**Constitution**

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

**Section 1 – Name:** It’s On Us at The Ohio State University

**Section 2 – Purpose:** Our mission is to build an inclusive movement to end sexual assault and other forms of interpersonal violence by engaging The Ohio State University community and changing campus culture through educational empowerment.  Our objectives include: raising sexual assault awareness on our campus; enabling individuals to have a dialogue in a peer-led, trauma-informed, safe environment; educating our community on sexual consent, bystander intervention, and how to support survivors of sexual assault; building the next generation of movement leaders who can empower individuals by being inclusive and evidence-driven; and raising awareness about campus organizations and resources that foster a university environment that is supportive of survivors and victims of sexual and relationship violence.

**Section 3 – Non-Discrimination Policy:**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, It’s On Us at The Ohio State University and 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.***

Membership for It’s On Us at The Ohio State University is open to all members of the campus community including currently enrolled Ohio State students and other non-student members, such as faculty, alumni, professionals, etc.  Voting membership is strictly limited to currently enrolled Ohio State students, including undergraduate, graduate, and doctoral students. Other non-student members, such as faculty, alumni, professionals, etc. are considered non-voting associate or honorary members for our organization.  It’s On Us at The Ohio State University is a student initiated, student led, and student run organization. Non-members of It’s On Us at The Ohio State University are welcome to attend our campus events as guests.

II.a. As required by the Guidelines for Student Organizations, It’s On Us at The Ohio State University will maintain an organization membership that includes 90%, or more, of currently Ohio State 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*.*

II.b. Executive Committee members consist of the organization leaders (see Article IV).

II.c. Benefits of membership may include: an opportunity to foster experience in advocacy work; maintaining an active involvement within the campus community; working with peers to better the campus environment; and an opportunity to better the wellbeing of students attending The Ohio State University.

***Article III – Methods for Removing Members and Executive Officers:*** All General Assembly members and Executive Committee members are expected to act and behave in ways that reflect the organization’s values and ethics. If any member is found to be disruptive or behaves in a way not in line with the organization’s constitution, the Code of Student Conduct, University policy, or federal, state, or local law, the organization reserves the right to remove the member from the organization.

III.a. 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.

III.b. 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 eligible voting body needs to recommend impeachment and confirm through a majority vote (51% or above). Refer to Article IV Section 4 for explanation of impeachment process.

III.c. 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 committee, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

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

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership.

IV.a. All leadership positions are required to participate in the Spring Semester elections, this responsibility includes running for a re-election and/or training the officer elect in the months of March and April of the position’s rules and procedures.

**Section 1 – Required Leadership Positions:** Required organization leaders are membership positions that must be filled at all times to maintain an active status for a recognized student organization at The Ohio State University.

IV.1.a. Campus Organizer (Primary Leader/President): The primary role for the campus organizer is to oversee, approve, and provide advice on all tasks, events, and strategies along with reporting to the national It’s On Us director and related officials.  The primary leader for the organization will need to complete required university training to serve in this position.

IV.1.b. Secretary (Secondary Leader/Vice President): The primary roles for the secretary are delegating tasks, taking attendance at organization meetings, writing meeting minutes, participating in membership recruitment and organization event planning, and performing duties of the campus organizer in their absence.  The secondary leader for the organization will need to complete required university training to serve in this position.

IV.1.c. Treasurer: The primary role for the treasurer is to communicate with the Office of Student Life regarding funds, maintaining a budget for the academic year, and performing the duties of the campus organizer and secretary in their absence.  The treasurer for the organization will need to complete required university training to serve in this position.

IV.1.d. Advisor: The primary role for the advisor is to serve as a connection between the university and the student organization.  The advisor’s role within the organization is negotiable with the Executive Committee. The advisor for the organization will need to complete required university training to serve in this position.

**Section 2 – Optional Leadership Positions:** The optional leadership positions for this organization are not positions requested from the university or from It’s On Us.  The optional leadership positions are suggested to help the organization run more efficiently while meeting community needs.

IV.2.a. Social Media Captain: The primary role for the social media captain is to control our organization’s Facebook, Instagram, and Twitter accounts.  This will include gaining followers, promoting student involvement on campus, promoting our organization’s events, and posting relevant It’s On Us content to all of our organization’s social media accounts.

IV.2.b. Recruitment Captain: The primary role for the recruitment captain is to increase membership for our student organization.

IV.2.c. Survivor Support Captain: The primary role for the survivor support captain is to brainstorm ideas for how our student organization and the University can better support survivors on campus.

IV.2.d. Bystander Intervention Captain: The primary role for the bystander intervention captain is to brainstorm ideas for how our student organization and the University can better promote bystander intervention, to prevent a sexual assault from taking place.

IV.2.e. Fundraising Captain: The primary role for the fundraising captain includes brainstorming and event planning to fundraise for our student organization.  This role involves working closely with our organization’s Treasurer.

IV.2.f. Greek Life Captain: The primary role for the greek like captain is to connect It’s On Us at The Ohio State University with the campus Greek Life.  This position is for someone who is currently an active member of Greek Life on Ohio State’s campus. This position may involve: recruiting Greek Life members to join our organization, inviting Greek Life to attend our campus events, brainstorming ideas for how Greek Life can better advocate for sexual assault awareness on campus, and/or inviting Greek Life to collaborate with It’s On Us in campus event planning.

IV.2.g. Student Athletics Captain: The primary role for the student athletics captain is to connect t’s On Us at The Ohio State University with student athletics on campus.  This position is for someone who is currently a student athlete for Ohio State. This position may involve: recruiting student athletes to join our organization, inviting student athletes/athletics to attend our campus events, brainstorming ideas for how student athletes/athletics can better advocate for sexual assault awareness on campus, and/or inviting student athletics to collaborate with It’s On Us in campus event planning.

IV.2.h. LGBTQIA Engagement Captain: The primary role for the LGBTQIA engagement captain is to connect It’s On Us at The Ohio State University with the LGBTQIA community on campus.  This position may involve: connecting our organization with LGBTQIA groups on campus, inviting LGBTQIA groups to attend our campus events, brainstorming ideas for how our organization and University can better support LGBTQ students on campus, brainstorming ideas for how our organization and University can better advocate for LGBTQ sexual assault awareness on campus, and/or inviting LGBTQIA groups on campus to collaborate with It’s On Us in campus event planning.

IV.2.i. Social Diversity Captain: The primary role for the social diversity captain is to connect It’s On Us at The Ohio State University with the diverse community Ohio State’s campus has to offer.  This position may involve: connecting our organization with other student organizations on campus, inviting other student organizations to attend our campus events, brainstorming ideas for how our organization and University can better support people of color survivors on campus, brainstorming ideas for how our organization and University can better advocate for people of color and sexual assault awareness on campus, and/or inviting other student organizations on campus to collaborate with It’s On Us in campus event planning.

IV.2.j. Co-Advisor: If a person is serving as an advisor who is not a full-time member of the University faculty or Administrative & Professional staff, a co-advisor must be chosen who is a member of these University classifications. Or, in the event the primary advisor would like assistance in the advising role, a co-advisor can serve with the primary advisor.  The Co-Advisor for the organization will need to complete required university training to serve in this position.

IV.2.k. Co-Campus Organizer: The primary leadership position of this student organization may be shared in a co-presidency by having two co-campus organizers instead of having one campus organizer.  Co-campus organizers must apply together with It’s On Us Nationals to be appointed for this position. The co-campus shares the role as a primary leader for the organization, any primary leader will need to complete required university training to serve in this position.

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

Elections for leadership positions will be held every February, with election results announced by the first week of March.  Current Executive Committee members will spend the months of March and April training their leadership position-elects, teaching them the rules and procedures for their elected roles.  Term of office begins in June of the election year and ends in May of the following year, making the length of office one year for each position.

V.a. To be eligible to for a leadership position, the person seeking nomination must be a member of It’s On Us at The Ohio State University and in good standing with the university to be enrolled for the following academic year.

V.b. Nominations for leadership positions can be made by the Executive Committee or they can be done by self-nomination.

V.c. All leadership positions will be selected via election except for the following positions: Campus Organizer, Co-Campus Organizer, Advisor, and Co-Advisor.

V.d. The Campus Organizer must apply through It’s On Us Nationals to represent the organization.  All other Executive Committee members must complete a statement to be shared with the general assembly before elections are held.

V.e. The Advisor and Co-Advisor for the organization are leadership positions appointed through a volunteer basis and eligibility criteria.

**Section 1 – Leadership Positions Eligible for Election:** To become a Campus Organizer or Co-Campus Organizer, one must be nominated by the incumbent Campus Organizer and they must apply for this position directly with It’s On Us Nationals.  The application process for Campus Organizer must be completed and submitted by February 15 of the election year. This can be done by contacting Elvin Bruno, Jr. at elvin@civicnation.org or by directly accessing the application here:<https://itsonus-civicnation.bsd.net/page/s/campus-organizer-application>

**Section 2 – Advisor and Co-Advisor Eligibility:** The Advisor and Co-Advisor for the organization must meet university requirements for eligibility.

V.2.a. The Advisor for the organization must be a faculty or Administrative & Professional staff, to serve as the primary advisor.

V.2.b. A Co-Advisor for the organization may be CCS staff, graduate students, alumni, community members, or other non-university employees.

**Section 3 – Voting Procedures:** As stated previously all leadership position will be up for election in the Spring Semester. The Advisor and Campus Organizer positions are not eligible for voting.

V.3.a. The voting membership is strictly limited to currently enrolled Ohio State students, including undergraduate, graduate, and doctoral students.  Other non-student members, such as faculty, alumni, professionals, etc. are considered non-voting associate or honorary members for our organization.

V.3.b. Elections will utilize a secret ballot procedure and members must be present to cast their vote

V.3.c. The presence of two thirds of the membership body will be required to complete the election process

V.3.d. Officers must receive at least 51% of the votes in order to be appointed to a position

V.3.e. Co-positions will be allowed at the discretion of the Executive Committee

**Section 4 – Resignations or Impeachments:** In the event of a resignation or impeachment the organization will follow the protocols set forward in the Constitution. It’s On Us Nationals has the right to remove any Executive Board or General Body member from the organization at its discretion. Executive Committee members may be asked to resign or face impeachment if they are found to neglect their duties or violate the Ohio State Student Code of Conduct.

V.4.a. In the Event of a Resignation:

V.4.a.1. An Executive Committee member must provide two weeks’ notice of resignation unless otherwise deemed appropriate by the Campus Organizer or faculty Advisor.

V.4.a.2.  An election to replace a vacant Executive Board position shall be held within a month of the previous officer’s resignation notice.

V.4.b. For Impeachment to Take place:

V.4.b.1. Executive Committee members may be removed if they consistently neglect their individual duties, violate Student Code of Conduct, or act in a way that is against organization and university values.

V.4.b.2. 51% of eligible voting members (for eligible voting requirements, refer to Article II) may recommend the impeachment of an Executive Committee member

V.4.b.3. It’s On Us Nationals has the right to remove any Executive Board or General Assembly member from the organization at its discretion.

V.4.c. Procedure for Impeachment

V.4.c.1. A charge or complaint shall be brought against an individual by any member in the organization.
V.4.c.2.  The evidence to support a complaint shall be presented without the presence of the respondent.
V.4.c.3. The individual shall be given an opportunity to argue a defense and offer counter evidence.
V.4.c.4.  Vote shall be taken by secret ballot and a majority vote (51%) of all eligible voting members is necessary for impeachment.

V.4.d. Procedure for Appeal of Impeachment
 V.4.d.1. A respondent has one week to file an appeal with the other Executive Board

members. This appeal must be sent to the advisor(s).

V.4.d.2. The respondent must write a letter in order to appeal their impeachment. The letter must present new evidence or perspective. It must be sent to the advisor(s).
V.4.d.3. A special meeting may be held with at least one advisor and Executive Board members without the presence of the respondent. A special meeting must be held between at least one advisor and the respondent.”

V.4.e. In the Event of Executive Committee Vacancies

V.4.e.1. In the event of a Executive Committee vacancy, the next officer in the order of Required Executive Positions shall take on the responsibilities of the vacant seat in addition to their own responsibilities until an election can be held to permanently fill the vacant position.
V.4.e.2. An election to replace a vacant Executive Committee position shall be held within a month of receiving notice from the exiting Committee member.

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

The organization leaders represent the Executive Committee and general membership.  The Executive Committee must include the Campus Organizer, Secretary, Treasurer, and may include any appointed optional leadership position (Article IV, Section 2).  The Executive Committee conducts organization business between general meetings and reports its actions at the general meetings.

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

Advisors of student organizations serve as a connection between the university and the student organization.  The Advisor and Co-Advisor for the organization are leadership positions appointed through a volunteer basis and eligibility criteria.  The Advisor for the organization must be a faculty or Administrative & Professional staff, to serve as the primary advisor. If a person is serving as an advisor who is not a full-time member of the University faculty or Administrative & Professional staff, a co-advisor must be chosen who is a member of these University classifications.  Or, in the event the primary advisor would like assistance in the advising role, a co-advisor can serve with the primary advisor. A Co-Advisor for the organization may be CCS staff, graduate students, alumni, community members, or other non-university employees. The advisor(s)’s role(s) within the organization is/are negotiable with the Executive Committee.  This negotiable agreement will be set at the beginning of autumn semester and serve as a procedural contract for the academic year.

**Section 1 – Advisor Requirements:** The organization advisor is required by the university to do several things for the organization to become an active organization.

 VII.1.a. Attend university training session.

 VII.1.b. Submit a signed Indemnification Letter.

 VII.1.c. Approve the organization’s yearly goals in the Student Management System.

 VII.1.d. Approve organization registration.

**Section 2 – Advisor Roles:** The advisor’s role within the organization is negotiable with the Executive Committee. Some of the advisor’s responsibilities might include the following tasks:

* Attend organization meetings and events where possible.
* Will review the minutes of all meetings that the advisor cannot attend in person.
* Meet individually with organization members.
* Facilitate officer transition activities.
* Review the organization's budget before it is submitted.
* Review (and if necessary edit) organization communications.
* Aid in the interpretation university policies and processes.
* Provide historical context for the organization.
* Share university information with members.
* Mediate interpersonal conflict.
* Aid in interpreting Risk Management Recommendations.
* Where necessary, provide training or workshops on the ethics, and sensitivity issues surrounding working in the field of sexual violence.

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

General Meetings, Special Meetings, and Events will be held at the discretion of the Executive Committee.

**Section 1 – Occurrence of Meetings and Attendance Requirements:** The general assembly shall meet at least four times during Autumn Semester and at least four times during Spring Semester during the academic year.

VIII.1.a. General assembly members will be required to attend at least two general meetings during Autumn Semester and at least two general meetings during Spring Semester.

VIII.1.b. Executive committee members will be required to attend at least three general meetings during Autumn Semester and at least three general meetings during Spring Semester.

VIII.1.c. Special meetings are meetings held by executive committee members for leadership discussions and planning.  Executive committee members are highly encouraged to attend all special meetings whenever possible. Special meetings attendance requirements will be held at the discretion deemed necessary by the Campus Organizer/President.

VIII.1.d. There is no set date for general assembly meetings or special meetings.  Meetings will be scheduled based on availability of General Assembly and Executive Committee Members.

VIII.1.e. The Secretary will be responsible to take attendance during general meetings and is responsible for updating the membership roster after each general assembly meeting.  If the Secretary is unable to attend a meeting, the Treasurer will take the meeting attendance and pass the meeting attendance information to the Secretary.

VIII.1.f. General assembly meeting attendance records will be saved for one academic year.

**Section 2 – Meeting Minutes and Records:** The Secretary shall be responsible for taking notes and meeting minutes during meetings.  If the Secretary is unable to attend a meeting, the Treasurer will assume this responsibility.

VIII.2.a. Notes and meeting minutes will be taken during general meetings and then e-mailed to the General Assembly within 48 hours using the organization email account: buckeyeitsonus@gmail.com

VIII.2.b. Notes and meeting minutes will be taken during special meetings and then e-mailed to the Executive Committee within 48 hours.

**Section 3 – Organization Events and Attendance Requirements:** Events will be held at the discretion of the General Assembly with the guidance of the Executive Committee.

VIII.3.a. General assembly members will be required to attend at least one organization event during the academic year.

VIII.3.b. Executive committee members are highly encouraged to attend all organization events throughout the academic year during their leadership terms.  Organization event attendance requirements for Executive Committee members will be held at the discretion deemed necessary by the Campus Organizer.

VIII.3.c. Organization event attendance will be taken for general assembly members at every organization event.  The attendance sheet responsibility is the responsibility of at least one Executive Committee member per organization event.

***Article IX – Attendees of Events of the Organization:***

All event attendees are expected to act and behave in ways that reflect the organization’s values and ethics. If any attendee is found to be disruptive or behaves in a way not in line with the organization’s constitution, the Code of Student Conduct, University policy, or federal, state, or local law, the organization reserves the right to handle the individual(s) in ways they see fit.

IX.a. Required Events

IX.a.1. There are no required events associated with the organization ,however, members will be expected to attend the majority of meetings and events to be considered an active member of the organization,

IX.a.2. As stated in Article II, individuals outside the general membership body are allowed to attend events hosted by the organization.

IX.b. Process for Assisting Disruptive Individuals at Events

IX.b.1. The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.

IX.b.2. If an individual(s) 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 individuals may be removed through a majority vote of the officers in consultation with the organization’s advisor. (Refer to Article III)

IX.b.3. Individuals being disruptive will be removed from the meeting or event immediately and further action will be taken at the discretion of the Executive Committee with input from the organization’s advisor.

***Article X – Method of Amending Constitution: Proposals, Notice, and Voting Requirements.***

Any member may propose an amendment to the Constitution by submitting their amendment to the organization in writing.  An amendment proposal shall be communicated via email to the General Assembly, at buckeyeitsonus@gmail.com, 48 hours prior to a general meeting.  During the general meeting, the attending members can vote on the proposed amendment presented.  An amendment may be proposed at anytime, but no more than two weeks should pass between an amendment being introduced and an amendment being voted on by the General Assembly.  Any voting member of the General Assembly and Executive Committee may vote on an amendment. At least two-thirds of members should be present in order for a vote on an amendment to occur.  If two-thirds of members are not present at the meeting an amendment is proposed, the proposed amendment will about to repeat the amendment process to be introduced for a vote at a future meeting.  A newly ratified constitution goes into effect immediately upon ratification. The constitution should not be amended easily or frequently.

***Article XI – Method of Dissolution of Organization***

In the event that the organization no longer meets university requirements for maintaining active status, the organization will dissolve and become inactive. Any debts or assets will be handled at the discretion of the Treasurer and Campus Organizer. This includes closing any existing bank account associated with the organization. It’s On Us Nationals and the Office of Student Life Student Activities will be informed should the organization choose to dissolve.

Constitution

Rev. 11/06/2018