**Constitution of VTravel**

***Article I – Name, Purpose, and Non-Discrimination Policy of the Organization***

**Section 1: Name**

 VTravel at The Ohio State University (VTravel)

**Section 2: Purpose**

 VTravel is dedicated to creating a platform about travelling for students at the Ohio State University, by sharing information including travel journals and tips.

**Section 3: Non-Discrimination Policy**

This organization and its members shall not show any discrimination against any individual(s) or group(s) for any reason including physical disability, mental illness, gender identity, biological sex, sexual orientation, HIV status, military status, national origin, race, religion, veteran status, etc. in its activities, programs, admission, and employment.

 The organization expects its members to maintain a safe environment where behaviors such as sexual misconduct will not be allowed. All members must adhere to University Policy 1.15, <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has experienced sexual harassment or sexual assault, please contact the Ohio State Title IX Coordinator at titleIX@osu.edu or online at <http://titleIX.osu.edu>.

***Article II – Membership: Qualifications and Removal of Membership***

If anyone is interested in joining the organization, s/he needs to send of a copy of his/her resume to the Human Resources Department. After careful reviewing and discussion process, the Human Resources Department shall schedule a meeting with the candidate; at least one Human Resources Specialist and a representative from the desired department must be present at the interview.

The removal of a member and executive board officer is based firstly on his/her own will, anyone could be voluntarily leaving the organization at any time. Secondly, if a member or an executive board officer is being tardy\* or conduct any crime during the time in the organization, the board have the right to take a majority vote on removing the member from the organization. The removal process starts immediately after the vote being passed. Graduates will be automatically removed from the organization at the beginning of the semester after they leave the university.

\* Tardiness is including but not limited to being absent three times in group meetings without any notifications, unwilling to corporate with the rest of the members, and failed to fulfill given tasks three times in a row.

***Article III – Organization Leadership: Titles, Terms of Office, Selection Type, and Duties***

**President** – responsible for general oversight of the organization, administrative communication, supervision over departments, and scheduling all executive board and general meetings.

**Vice President** – responsible of assisting the president in decision-making processes, the assignment of tasks to the executive members, and coordinating every departments’ work.

**Chief Financial Officer** – responsible for preparing and monitoring the budget, and keeping executive board members updated on remaining balance at every meeting.

**Chief Editor** – responsible of the drafting and editing of all articles submitted and published.

**Director of Public Relations** – responsible for interacting with other student organizations, school departments and organizations outside of the Ohio State University.

**Director of Social Events** - responsible for working on planning activities for members.

**Director of Human Resources** - responsible for communicating to all members general updates and meeting minutes, receives and answers emails from prospective members, answers any member queries, and takes meeting minutes and attendance.

Other executive positions may be added as necessary at the discretion of the current officers.

Organizational decisions must be made with the consent of the President and Vice President of VTravel. The President may veto any decision made, in which case, the entire executive board shall hold a meeting to modify and re-submit the proposal. Any decision influencing the structure and future shall obtain a simple majority vote in the entire executive board, and be signed by the President and the Vice President of the organization.

Members may nominate themselves or others via email or in person during the month of April to serve on the executive board for the following academic year. An election meeting will take place near the end of April. The nominee with a plurality of votes shall be declared the holder of that position for the next term. In the event that only one member volunteers for the position an election shall not be required. The decision requires a simple majority vote in the entire organization, and be signed by the concurrent President and Vice President of the organization.

***Article IV – Advisor***

The advisor must be a full-time member of university faculty or administrative & professional staff.

***Article V – Meetings of the Organization***

***Article VI – Method of Amending Constitution: Proposals and Voting Requirements***

Proposed amendments should be in writing and read but not acted upon in the general meeting in which they are proposed. The proposed amendment will then be emailed to the membership for those who missed the meeting. The proposal will then be read again at the next general meeting, or a special meeting may be held, and then voted upon during that time. Passage of the proposal requires a two- third majority of voting members with at least half of available members in attendance.

***Article VII – Method of Dissolution of Organization***

The organization shall be dissolved if and when there is no longer an interest in membership and/or there is no longer a need for the organization. The organization shall not spend money in excess of assets available. If a payment is due at the time of dissolution the treasurer must arrange payment of all debts before the organization may dissolve. Any excess assets at the time of dissolution that originated from The Ohio State University will be returned to the proper departments. The group advisor will be consulted as to what to do with any excess assets owned solely by the organization.