**Constitution**

**Article 1: Name, Purpose, and Non-Discrimination Policy of the Organization**

**Title:**

**Section 1.01:** Vets 4 Vets at The Ohio State University

**Purpose:**

**Section 1.02:** The Vets 4 Vets mission is to support and assist veterans, service members, and their families in their transition upon completion of service. The initiative of Vets 4 Vets is to collaborate with outside resources for veterans, to include but not limited to the Department of Veterans Affairs, The Ohio State University, and other veteran or veteran-friendly entities from the surrounding area in order to provide veterans with any and all information pertaining to these resources and benefits available. Furthermore, Vets 4 Vets strives to provide a cohesive environment in order to make the veteran experience better at The Ohio State University.

**Non-Discrimination Policy:**

**Section 1.03:** 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.

**Section: 1.04:** See Bylaws Article 1, Section B for additional information pertaining to policies.

**Article 2: Membership: Qualifications and Categories of Membership**

**Voting Membership and Criteria:**

**Section 2.01:** Voting membership is limited to currently enrolled *students* at Ohio State, regardless of veterans’ status.

**Section 2.02:** Faculty, alumni, professionals, etc. are encouraged to become members; however, membership is limited and classified as non-voting associates or honorary members.

**Section 2.03:** Vets 4 Vets will be student initiated, student led, and student run.

**Section 2.04:** Membership is determined by paying group dues.

**Section 2.05:** Membership is open to all students that meet the criteria of *Section 2.01*.

**Section: 2.06:** See Bylaws: Article 2, Section 1-4 for more information pertaining to membership.

**Article 3: Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders**

**Positions of Office and Criteria to Become an Officer:**

**Section 3.01:** Officer Positions within this organization will be comprised of President, Vice President, Treasurer, and Secretary.

**Section 3.02:** Requirement and proof of officer training for the positions of President and/or Treasurer must be completed prior to the registration date announced by the Ohio Union.

**Section 3.03:** Training must be completed prior to the organizations required registration date, which will be announced by the Office of Student Life – Ohio Union.

**Section 3.04:** If training is not completed by the date specified by the Office of Student Life – Ohio Union, person(s) running for the specific officer position will be immediately withdrawn from the election process.

**Section 3.05:** Requirement of one (1) year of active participation within the organization is necessary to be eligible to run for office, unless a special circumstance arises (See Bylaws Article 2, Section E).

**Officer Nominations and Elections**

**Section 3.06:** Nomination applications for all members who wish to run for a position of office, and meet all requirements from *Section 3.02* through *Section 3.04*, must submit their information through an online application.

**Section 3.07:** Online nomination applications will be available through the organizational website.

**Section 3.08:** There will be a 14 day period for nominations to be submitted prior to the opening of the voting period.

**Section 3.09:** The 14 day nomination period will begin no later than (4) weeks before the day that final exams begin.

**Section 3.10:** The term of office will be for a period of (1) one year.

**Voting Period and Results**

**Section 3.11:** Upon conclusion of the nomination period, each nominee that meets the requirements in accordance with *Section 3.02* through *Section 3.04* will be placed on an electoral ballot.

**Section 3.12:** The electoral ballot will be emailed to active members of the organization no later than 72 hours after the nomination period has concluded.

**Section 3.13:** Once the electoral ballot link is sent, active members of the organization will have (7) seven days to submit their vote.

**Section 3.14:** A majority of votes will constitute a victory.

**Section 3.15:** An uncontested nominee will constitute a victory.

**Section 3.16:** If nominee is uncontested, the nominee will immediately obtain the role of position that went uncontested and will be left off of the electoral ballot.

**Section 3.17:** Results of all officer positions will be announced no later than 48 hours following the conclusion of elections.

**Recall of Officers**

**Section 3.18:** Officers are subject to recall for malfeasance in office.

**Section 3.19:** Recall procedures will be initiated at the request of (5) five active members.

**Section 3.20:** A hearing will be conducted no later than (7) seven days after the initiated request.

**Section 3.21:** The (5) active members that initiated this recall will have (7) seven days to collect evidence to present on the seventh day.

**Section 3.22:** The officer in question must be present during the hearing and will not have be allowed to vote.

**Section 3.23:** The remaining (3) three officers must be present during the hearing and will determine if the evidence presented is sufficient in order to remove an officer.

**Section 3.24:** If evidence presented constitutes the removal of officer, the officers not in question will take a vote from active members of the group.

**Section 3.25:** A majority of, or more than 2/3 of the votes by active members at the end of the hearing will constitute the immediate removal of the officer in question.

**Article 4: Cabinet Chairs**

**Selection of Cabinet**

**Section 4.01:** Incoming officers will vote and select Chairs from the pool of volunteers.

**Section 4.02**: Chairs positions will be filled after the conclusion of the officer elections.

**Section 4.03:** The term of office will be for a period of one year and will run concurrent with the terms of the officers.

**Cabinet Positions and Responsibilities**

*Veteran Outreach Coordinator*

**Section 4.04:** Welcome newly arriving student-veterans at various locations around the university to include but not limited to veteran orientations, veterans lounge, Vets 4 Vets meetings, and Vets 4 Vets special events.

**Section 4.05:** Connect newly arriving student-veterans with resources and points of contact to ensure they have access to any information necessary.

**Section 4.06:** Be the organizations point of contact for any and all memberships.

**Section: 4.07:** See Bylaws: Article 3, Section 35-36 for more information pertaining to this position.

*Veteran Liaison*

**Section 4.08:** Liaison between the veteran community and university entities, to include but not limited to student organizations and university administrators.

**Section 4.09:** Be the initial point of contact for all incoming information from the Office of Military and Veterans Services.

**Section 4.10:** Information obtained from the Office of Military and Veterans Services will be distributed which includes job and/or internship opportunities for veterans.

**Section: 4.11:** See Bylaws: Article 3, Section 35-36 for more information pertaining to this position.

*Business Events Coordinator*

**Section 4.12:** Coordinate and host veteran-friendly businesses to share information pertaining to careers and qualifications of the company/corporation.

**Section 4.13:** Maintain an active list of company/corporate contacts.

**Section 4.14:** Events will be geared for all student-veterans to attend.

**Section: 4.15:** See Bylaws: Article 3, Section 35-36 for more information pertaining to this position.

*(2) Special Events Coordinator(s)*

**Section 4.16:** Coordinator(s) are responsible host (1) one special event for the school year.

**Section 4.17:** A special event will be comprised of integrating the student-veteran community and the traditional student community together.

**Section 4.18:** Plans for special events will be approved or disapproved by the Officers of the organization.

**Section: 4.19:** See Bylaws: Article 3, Section 35-36 for more information pertaining to this position.

*Fundraising Coordinator*

**Section 4.20:** Coordinate one fundraising event per semester.

**Section 4.21:** Coordinate with the Officers to ensure that planned functions fall within guidelines set by the Office of Student Life.

**Section: 4.22:** See Bylaws: Article 3, Section 35-36 for more information pertaining to this position.

*Veterans Lounge Coordinator*

**Section 4.23:** Responsible for maintaining lounge mess fund.

**Section 4.24:** Maintain Lounge Bank Account and keep records of cash in and outflows.

**Section 4.25:** The sum of $5.00 will be reimbursed for traveling costs once (1) per semester.

**Section 4.26:** Responsible to maintain a joint bank account which the Treasurer of the organization will have access to.

**Section: 4.27:** See Bylaws: Article 3, Section 35-36 for more information pertaining to this position.

*Website/Social Media Operations Manager*

**Section 4.28:** Maintaining the organizational website and keeping it up to date with current information, pictures, and resources.

**Section 4.29**: Maintain the organizational social media sites; officers will have access to sites for oversight and promotional purposes.

**Section 4.30:** Maintain Vets 4 Vets email; to include but not limited to responding to requests, forwarding information to listserv, forwarding the appropriate emails to officers and/or specific emails requesting to speak with someone, and keeping the events calendar updated.

**Section 4.31:** Setup and maintain the OSU listserv account for the organization.

**Section: 4.32:** See Bylaws: Article 3, Section 35-36 for more information pertaining to this position.

**Article 5: Advisor: Qualification Criteria**

**Advisor Requirements**

**Section 5.01:** Must be a full-time member of The Ohio State University, such as a faculty, administrative or professional staff member.

**Section 5.02:** Must be familiar and/or associated with the Department of Veterans Affairs.

**Section 5.03:** Must be familiar with the overall mission of Vets 4 Vets.

**Advisor Responsibilities**

**Section 5.03:** Provide guidance to the Officers, Chairmen, and/or the entire organization as needed.

**Section 5.04:** Provide oversight pertaining but not limited to organizational trips and major events.

**Article 6: Meetings of the Organization**

**Frequency**

**Section 6.01:** Monthly meetings will be held at dates and times that are most convenient for the majority of members.

**Section 6.02:** Meeting times and dates will be assessed and voted on in the beginning of each semester in order to mitigate conflicts of schedule for the majority of members.

**Section 6.03:** Additional meetings will be scheduled and held when necessary.

**Section 6.04:** Social functions will be held at a minimum of once per semester.

**Section 6.05:** Ideas for social events will be derived from members of the organization.

**Section 6.06:** Officers and Chairmen will determine the location of the social function if no suggestions are provided.

**Requirements**

**Section 6.07:** All members are required to pay yearly dues of $20.00, which will include a t-shirt and access to member-only events and prizes.

**Article 7: Methods of Amending Constitution and Bylaws**

**Proposals, Notice, and Voting Requirements to Make Amendments to the Constitution**

**Section 7.01:** Changes shall not be acted upon, but verbally read in a general meeting, or visually read by each member of the organization, at least (7) seven days prior to being voted upon.

**Section 7.02:** Amendments to the Constitution must receive a two-third majority of voting members.

**Section 7.03:** Voting will take place at a separate meeting, or (7) seven days following the announcement of amendment changes.

**Section 7.04:** The Constitution should not be amended easily or frequently, with each proposed amendment being brought to the attention of any officer of the organization during or upon conclusion of an organizational meeting.

**Section 7.05:** If the Constitution has not been changed for a time span of (2) two years, elected officers will review and propose changes to the current Constitution.

**Section 7.06:** Any changes to the Constitution after voting will be issued out to all members, whether present or not.

**Proposals, Notice, and Voting Requirements to Make Amendments to the Bylaws**

**Section 7.07:** Can be changed by officers during anytime throughout the calendar year.

**Section 7.08:** The President and at least two other officers must agree on amendments.

**Section 7.09:** Any amendments will be distributed to all members immediately.

**Article 8: Method of Dissolution of Organization**

**Requirements and Procedures**

**Section 8.01:** Should dissolution of the organization be required, a written notice will be provided to the members and faculty advisor of the organization, by the President.

**Section 8.02:** This notice will also be presented to the members of the organization at an organized meeting.

**Section 8.03:** All money accrued, and any remaining balance, will be donated to the Disabled Veterans Association.

**BYLAWS**

**Article 1: Parliamentary Authority**

**Section 1:** The rules contained in the entirety of the Vets 4 Vets Constitution shall govern the organization in cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.

**Proposals, Notice, and Voting Requirements to Make Amendments to the Bylaws**

**Section 2:** These Bylaws may be altered, amended, added to or repealed at any meeting of the officers called for that purpose by the vote of a majority of the officers.

**Non-Political Affiliation Policy:**

**Section 3:** Vets 4 Vets will *not* be affiliated with any political party, unless a specific circumstance arises in which it pertains to benefit service members, veterans, and/or their families or requires the intervention of the veteran community.

**Article 2: Membership**

**Procedures**

**Section 1:** Contact the Veterans Outreach Coordinator for membership into the organization.

**Section 2:** Termination of membership will be determined if the individual has been deemed detrimental to the focus and mission of the organization.

**Section 3:** Membership dues will be $20 per School Year.

**Section 4:** All members will receive one (1) group tee shirt with their membership. Remainder of dues paid will go towards the group social events.

**Article 3: Officer Duties and Responsibilities**

**Positions of Office and Criteria to Become an Officer:**

**Section 1:** Officer Nominees that do not meet eligibility requirements become void and considered a special circumstance if a member already affiliated with the organization does not run for office or if the outgoing officers are graduating and in need of leadership for the future school year.

**Conduct and Roles of Officers**

**Section 2:** Official representatives of the organization.

**Section 3:** Will collaborate to oversee all cabinet personnel.

**Section 4:** Will respect and abide by all regulations within the constitution.

**Section 5:** Will perform all duties with integrity, loyalty, and honesty.

**Section 6:** Must maintain a minimum requirement of a 2.0 GPA to remain in office. If the officer does not meet minimum requirements, he/she will immediately resign their position. Responsibilities of the officer relieved will be delegated by the immediate vote of a member interested in the position.

**President**

**Section 7:** Collaborate and oversee all activities of the organization.

**Section 8:** Maintain a turnover binder.

**Section 9:** Representative of the organization.

**Section 10:** Calls regular and special meetings.

**Section 11:** Presides at meetings.

**Section 12:** Collaborates and assists in preparation of the agenda for meetings.

**Section 13:** Will provide the final decision if an agreement among the board, officers, and/or members of the organization cannot come to an agreement.

**Vice President**

**Section 14:** Assumes duties of President, when necessary.

**Section 15:** Representative of the organization.

**Section 16:** Will be the point of contact for all organization committee’s ideas and concerns.

**Section 17:** Be knowledgeable and have a complete understanding of the President’s duties, as well as the turnover binder.

**Section 18:** Oversees Chairmen positions.

**Secretary**

**Section 19:** Maintains accurate and current information of the organization and membership.

**Section 20:** Assists President and Vice President to coordinate organization activities.

**Section 21:** Keep accurate minutes of each meeting and forward copies to all member and officers.

**Section 22:** Keep attendance records for meetings.

**Section 23:** Maintain a turnover binder.

**Section 24:** Responsible for communicating meets dates/times with members.

**Section 25:** Maintain list of corporate contacts.

**Section 26:** Maintain list of active members.

**Treasurer**

**Section 27:** Liaison to OSU Student Union for all purpose of organizational funding.

**Section 28:** Maintains accurate and current account of all organizational funds.

**Section 29:** Responsible for maintaining the funds of the organizations in accordance with the goals and programs that are established by the organization.

**Section 30:** Give a report at every meeting.

**Section 31:** Maintain a turnover binder.

**Section 32:** Oversees Fundraising projects to ensure compliance with all university rules.

**Section 33:** Oversee Vets Lounge Coordinator and banking records for the mess fund.

**Section 34:** Collect dues from members. And fill out group registration form.

**Cabinet Positions and Responsibilities**

**Section 35:** All positions will be required to include a signature block for any e-mail sent if the subject pertains to any Vets 4 Vets related information.

**Section 36:** Signature block will include: First/Last Name; Position held within the organization; Organization (ex. Vets 4 Vets).

**Section 37:** Personnel who jeopardize the integrity of the organizations mission will be relieved of duties immediately and indefinitely suspended from all organizational functions.

**Article 4: Meetings**

**Section 1:** Meetings will be open to all organization active and associate members, faculty, and Student Programs representatives. The meetings are to be organized and controlled by officers and active members. Meetings will be scheduled prior to the beginning of each semester. Meetings will be held on, at least, a monthly basis during the autumn and spring semesters. No meetings will be held during summer or breaks.

**Section 2:** Any member holding an officer or cabinet chairs must attend all meetings. If for any reason he/she cannot attend a meeting, notice must be provided at least a week prior to the meeting date.

**Article 5: Officer Meetings**

**Section 1:** Officers and Cabinet members will meet bi-weekly to coordinate group activities for the semester.

**Section 2:** “Officer only” meetings will be held on an as needed basis.