

Black Mental Health Coalition

Constitution & By Laws at The Ohio State University

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

Section 1 - Name: The name of this organization should be Black Mental Health Coalition

Section 2 - Purpose: Our organization is all about focusing on the minds of the students here at The Ohio State University. Students, specifically African Americans, have a lack of knowledge regarding mental health and self care which can inhibit their academic success at Ohio State as well as their overall wellness. Due to this lack of knowledge and overall stigma towards mental illness, students may not know who to reach out to when in need to take care of their mental well-being. Our group intends to bridge that gap between mental health resources and students. The organization's purpose is to be both a support to students as well as a place to gain further resources and techniques to increase mental well-being. Our goal is to promote all dimensions of wellness through raising mental health awareness and providing student support on campus. Programs will include dialogues, guest professional speakers, and events that promote a healthy mental state.

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, Black Mental Health Coalition 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/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

II. a. *All executive and Active members can vote and have full membership privileges. Executive membership is limited to currently enrolled Ohio State students with at least one semester of active membership in the organization. Definition of active membership shall be defined in the By Laws in Article II. Other members such as faculty, alumni, professionals, etc, are encouraged to become members but as non-voting associate or honorary members. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.*

Article III- Methods for Removing Members and Executive Officers

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 Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.*

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 board, 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. The Executive Committee of this organization shall consist of a President, Vice-President, Treasurer, Secretary, Marketing Chair and Program Coordinator. The Executive Committee shall be elected by the method described in Article III of the by-laws. Terms for all officers last for one academic school year and are elected by the executive board with the advice of the current adviser. Popular vote by the general membership body may also be taken into account for membership of the executive board. Duties are described in the by-laws.*

Article V- Election / Selection of Organization Leadership

Individuals are eligible for office if they are either active members or very strong candidates within the overall community. Eligible applicants must be in good standing with the university academically and overall. Election, resignations and impeachments will be consulted with the advisor and the general body will also have a say in the decision. Elections will take place during the spring semester of each academic year and appointment will begin officially during the start of summer in order to guarantee a smooth transition.

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

The Executive Board represents the general membership and conducts business of the organization at general meetings of the membership and reports its actions as necessary. It shall be comprised of executive members and duties shall be defined in the By Laws.

Article VII - Standing Committees: Names, purposes, and composition

All standing committees will be determined as needed by the general body and duties will be determined by the executive board.

Article VIII – Advisor(s) or Advisory Board: Qualification Criteria

Advisors of student organizations must be members of the University faculty or administrative & professional staff. The advisor will support the executive board as needed through their being available. Meeting attendance is not required

Article IX – Meetings and events of the Organization: Required meetings and their frequency

General Body meetings should occur on a bi-weekly basis for a minimum of one hour with the executive board meeting consisting of a minimum of one hour on a weekly basis. General body members are encouraged to attend at least 3 total meetings per semester and are able to miss an event that is deemed excusable, which can be defined in the By Laws. All executive board members are expected to attend all meetings unless excused.

Article X – Attendees of Events of the Organization: Required events and their frequency

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. The executive board members will utilize information and resources on assisting disruptive or distressed individuals found on the following document: oaa.osu.edu/assets/files/documents/911handout.pdf

Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

Article XII – Method of Dissolution of Organization

In the act that the organization will come to dissolution the general body should be made aware immediately. Any funds given by The Ohio State University should be returned immediately. Any funds made via fundraising, donations and etc should be used for an event and/ or donated to a local charity that aligns to a degree with the dissolved organization's purpose. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

By-Laws

Article I – Parliamentary Authority

The rules contained in the constitution and in the By Laws shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization. We aim to continuously foster community and respect amongst all individuals on The Ohio State University campus. We encourage positivity, and support creativity to help abide by our purpose to strengthen the well-being of the diverse minds on campus. All members are expected to contribute to our purpose and to maintain an open and friendly environment at all times.

Article II- Membership

We encourage active membership to all individuals of The Ohio State University Community, in particular those individuals of color. All events are open to the public and we strive to welcome all of those individuals. However, active membership in the organization is through dedication and commitment. Interests in active membership, is welcome by attending the minimum of 5 meetings and all events. Each member can miss one event. Member dues are not required. All active members will be eligible to vote for executive board, Constitution and By Law Amendments. Exceptions can be found below.

Section I- Exceptions: *An exception for missing more than the minimum amount of meetings and events include and are not limited to educational needs, family matters and any personal matters such as any illnesses, religions and/or work. Those members that hold positions in the executive board or committees involved in particular tasks during the needed times of any events, are asked to follow the order of notifying your designated executive member first before The President and Vice President. Also the advisor should be notified as well to be kept informed. This is to insure that the goals of activities are still met in the absence of the designated positions.*

Article III- Election / Appointment of Government Leadership

Section I-Executive Board Elections: *The elections for the executive board positions, President, Vice-President, Treasurer, Secretary, Marketing Chair, and Programming Coordinator should be held at in the spring semester to anticipate the new school year and should go as follows:*

- a. *There will be an application process for active members (Defined above) or strong candidates that includes a interview where both active members and the executive board members can be interviewers. This is to allow that everyone is able to have a say in the decision making and to keep a healthy environment for the organization. The applicants will also complete a digital application online answering a few questions prior to being invited for an interview. Each applicant may be asked to provide a mini presentation to the general body prior to their interview.*

- b. *Then there will be an official interview with the executive board members and advisor. A selection will then be made with the voting of the active members of the general body taken into account.*
- c. *Elected executive board members for the new term will be announced and trained properly for the new term to keep the purpose of the organization afloat.*
- d. *The allotted time frame for elections should not be longer than 2-3 weeks in length. This should give time for proper training to be given for the next academic year.*

Section II- Impeachments and resignations:

- a. *In an event where an impeachment or resignation occurs then an application process will be deemed necessary. It will be held immediately in order to keep the positions leveled. If there is not a successor then the position duties should be equally distributed amongst the current executive board members.*
- b. *An impeachment will be deemed necessary if the following members of the assigned positions deliberately abandon their duties without notice to another executive board members and/or advisor. If he/she does not uphold to the standards of the goals and purpose of the organization and misuses his/her positions then he/she will be put on probation via vote per executive board. In an event that is too severe, executive member will not be welcomed back in their position and member will be demoted to general body member. We hope to not lose members but to help create future leaders and retain positive individuals.*

Article IV- Executive Committee includes President, Vice-President, Treasurer, Secretary, Program Coordinator, and Marketing Chair

Section I- President Duties:

- a. *The President must oversee ALL committee decision to insure that all acts are deemed appropriate to uphold the purpose of the organization.*
- b. *The President must assume responsibility of all executive board members to make sure everyone is on the same accord.*
- c. *The President must be the lead in all events, activities, programs and meetings unless noted by President. Everyone is a leader and shall have the opportunity to be one.*
- d. *The President should work closely with the Vice-President.*
- e. *The President must make time to meet with each member of the Executive board individually at least once a semester to make sure that they are doing okay personally, academically and are performing their duties. Meeting notes are encouraged be kept for the records to show to Advisor.*
- f. *The President must meet with the Vice-President and Advisor at least once a month unless deemed necessary.*
- g. *The President must attend all events, unless there is an excused absence.*

Section II- Vice President:

- a. *The Vice President must assume responsibility in the absence of the President.*

- b. *The Vice President must work with President to make time to meet with each member of the Executive board individually at least once a semester to make sure that they are doing okay personally, academically and are performing their duties. Meeting notes are encouraged to be kept for the records to show to Advisor.*
- c. *The Vice President should assist the President in all delegations.*
- d. *The Vice President is the secondary lead in all events, activities, programs, and meetings.*
- e. *The Vice Presidents must attend all events, unless there is an excused absence.*

Section III-Secretary:

- a. *The Secretary is responsible for relaying all meeting minutes the rest of the general body.*
- b. *They must work closely with the Outreach Committee to make sure advertising is handled appropriately.*
- c. *MUST KEEP RECORD OF ALL ATTENDANCE FOR EACH MEETING, EVENTS AND PROGRAMS OR FIND ANOTHER REPRESENTATIVE.*
- d. *Must get advice from President if there are any concerns with how the social media accounts and advertising are handled.*
- e. *Must be in charge of email accounts and must respond in a timely manner.*
- f. *Must perform any other duties that may be assigned by the President.*
- g. *The Secretary must attend all events, unless there is an excused absence.*

Section IV- Treasurer:

- a. *Treasurer must work closely with the advisor to make sure accounts are handled appropriately.*
- b. *Treasurer must involve the President in all money matters.*
- c. *Treasurer must work closely with Program Coordinator to make sure funds are being used appropriately.*
- d. *Will be responsible for creating orders made by the program coordinator and committee.*
- e. *Must keep record of all receipts and any other transactions.*
- f. *Must perform any duties that may be assigned by the President.*
- g. *Must present a budget once a semester and monthly report of all funds received and spent each month.*
- h. *The treasurer must attend all events, unless there is an excused absence.*

Section V- Program Coordinator

- a. *Works very closely with the events committee if it is in place.*
- b. *Must work with executive board for confirmation of collaborations of all events.*
- c. *Must work with the treasurer to assure that events and budgets are planned accordingly.*
- d. *Must bring all new programs and event ideas to the attention of the Executive Board members.*
- e. *Must book all venues, reserve rooms and etc.*
- f. *The events coordinator must attend all events, unless there is an excused absence.*

Section VI- Marketing Chair

- a. *The Marketing Chair must be in charge of all media accounts.*

- b. Must post events, programs and activities in a timely manner.*
- c. Must be in charge of all Social Media Accounts: Facebook, Twitter, Instagram and Websites.*
- d. Help to create all flyers for all events.*
- e. The Marketing chair must attend all events, unless there is an excused absence.*

Article V- Standing Committees (if needed)

All standing committees will be determined as needed by the general body and duties will be determined by the executive board.

Article VI - Advisor/Advisory Board Responsibilities

Advisors of student organizations must be members of the University faculty or administrative & professional staff. The advisor will support the executive board as needed through their being available.

Meeting attendance is not required

- a. The Advisor should keep the executive board and general body informed of institutional matters.*
- b. The Advisor must monitor the well-being of the organization and offer advice when necessary or consulted.*
- c. Must work with treasurer, when needed to ensure that treasurer has all funds accounted and used properly.*
- d. Must be available to attend at least one general body meeting per semester and one executive board meetings per semester*
- e. Must meet with President and Vice President to provide support and feedback of President and executive board member meetings, when needed.*

Article VII - Meeting Requirements

Regular, special, size and determination of quorum (number of voting members required to vote on decisions placed before the general membership, executive, and standing committees) will be based upon the amount of general membership and executive board members.

Article VIII - Method of Amending By-Laws

By-Laws are apt to change more often than the constitution, thus amending should be somewhat easier. By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and 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).