Created October, 2017

**Face the Children at Ohio State**

**Constitution**

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

**Name**: Face the Children at Ohio State (Face the Children – Philippines)

**Purpose:** Create a community of students who share the same passion for helping abused, abandoned and dangerously neglected children of the Philippines. By fundraising money and raising awareness, the members will have the opportunity to serve the Filipino people and help put a stop to the street children epidemic.

**Non-Discrimination Policy:** The University’s non-discrimination statement outlined in the Affirmative Action, Equal Employment Opportunity & Non-discrimination/Harassment 1.10 (https://hr.osu.edu/public/documents/policy/policy110.pdf) is as follows:

*“The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.*

*Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.”*

*This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.*

*As a student organization at The Ohio State University, “Face the Children – OSU” expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf.*

*If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.*

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

*As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee. There is open membership to all students.*

**Article III –** **Methods for Removing Members and Executive Officers**

General members and elected or appointed leaders should be expected to meet certain standards and conduct themselves in a way that reflects well on the organization, on campus, nationally and abroad. In the event that a member or leader does not meet those expectations, they will need to meet with the President and club advisor to assess if they can continue membership in the club.

Specifically, for any fundraising event that is planned greater than two weeks in advance, all executive board members are expected to participate fully (ie: for a field day event, to form a team). If unable to do so, the executive board member will be expected to have an active role in the preparation prior to the event. If the executive member is unwilling to do so they will be required to pay a fine equivalent to the amount required to participate, but not exceeding $50.00. The President and Advisor will have final say if any special circumstances arise. In the case of this occurring with the current President, the Executive committee will vote and voice their concerns, while the Vice President and advisor will have the final say if any special circumstances arise.

Any executive board member who is not adequately performing their duties will be required to meet with the President and the Advisor. Potential courses of action could include, but are not limited to, inability to run for a future executive board or standing committee position, or loss of leadership role. Similarly, any standing committee member who is not adequately performing their duties will be required to meet with the President and the leader of their committee.

The nondiscrimination policy protects members from removal based on those listed statuses.

*If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.*

*Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.*

*In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.*

**Article IV - Organization Leadership:**

This committee represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership.

*Executive Committee:*

President: Oversees actions of all other club members. Personally, accountable for all executive board member actions. Figurehead and liaison for club on and off campus. Manages club-advisor relationship.

Vice President: Assists in the duties of the president. Assists in organizing meetings, events and other daily activities.

Treasurer: Manages club finances. Attends required Union training.

Fundraising Chair: Directs all event planning efforts. Overall responsibility and logistics management for club events.

Marketing Director: Responsible for all advertisement of club activities on and off campus and social media accounts. Manages merchandise if necessary.

Secretary: Takes diligent minutes at all club and executive board meetings and reports back to membership accordingly.

Trip Advisor: Responsible for being the group leader throughout the trip, planning events throughout the week, marketing for the trip and facilitating fundraising opportunities to reduce trip cost.

*Standing Committees, formed as needed and as membership allows.*

1. Marketing committee

1. Social Media Director: responsible for all club social media outlets. Regular posting and regulation are expected.
2. Photographer / Videographer: responsible for taking pictures and or videos at meetings and events, and working with the Social Media and Marketing Directors.

2. Events committee:

1. Fundraising Events Chair: responsible for the realization of fundraising-related events.
2. Awareness Events Chair: responsible for the realization of awareness-related events.
3. Social Chair: responsible for the realization of social events to encourage bonding within the club.

**Article V- Election / Selection of Organization Leadership**

The terms of office shall be one year, and officers shall be selected through an election of the general body at the end of each Fall semester. Elections will take place during a general body meeting with a 2/3 majority vote of the membership present (a quorum being present). Standing committee applications will be sent out and evaluated following the Executive Board elections. The standing committees will have a year long term and will be selected based on application process and interviews with executive board members as needed. The President and Advisor will make the final decision.

**Article VI - Executive Committee: Size and composition of the Committee.**

The Executive Committee will consist of six members that represent the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership.

**Article VII –** **Advisor(s) or Advisory Board: Qualification Criteria.**

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff.

Advisors are resources that should work as a liaison with the campus and assist and all facets wherever possible. General advising and checks are assumed. Advisor must attend necessary union training as often as required by the Union.

**Article VIII –** **Meetings and events of the Organization: Required meetings and their frequency.**

General meetings should be held at every other week, not including holidays/summer, but frequency may increase around times of events. Attendance at 2 meetings per semester is required for general membership.

**Article IX –** **Method of Amending Constitution:**

Any proposed amendments should be presented to the Executive Board in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting if the Executive Board approves the notion. Votes will be taken, and should require a two-third majority of voting members (a quorum being present). Should the vote pass, the new amendment takes effect immediately. The constitution should not be amended easily or frequently.

**Article X – Method of Dissolution of Organization**

If the club runs danger of becoming in debt, meetings must be held with Union officials as to the continued existence or dissolution of the organization.

**Face the Children at Ohio State**

**By-Laws**

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes is usually required to be given to the membership and should not be changed in the same meeting in which proposed.

By-laws require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). Bylaws cannot run contrary to the constitution.

***Article 1 – Parliamentary Authority***

Robert’s Rule of Order will be used to govern the organization’s decision making except when these rules are inconsistent with their constitution or by-laws of the organization. The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.”

***Article II- Membership***

To become a member, you must attend at least two general body meetings every year applicable. No dues are required, and membership is on a yearly basis.

***Article III- Election / Appointment of Government Leadership***

To be eligible for office, you must be an Ohio State student for the entire duration of the office’s term window.

Elections for executive committee positions will be held at the end of fall semester, and the position is for one full year term.

Standing committee applications will be sent out and evaluated following the Executive Board elections. The standing committees will have a year long term and will be selected based on application process and interviews with executive board members as needed. The President and Advisor will make the final decision. The position is for one full year term.

If attendance of an executive committee member is less than 75% (of all club events) or responsibilities are not being upheld, a hearing with the committee member, the president and club advisor will decide if they may continue the role of office. Failure to attend the hearing within 2 weeks will lead to automatic impeachment.

In the case of a resignation or impeachment, a simple application process decided upon by the executive committee will decide the replacement.

***Article IV- Executive Committee***

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Vice President: Assists in the duties of the president. Assists in organizing meetings.

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Secretary: Takes diligent minutes at all club and executive board meetings and reports back to membership accordingly.

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***Article V- Standing Committees***

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***Article VI - Advisor/Advisory Board Responsibilities***

The advisor is not required to be at every general body meeting, but is welcome to attend all executive committee meetings and events. The advisor’s name should be on all legal and financial documents.

***Article VII - Meeting Requirements***

2/3 of voting members is what determines quorum.

***Article VIII - Method of Amending By-Laws***

Method should be similar to amending the constitution, however, by-laws are apt to change more often than the constitution, and thus amending should be somewhat easier. By-laws may be amended by proposing in writing and reading the change to the Executive committee and if the notion is voted through it will be presented at a general meeting of the membership. Then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).