

# ENCompass: Empowering Neighborhoods of Columbus Constitution

## Article. 1. The Establishment of Name, Purpose, and Anti-Discrimination Policy

### Section. 1. Founding Statement

From this point going forward, the student organization being formed, as of the first day of August in the year two thousand and thirteen, will hereby be known as ENCompass: Empowering Neighborhoods of Columbus.

### Section. 2. Mission, Vision, and Values

Our mission is two fold:

1. To empower individuals and improve the health of those living in the Columbus community by connecting them with resources that address social determinants of health.
2. To cultivate interdisciplinary student leadership through volunteer immersion experiences in the Columbus community.

Vision:

ENCompass envisions becoming recognized as Ohio State's premier healthcare focused student cohort that provides hands-on growth experiences to an interdisciplinary body of undergraduates.

Values:

We empower others to reach their own maximum wellness.

We recruit high caliber students and provide meaningful growth experiences.

We believe in service with dignity and will maintain a high degree of professionalism in all our endeavors.

### Section. 3. Non-Discrimination Policy

ENCompass and its members will not discriminate against any individual(s) for reasons of age, color, disability, gender identity, or expression, national origin, race, sex, sexual orientation, or veteran status. The only criteria for membership in ENCompass are passion for our mission and capacity to contribute to our mission.

### Section. 4. Definition of Abuse

Abuses including any actions, activities, or situations intentionally created to produce unnecessary and undue mental and physical discomfort, humiliation, harassment, ridicule, excessive fatigue, interference with scholarship or personal lives, or exposure to situations wherein one's physical or mental well being may be endangered will not be tolerated. This includes but is not limited to hazing.

## Article. 2. Levels of Membership

There will be four categories of involvement: Recruits, Volunteering Members, Administrative Members, and Officers.

**Recruits:** A recruit is any OSU student that has been admitted by a selection process by ENCompass and is currently undergoing orientation and/or training to become a member of the Volunteering Core. Once a recruit has finished the required training, as determined by the Vice President of Membership Development and Recruitment, they will be granted admission into the Volunteering Core. If a recruit does not meet the criteria necessary to be granted membership, they may not receive entry into the organization.

**Volunteering Core:** A member of the Volunteering Core is any OSU student that has completed training and is serving as a volunteer at ENCompass' sites. They will be expected to serve a certain number of hours per month dependent on the number of volunteers in ENCompass and site demands.

**Administrative Cohort:** Members of the Administrative Cohort are a select group of students that serve in various administrative roles for the organization; these roles are further discussed in section 4. Members will be assigned to Committees based on personal preference as well as the needs of the organization. Members will be bestowed the authority of one vote in all matters brought before the organization. If members are unable to fulfill their expected duties as delegated by their committee chair, they may be reassigned or asked to leave ENCompass. An impeachment process will take place if necessary. Members are expected to, at a minimum, shadow volunteers at sites at least once per semester.

**Officers:** An officer is an elected member of the Administrative Cohort chosen to bring their expertise, insight and vision to their respective committees in order to help the organization grow. Officers serve on the Executive Board.

## Article. 3. Member Advancement

### Section. 1. Normal Advancement

Upon application, anyone is eligible to apply for the Volunteering Core, the Administrative Cohort, or both. Applications will be administered and reviewed by the Membership Development and Recruitment Committee. Interviews will follow.

## Section. 2. Streamlined Advancement

If a specific Committee need arises, any interested individual will be able to apply as an administrative member with the express purpose of filling that particular need. Committee needs will be determined by the Committee chairs. Applications will be administered and reviewed by both the Membership Development and Recruitment Committee, as well as the Committee in need. Such needs may include but are not limited to: programmers with experience in database management, experienced recruiters, and those with specific leadership skills.

## Article. 4. Officer and Committee Descriptions

### Section. 1. Term Length

Officers are elected for one full year term of service (two sixteen-week semesters and one summer term).

### Section. 2. Description of Officer Responsibilities

The titles and duties of each officer position are outlined below. Each officer is held accountable to the Executive Board and the whole organization to carry-out the duties below.

**Co-President:** Duties are to include, but are not limited to: presiding over all meetings of the organization; obtaining appropriate facilities for organization activities; preparing any documents required by The Ohio State University; maintaining contact with all affiliated organizations, advisory council, alumni, and committees; overall management of the organization and its officers; ensuring accountability of members and officers; overseeing all officer orientation and training; remain fair and impartial during organization decision-making processes; breaking all tie votes by suspending or enacting the additional vote bestowed upon them.

Above all they must ensure that ENCompass remains true to its mission, vision and values.

**Secretary:** Duties are to include, but are not limited to: taking attendance; taking minutes at all general body, chair, and advisory council meeting; compiling and distributing meeting minutes from each committee to the entire organization on a weekly basis; maintaining organization calendar; obtains appropriate facilities for organization activities; collecting and delegating all mail; and overseeing all voting in elections and otherwise. The Secretary works closely with the PR committee to ensure that website content is up to date and accurately reflects the organization's current doings.

**Treasurer:** Duties are to include, but are not limited to: managing the bank account; preparing and maintaining the annual budget; overseeing any and all auditing; preparing and filing any

financial report required; paying organization bills; requesting funds from the Council on Student Affairs; receiving and filling any appropriate purchase request.

Vice President of Outreach: Duties are to include, but are not limited to: overseeing the planning and implementation of all fundraising events; overseeing outreach to potential donors and maintenance of relationships with donors; coordinating fundraising training for committee members; working with treasurer to ensure that the budget is met.

Vice President of Site Engagement: Duties are to include, but are not limited to: overseeing all organizational matters relating to volunteering members; preparing and filing any report required on the ENCompass service model and its implementation and effectiveness at various sites; handling all official correspondence of the organization with current and potential volunteer sites and their coordinators; working with IT to design and create all technology needed for the ENCompass service, overseeing all research, presentation, and publication activities relating to the ENCompass model.

Vice President of Membership Development and Recruitment: Duties are to include, but are not limited to: coordinating organizational recruitment efforts; handling all new member applications and interviews; leading all new recruits through orientation; planning and running all recruitment events; preparing and filing any report required; maintaining a steady influx of high-caliber members. This position will work closely with the VP of Site Engagement to ensure that our members are fully equipped and capable of fulfilling their duties.

Vice President of Information Technology: Duties are to include, but are not limited to: developing and maintaining the website, updating the website with current news and events, assisting with social media efforts as needed; working on any other technological needs the organization may have; working with the Vice President of Site Engagement to determine and fill any technological needs at volunteer sites; overseeing the process of filling any IT requests by other chairs; developing and/or maintaining any database and systems the organization uses. This position will work closely with the Secretary to keep internal communication channels open within the organization.

Vice President of Public Relations: Duties are to include, but are not limited to: managing the external representation of ENCompass through means including social media accounts associated with ENCompass; working with the IT committee to manage website content; preparing any and all marketing materials; maintaining a relationship with OSU; maintaining ENCompass' brand.

Vice President of Research and Analytics: Duties are to include, but not limited to: oversee data collection and analysis; ensuring IRB approval is obtained if necessary; working closely with IT, Site Engagement, and Outreach committees to obtain data, create and maintain projects, and find funding for these projects.

### Section. 3. Description of Committees

Each Committee will be operated by a Vice President. All members are welcome to participate and assist in any Committee, although preference will be given to members who are assigned to each Committee. Committee officers will report their findings and efforts at Executive Board meetings. Committees will be organized internally at the discretion of the supervising Vice President, but must all have an internal secretary or “minute” taker. The Committees shall be organized as such:

**Outreach:** Reach out to potential donors, hold meetings with donors, and maintain relationships with donors. Plan/host fundraising events and explore other potential sources of funding (grants, etc). Ensure financial needs are met in coordination with the treasurer.

**Site Engagement:** Create and oversee all ENCompass volunteer opportunities at our partner sites and individual events. Serve as liaison to all current and potential partner sites, collaborating organizations, and resources. Develop relationships with complementary community groups and non-profits. Create necessary materials, training, and volunteer protocols for all service sites. Conduct research on the efficacy of the ENCompass service model, the quality of recommended resources, the demographics and needs of the client base at each service site, and the effectiveness of the current volunteer training program. Present and publish research findings to disseminate gained knowledge to the academic, healthcare, and service communities.

**Membership Development and Recruitment:** Design and distribute awareness and outreach materials. Plan recruitment material and applications for new members. Interview prospective members and admit highly qualified candidates into ENCompass. Develop and implement orientation program for admitted new members. Training new members on volunteer etiquette, procedures, and awareness of our client population.

**Information Technology:** Will work closely with the Secretary to help him/her fulfill his/her duties. Oversee internal communication including: internal email notifications and the Carmen page. Oversee external communications of the organization including: emails and ENCompass' brand. Develop and maintain the website and other forms of social media. Keep a record of all active members. Manage communication for the organization. Develop and maintain other technology the organization may need in volunteering including but not limited to: the online Volunteer Access Point, ENCompass intranet, hardware set-up, resolving any technological problems that arise.

**Public Relations:** Manage all external communication for ENCompass through the ENCompass website, social media accounts, and marketing materials. Develop in-house marketing materials and work with outside marketing groups such as Union marketing.

**Research and Analytics:** Analyze datasets obtained by ENCompass as needed for organizational projects. Find data trends to direct future ENCompass goals. Find new data

collection needs and work with IT and Site Engagement to implement these. Work with the IRB to obtain approval for projects. Work closely with Site Engagement on any projects needing data. Work closely with Site Engagement and Outreach to obtain funding for projects.

#### Section. 4. Ad-Hoc Committees

Ad-Hoc (Special) Committees: As needed, temporary Committee(s) may be set up by a simple majority vote of the Executive Board. These Committees are intended to address pressing needs of the organization, such as overseeing the planning and execution of major events. A time-frame must be determined for each Ad-Hoc Committee's duration, and the responsibilities undertaken by the Ad-Hoc Committee may be transitioned to one of the other Committees afterwards.

### Article. 5. Executive Board Description

The Executive Board will consist of the above officer positions: Co-Presidents, Treasurer, Secretary, Vice President of Outreach, Vice President of Site Engagement, Vice President of Membership Development and Recruitment, Vice President of Research and Analytics, Vice President of Public Relations and Vice President of Information Technology.

### Article. 6. Elections

#### Section. 1. Candidacy

Officer elections will be held the week before spring break each academic year and all announcements for candidacy must be presented to the organization, in writing, at least 5 days before the election. Incumbent officers will always be considered for re-election unless they withdraw themselves from consideration.

#### Section. 2. Order of Elections

Officer positions will be elected in this order: Co-Presidents, Secretary, Treasurer, followed by Vice President elections. Winners will be announced immediately after votes are counted.

#### Section. 3. Procedure

Voting for the positions of co-president and secretary will be conducted via blind vote by the general body. Each candidate will have an opportunity to speak for 2 minutes about their interest in their respective positions before each position is voted upon. All candidates will speak in order of declared candidacy for each position, with the exception of incumbent officers always speaking first. After candidate speeches, a maximum 10-minute open forum period will be held in which officers and members from the general body will have an opportunity to speak and

endorse or express concerns for each candidate before the vote is held. After the forum concludes, the general body will vote via blind vote on the position. All elections are settled by winning a simple majority of the votes. In the event of a tie, the senior co-chair will break it. The senior co-chair will facilitate the election process. The junior co-chair will facilitate the election of the senior co-chair if necessary, and in the event of a tie is authorized to break it. After winners are announced, the election process restarts until an election has been held for every general election position. Voting for the positions of vice-president will be conducted via blind vote by the the general body in the same fashion, with specific committee that the elected vice-president will preside over having their votes count twice per one vote of a general member.

#### Section. 4. Quorum

For elections to proceed a quorum of two-thirds of the general membership must be present and voting. Abstentions are not permitted.

#### Section. 5. Election Committee

An ad-hoc election committee consisting of 3 graduating members of the Executive Board will oversee elections.

### Article. 7. Officer Resignation, Impeachment and Replacement Process

#### Section. 1. Officer Replacement

In the event an officer is no longer able to serve in the position due to extraneous circumstances, no fault of their own; such as graduation, medical, family, or other reasons, the remaining officers can appoint an interim replacement by a simple majority vote. At the end of the current sixteen-week semester, the interim officer will step down and another election is to be held. The new officer will serve out the remaining term and normal elections will be held as scheduled in April.

#### Section. 2. Impeachment of Officers

In the event an officer is not fulfilling their duties, has blatantly wronged the organization through a heinous activity of theft, property damage, disregard for the rules set forth in this Constitution or by The Ohio State University, or some equivalent action, the officer can be removed from the position. The other officers must first call an officer meeting to discuss the issues. A unanimous decision by the other officers will remove the officer in question from the position immediately. If no resolution can be made, a majority vote will escalate the issue to the Standing Committee. The Standing Committee will review the case as an independent board and offer a verdict, in writing, to the officers. This verdict is final and immediate. Review Section. 1. of Article. 6. for the process of appointing and electing a replacement.

### Section.3. Member Dismissal

Members who have blatantly wronged the organization through a heinous activity of theft, property damage, disregard for the rules set forth in this Constitution or by The Ohio State University, or some equivalent action, can be prohibited from participating in future events and may be expelled from the organization. The officers will review each individual case and offer a verdict, in writing, to the member. This verdict is final and immediate.

## Article. 8. Advisor Description

The Advisor for the organization is Dr. Bill Hayes and will serve as a liaison between The Ohio State University and ENCompass. The advisor will oversee the activities of the organization, assist with organizational matters, and offer guidance, as needed.

## Article. 9. Advisory Council Description

### Section.1. Commitments of Council Member

ENCompass will regularly seek advice from an advisory council composed of professionals that are from the greater Columbus area and/or are involved in a healthcare related discipline. The organization advisor will always serve on the advisory council. The advisory council will convene monthly or bimonthly (as needed) to offer guidance in ENCompass decisions and procedures. Each advisory council member should offer advice in their field and areas of expertise and should help connect ENCompass with individuals and organizations that may benefit their cause. Advisory council members should also be willing to work outside of council meetings to offer specialized assistance to ENCompass in areas such as: strategic planning, grant writing, and professional development.

### Section.2. Council Size

Council members will be chosen based on their professional strengths, and the council membership will change over time as ENCompass grows and develops. The council size will be flexible, but should not exceed 12 members and should not fall lower in number than 6 members.

### Section.3. Terms of Service

Advisory council members may serve as long as they desire, but must be willing to serve a minimum term of one semester. If an advisory council member is unable to attend 3 consecutive advisory council meetings, an ENCompass co-chair will contact them to confirm if they are still

interested in advising the organization. If the member is no longer interested, they will be asked to step down from the advisory council.

#### Section.4. Resignations

If an advisory council member steps down, ENCompass will work swiftly to fill the vacancy with a qualified individual as quickly as possible. New advisory council members will be determined by a search committee consisting of the co-chairs and three other ENCompass members or officers.

#### Section.5. Purpose of Council

The advisory council will advise ENCompass on its decisions and offer specialized assistance, but the decision power in ENCompass will remain in its membership. The “ownership” of the organization will forever come from its student members.

### Article. 10. General Meeting Commitments

Members of the Administrative Cohort are expected to attend weekly general meetings. These meetings must have a duration of at least two hours. Vice Presidents are also expected to meet with the Co-Presidents at least once a week. Meetings will be held at the College of Public Health at The Ohio State University (Cunz Hall). If a member of the administrative cohort has missed more than four meetings in a single semester he will be put on probation. Probationary members will have to meet with their supervising Vice President and a Co-President. If they continue to miss meetings they will be dropped from the Administrative Cohort.

### Article. 11. Administrative Cohort Meeting Structure

#### Section. 1. General Structure

General meeting are to have two distinct sections.

#### Section. 2. Announcements

The first section will be a time for general announcements. Each Vice-President will have time to update the general membership on the work of their committees. Any general member will be given the opportunity to speak, given that they have emailed and received approval from one of the co-chairs at least one day in advance.

#### Section. 3. Committee Meetings

The second section will be a time for committee meetings. Vice-Presidents will preside over these meetings. This time will be used to discuss and relevant committee work and to complete all necessary ENCompass related work.

## Article. 12. Volunteering Core Meeting Structure

The Volunteering Core will attend the first Administrative Cohort meeting of each month. The Volunteering Core will sit in with the Cohort for the part of the meeting designated to general updates. The purpose of these meetings is twofold, to keep the Core updated on ENCompass happenings and to improve cohesion between the Core and Cohort. Once this general information and updates session has ended the Cohort and Core will break into two separate meetings. The purpose of the Core's meeting is to discuss their volunteer experiences and any problems they had encountered over the previous month. Once the Core and Cohort break into their separate meetings, the Cohort will continue with regularly scheduled business.

## Article. 13. Recruitment Process

The recruitment process will take place each Fall semester, and also in Spring semester if deemed necessary. The recruitment process will include a period of recruiting and info sessions, completion of an application, interviews of those selected for further review, and a training period upon admittance. New members will be required to complete a rigorous training process. Components of this training process will include, but are not limited to: day-long retreat, a few sessions on professionalism, confidentiality, and legal matters, and volunteer and site-specific training, which will include a period of shadowing at ENCompass sites. Upon completion of the ENCompass training model, members will be deemed capable of volunteering at all sites.

## Article. 14. Constitution Amendment Process

In order to amend the Constitution, a formal proposal must be given, in writing, to the Co-Presidents. This can be done by any member of the organization. The proposal will then be added to the docket for the next meeting where a formal presentation will be given by a supporter of the amendment. After the proposal is presented, the floor will be open to any members or officers who wish to state a case for, or against, the amendment. Comments will be limited to one minute per member. At the end of said meeting, following the open floor discussion, a two-thirds majority of the administrative cohort is needed in order to pass the amendment.

## Article. 15. Process to Dissolve ENCompass

In the event there are not enough members to fill the officer positions, the remaining officers and Standing Committee reserve the right to dissolve the organization. A unanimous decision is needed by both the Standing Committee and remaining officers. If the organization is decided to be dissolved, the Standing Committee will settle all debts the organization owns. Any remaining assets will be given to The Ohio State University in the form of a donation.