributor to the progress of the club based on the Purpose and a role model for all members.

Section 2 - Vice President: The Vice President of Code that Cares is determined by vote at the end of every autumn and spring semester, and is the person who receives the second highest amount of votes at the final vote at the end of the final week of class. Running for or becoming Vice President requires membership for one full semester. Should the position of President ever be vacant, the Vice President shall immediately take the seat and responsibilities of President. Should the position of Vice President ever be vacant, the next highest receiver of votes shall immediately take the seat and responsibilities of Vice President. If such a candidate does not exist, is no longer a member, or can otherwise not take the seat, the Executive Committee must promptly vote for replacement, choosing from any member who meets the qualifications. The duties of the Vice President are primarily to assist the President with presidential tasks. If, for any reason, the President cannot not attend or complete a task explicitly assigned to President, including but not limited to club or client meetings, the Vice President shall take his place. The Vice President is responsible for being updated on all the concerns of the organization, as to fulfill all Presidential duties properly. The Vice President is encouraged to attend all client meetings with the President, and attendance to club meetings is expected. The Vice President is inherently the leader of the Executive Committee, and, should it be necessary, is responsible for holding emergency meetings with the Executive Committee. The Vice President is responsible for attending all Executive Committee votes and meetings. The Vice President should always monitor the general happiness of the Executive Leaders, Executive Committee, and general members, and should do everything possible to maintain or improve general happiness and satisfaction within the organization. Overall, the Vice President should be a hard working contributor to the progress of the club based on the Purpose and a role model for all members.

Section 3 - Treasurer: The Treasurer of Code that Cares is determined by a vote separate from the Presidential election. Both votes occur at the same time, and the Treasurer is the person who receives the most votes in the Treasurer election. Running for or becoming Treasurer requires membership for one full semester. Should the position of Treasurer ever be vacant, the next highest receiver of votes shall immediately take the seat and responsibilities of Treasurer. If such a candidate does not exist, is no longer a member, or can otherwise not take the seat, the Executive Committee must promptly vote for replacement, choosing from any member who meets the qualifications. The duties of the Treasurer are primarily to keep the organization in excellent financial standing with Ohio State University. The Treasurer must follow exact protocol stated by Ohio State concerning payments, refunds, dues, and any other financial duty. The Treasurer should be prepared to attend client meetings, but it only required to attend large, significant client meetings. Attendance to club meetings is expected. Constant contact and possibly regular meetings with the President and/or Executive Committee are advised for reviewing finances, expenses, and refunds. The President is required to assist the Treasurer with any significant duties. Overall, the Treasurer should be a hard working contributor to the progress of the club based on the Purpose and a role model for all members.

Section 4 - Secretary: The Secretary or Secretaries of Code that Cares is appointed by the elected President. The appointment(s) require(s) approval by the Executive Committee. There shall not be more than three Secretaries. The duties of Secretary primarily concern the logistics of the club. Secretaries are club ledger, keeping notes on key decisions, questions, and points made during any meeting. These notes for any meeting are generally to be shared with every member who attended that meeting. Secretaries are responsible for requesting rooms for meetings to be held. The Secretary must attend all club meetings. If an appointed Secretary has a major conflict with the scheduled club meeting time, it is advised that the Executive Committee reject the appointment, or otherwise ensure that there will be a Secretary at every meeting. Multiple Secretaries must work together to ensure all tasks get done and that all members stay informed of all relevant knowledge. At least one Secretary should be at all client meetings alongside the President to take notes of significant points and keep track of the client’s desires for the potential project. Any tasks concerning sharing code, possibly with GitHub, fall to the Secretaries. The President and Treasurer may ask reasonable, yet specific tasks of the Secretaries to ensure that meetings, projects, and financial tasks progress smoothly. Overall, the Secretaries should be hard working contributors to the progress of the club based on the Purpose and role models for all members.

*Article IV – Executive Committee: Size and Composition.*

Section 1- Composition of the Committee: The Executive Committee only exists when there are at least 15 total members. The maximum size of the Executive Committee is 10% total membership, rounding up, and is filled by the willing members with longest continuous membership who do not currently hold a position as Executive Leader.

Section 2 – Duties of the Committee: The Executive Committee must approve Presidential Appointments. Approval is majority vote, ties broken by the Vice President. The Executive Committee must approve all budgets with majority vote, ties broken by the Vice President. The Executive Committee and the Vice President must meet briefly to vote when a vote is required, but otherwise are not required to meet regularly. The Vice-President is the inherent leader of the Executive Committee, and holds the power to break a tie in all votes. In the event where a Vice President is not available to break a tie (possible during the vote for a replacement Vice President), the tie-breaking vote goes to the President. Tie-breakers are not required for non-majority votes. If the vote is for anything other than majority, the Vice President does not get a vote, but still must be present for discussion. If the Executive Committee vetoes an appointment or budget, they must provide a well-formed argument and meet with the relevant Executive Leaders to address necessary changes.

*Article V – Advisors.*

Section 1 – Appointment of Advisor(s): In the event where a new advisor is required, the Executive Leaders are responsible for immediately finding a new Advisor. If the organization believes an additional advisor is required, the Executive Leaders and Executive Committee must each approve the search for an additional Advisor with majority vote. The current Advisor(s) must be informed. Any new Advisor must be affiliated with Ohio State University and must have a background in Computer Science.

Section 2 – Participation of Advisor(s): Participation of the Advisor(s) varies on the advisor. Advisors may override any decision or protocol within the organization. The organization must comply with advisors in order to remain in good standing with Ohio State University, unless the advisor is pushing against the Purpose of the organization, in which the club may dissolve or a new Advisor should be found.

*Article VI – Meetings of the Organization.*

Section 1 – Types of Meetings: Club Meetings are the general meeting of the entire club and all members. Pre-members are invited. Executive Committee Meetings are only held when requested by the Executive Committee or Vice President, or when there is a pending vote. Client Meetings are meeting with potential clients, and are scheduled as clients are found. Executive Leader Meetings containing only Executive Leaders occur at least once at the beginning of every semester and at the request of any Executive Leader.

Section 2 – Frequency and Content of Meetings: Club Meetings are held weekly at a minimum. Club Meetings is the time for all members to convene on the current project and tackle difficult problems, as well as a time for the Executive Leaders to inform the entire membership of details possibly concerning the project, additional clients, or organization details. Though most work will be done remotely, the weekly meetings are a strong indication of dedication and are crucial to the completion of projects, votes, and other club duties. Executive Committee Meetings are held at the request of the Executive Committee or the Vice President, though consistent meetings can be voted on and approved, in which case attendance is crucial. However, the only time an Executive Committee Meeting must take place is when the Executive Committee and Vice President must take part in a vote. Client Meetings are the meetings between select Executive Leaders and current or potential clients. The meetings are scheduled by the President. Current clients should be met with frequently and updated with progress of their project. Potential clients should be met in a professional manor, as if the organization is selling its services in app-development. Executive Leader Meetings occur at least at the beginning of the semester by all newly elected Executive Leaders to discuss big changes concerning finances of the organization, ongoing projects, and goals for the upcoming semester. Any Executive Leader may request a meeting at any time and a regular meeting time is encouraged, possibly immediately before Club Meetings.

*Article VII – Amending the Constitution.*

Section 1 – Proposal: Amendment proposals of the Constitution are brought up in any meeting. If the proposal originated in a meeting other than Club Meetings, they should be voted on only by Executive Leaders and Executive Committee, in which at least two-thirds the total votes is needed to progress. All members of the Executive Committee and Executive Leaders are required to vote. The proposal must then be read during at least one Club Meeting.

Section 2 – Passing a Proposal: During a Club Meeting, once the proposal has been read during at least one meeting previous, the proposal is voted on by all members present. All members abstaining from the vote do not count towards to total. Before the vote, any member may ask questions about the proposal and start a discussion. Two-Thirds of all voting persons must approve the amendment, in which the President must begin writing the amendment to the end of the Constitution, have it approved by the Executive Committee, and then continue to Ohio State protocol and submit the new Constitution to the necessary organizations within Ohio State.

*Article VIII – Dissolution of Organization.*

Section 1 – Approval of Dissolution: The organization shall dissolve under strict orders by Ohio State University or if it fails to pass reregistration. If the organization has changed direction and no longer follows the Purpose in this document, the club may dissolve following a three-fourths vote by all members.

Section 2 – Assets: Any memberships owned or services paid for by the organization shall be immediately cancelled, unless they incur a cancellation fee, which must be reimbursed by Ohio State University. If the fee cannot be reimbursed, Ohio State officials must aid in the resolution of the asset. Any asset that is completely owned by the may be donated to the Ohio State University or returned or sold to help pay for any potential debt.

**By-Laws**

*Article I – Parliamentary Authority*

The bodies of government within the organization shall practice Robert’s Rule of Order, in which the minority shall be heard, the absentees protected, and the majority will decide.

*Article II – Membership*

To earn membership into the organization, one first must regularly attend meetings. Each prospective member will receive a list of tasks that must be completed before their acceptance. The list includes completing a tutorial for an application development program utilized by the organization, unless it can otherwise be shown that the pre-member has experience with the program already. Furthermore, the list includes completing a basic About Me application that uses key functions of an application and conveys information about the pre-member, such as their name, major, hometown, and interesting facts. The pre-member must also behave in a professional manner and be productive at meetings. Finally, the pre-member must attend at least five meetings in a semester. When all of the tasks are completed, the Executive Committee grades the pre-member on each task, allowing membership when all tasks have been completed to their content. Lastly, upon acceptance, the member is responsible for any dues required that semester by the Executive Leaders.

Termination of membership is done by communicating with any leader of the organization, in which the member will be removed from any regular communication, such as email lists and group messaging, and is no longer be responsible for any further dues, work, or attendance of any kind.

*Article III – Elections of Executive Leaders*

The voting process for the Executive Leaders occurs at the end of the Spring semester in order to prepare for new leadership beginning in the Autumn semester. Elections are a one day process, scheduled in advance. At the beginning of the meeting, all qualifying members interested in Presidency each have no more than five minutes to talk about their plans as President. Immediately following, all candidates for Treasurer come forward and also have no more than five minutes to talk about their ideas. Following the speeches, a vote is done for all positions by either a raise of the hand or paper or electronic ballot. After the results are tallied, the winners shall begin shadowing the current Executive Leaders to learn the job.

*Article IV – Amending the By-Laws*

Amending the By-Laws is an issue first brought up to the Executive Leaders and Executive Committee. Amending requires either majority approval by the Executive Leaders, Executive Committee, and the general body all separately, or by two-thirds approval by the entire organization.