Student Philanthropy Council at The Ohio State University
Constitution

**Article I: Name**
Section 1 The name of this organization shall be the Student Philanthropy Council at The Ohio State University; hereinafter referred to as Student Philanthropy Council.

**Article II: Mission**
Section 1 The mission of the Student Philanthropy Council is to ensure that every student at The Ohio State University is educated and engaged in philanthropy, able to express gratitude for their collegiate opportunities, and successfully transitioned from a giving student to a giving alumnus.

**Article III: Membership**
Section 1 All currently enrolled undergraduate students in good academic standing at The Ohio State University (good academic standing defined as a Cumulative Point Hour Ratio of at least 2.00, as stated in Rule 3335-9-23 of the Ohio Administrative Code, found also in The Ohio State University Code of Student Conduct) shall be eligible to apply for membership in the Student Philanthropy Council.

Section 2 The Student Philanthropy Council shall not discriminate against any person on the basis of race, color, national origin, religious creed, political views, sex or sexual orientation, handicap, or Veteran status.

Section 3 All current members must maintain a Cumulative Point Hour Ratio of at least 2.00.

**Article IV: Membership Requirements**
Section 1 A Student Philanthropy Council member must be an undergraduate and maintain “good standing” as determined by Article II, Section 2 of the By-Laws and the Vice President of Membership.

Section 2 The Vice President of Membership shall be responsible for recording attendance. If a member does not fulfill the requirements for “good standing,” the Vice President of Membership shall initiate the membership guidelines as described in Article III, Section 3 of the By-Laws, warning him/her of his/her situation.

**Article V: Executive Board**
Section 1 Members of the Executive Board include the President, the Vice President of Advancement, the Vice President of Finance, the Vice President of Membership, the Vice President of Outreach, the Executive Secretary, and the Student Philanthropy Council Advisor (Ex-Officio); hereinafter referred to as the Advisor.

Section 2 The President shall call and chair all Student Philanthropy Council General Body, Leadership Team, and Executive Board meetings. He/she shall act as the representative and spokesperson for the Student Philanthropy Council in all external functions.
Section 3 If the President is not able, the Vice President of Advancement shall call and chair all Student Philanthropy Council General Body, Leadership Team, and Executive Board meetings.

Section 4 The Vice President of Advancement shall oversee all marketing, communications, and campaign strategies.

Section 5 The Vice President of Finance shall oversee all financial planning, budgeting, and assessment strategies.

Section 6 The Vice President of Membership shall record all meeting attendance, oversee the membership selections process, guide the new member education curriculum and guide current General Membership development.

Section 7 The Vice President of Outreach shall oversee all campus engagement, first year education, and programming strategies.

Section 8 The Executive Secretary shall create all Executive Board, Leadership Team, and General Body meeting agendas and take Executive Board, Leadership Team, and General Body meeting minutes. In addition, the Executive Secretary shall also assist the other members of the Executive Board as needed. The Executive Secretary shall serve as parliamentarian to ensure that all meetings adhere to Parliamentary Procedure, obey Robert’s Rules of Order as stated in the membership handbook, follow the agenda, and start as well as end at the specified time. The Executive Secretary shall also be responsible for any and all revisions to the Constitution and Bylaws.

Section 9 If the President is not capable of performing his/her duties, the Vice President of Advancement shall assume interim duties, and the new President shall be selected according to the process in Article VI of the Bylaws.

Article VI: Leadership Team
Section 1 The Leadership Team of the Student Philanthropy Council shall consist of the Executive Board, the Directors, and the Advisor.

Section 2 The Executive Board shall facilitate the development and implementation of the strategic plan of the Student Philanthropy Council.

Section 3 The Directors shall lead their committees in the implementation of the strategic plan.

Section 4 The Directors shall include one Director for each standing committee as defined in Article VIII of the Bylaws.

Section 5 Voting members of the Leadership Team shall be the Vice President of Advancement, the Vice President of Finance, the Vice President of Membership, the Vice President of Outreach, and the Director of each standing committee. The President shall only vote in case of a tie. The Executive Secretary and Advisor shall serve as nonvoting members of the Leadership Team.

Section 6 The term of office for all Leadership Team Members shall be one year. Incumbent Leadership Team Members must reapply via the Leadership Team application process.
Section 7 No members of the Leadership Team may hold more than one office, nor may they serve as Program Coordinators.

Section 8 Specific responsibilities for each member of the Leadership Team shall be found in Article V of the Bylaws.

Article VII: Committees
Section 1 Each committee shall be determined by Article VIII of the Bylaws, be composed only of Student Philanthropy Council membership, and be led by a Director.

Section 2 The Vice President of Membership shall oversee the committee placement process with consideration for each member’s preferences.

Section 3 Each active General Body Member of the Student Philanthropy Council must belong to one and only one committee.

Article VIII: Executive Board Selections Process
Section 1 The Executive Board Selection process shall be called by the President beginning with applications being released during the Spring Semester.

Section 2 Any student at The Ohio State University may submit an application for a position on the Executive Board.

Section 3 The Executive Secretary shall be appointed by the President-select and approved by the Vice Presidents-select. Any student at The Ohio State University is eligible to be appointed for the Executive Secretary position.

Section 4 Qualified applicants will interview before a Selections Board.

Section 5 The Selections Board shall include outgoing members of the Executive Board who will be assuming alumni status at the completion of the academic year, the Student Philanthropy Council Advisor, and one person who is not a member of the Student Philanthropy Council Executive Board (may a staff member from The Ohio State University, a student of the Ohio State University, or a member of the council who will be assuming alumni status at the completion of the academic year). If an outgoing member from the Executive Board is not yet assuming alumni status, a Director from his/her branch, who is assuming alumni status, must sit on the Selections Board to make certain the branch is represented. If there is not a Director who is assuming alumni status, a General Body Member from the branch, who is assuming alumni status, must sit on the Selections Board. The Advisor shall choose this Director or General Body Member.

Section 6 The term of office shall begin with the Transfer of Powers in the Spring, with the date being decided upon by the outgoing President, and it shall end with the Transfer of Powers the following Spring, with the date being decided upon by the President. Transfer of Powers must occur by end of the first General Body Meeting in April. Newly selected Executive Board Members will go through an active transition period between their selections and their installations.
Section 7 Applicants that are not selected for a position on the Executive Board may submit their intent for a position as a Director.

Article IX: Director Selections Process
Section 1 The Director Selections Process shall be called by the President beginning with applications being released during the Spring Semester.

Section 2 Any active member of The Student Philanthropy Council may submit an application for Director position(s), given that he/she is an active member during that term and has been an active member for a minimum of fifteen weeks.

Section 3 Qualified applicants will interview before a Selections Board.

Section 4 The Selections Board shall include outgoing and incoming members of the Executive Board and the Student Philanthropy Council Advisor.

Section 5 The term of office shall begin with the Transfer of Powers in the Spring, with the date being decided upon by the outgoing President, and it shall end with the Transfer of Powers the following Spring, with the date being decide upon by the President. Transfer of Powers must occur by the end of the first General Body Meeting in April. Newly selected Leadership Team Members will go through an active transition period between their selections and their installations.

Article X: Anti-Hazing Policy
Section 1 Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects 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.

Section 2 All incidents of hazing will be investigated by the Advisor and President. Should further actions be deemed necessary, the Office of Student Life’s Department of Student Conduct will be involved.

Article XI: Meetings
Section 1 The Student Philanthropy Council General Body will meet no less than twelve times during each semester.

Section 2 The Student Philanthropy Council Leadership Team will meet no less than twelve times during each semester.

Section 3 The Student Philanthropy Council Executive Board will meet no less than twelve times during each semester.

Article XII: Rules of Order
Section 1 The Student Philanthropy Council and its committees shall be governed by Robert's Rules of Order, except in matters specifically provided for by the Student Philanthropy Council Constitution and Bylaws.
**Section 2** A simple majority of the voting membership in “good standing” shall constitute a quorum for voting purposes at a meeting of the entire The Student Philanthropy Council General Body.

**Article XIII: Alcohol Policy**
**Section 1** The Student Philanthropy Council will not organize or market/promote fundraisers directly related to alcohol sales that are not family appropriate. Family appropriate is used to describe an event that families can attend with their children. An example of a family appropriate event involving alcohol is the Faculty/Staff Benefit Dinner or a Wine Tasting Event.

**Section 2** Third-party fundraisers involving alcohol may be organized by student groups. However, The Student Philanthropy Council may not be included in the marketing of the event.

**Section 3** Third-party fundraisers involving alcohol where the sale of any alcoholic beverage directly contributes to the funds raised must follow these guidelines:
   a. The Student Philanthropy Council and The Ohio State University are **NOT** mentioned in any advertising or promotion for the event.
   b. The event is marketed solely as a “[Student Organization Name] Fundraiser.” If all the aforementioned guidelines are followed, funds raised at these events are allowed to be accepted as donations to the Student Philanthropy Council.

**Section 4** Student Philanthropy Council members must not be under the influence of any substance, unless prescribed for a medical purpose, while attending and/or volunteering at a Student Philanthropy Council sanctioned event. Failure to adhere to this policy will result in the member submitting a Letter of Intent to the Vice President of Membership in order to maintain active membership in the Student Philanthropy Council.

**Article XIV: Embezzlement**
**Section 1** Any stealing or financial discrepancy shall be handled by the Executive Board and the Office of Student Life Advancement Business Manager.

**Article XV: Dissolution**
**Section 1** Any money that remains after dissolution of the Organization shall be donated to The Ohio State University. Dissolution shall be handled by the Advisor and the Office of Student Life Advancement Business Manager.

**Article XVI: Constitutional Amendments**
**Section 1** The Constitution shall be amended by a three-fourths vote of the Student Philanthropy Council General Members who are in “good standing,” provided that a written notice of the proposed amendment is presented in writing to the Executive Secretary at least two meetings prior to the vote. If a member does not cast a vote, it is considered an abstention.

**Section 2** The Executive Secretary may, without a formal amendment, make formatting and grammatical changes to the Constitution and Bylaws.

**Section 3** The Bylaws shall be amended by a simple majority using the same process as amending the Constitution.
Section 4 No amendments to the Constitution shall take effect unless duly approved by the Vice President for Student Life or his/her designee.

Article XVII: Constitutional Review
Section 1 The Constitution and Bylaws shall be reviewed every two (2) years. The President shall convene an Ad-Hoc Committee and its progress. The Executive Secretary shall be responsible for ensuring all edits and revisions are made.

Article XVIII: Constitutional Adoption
Section 1 The Constitution shall be officially adopted. It shall take effect upon the approval by the Vice President for Student Life or his/her designee.