**Project Sunshine Constitution**

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

*Section 1:* The name of this organization is Project Sunshine. This organization is affiliated with Project Sunshine, a recognized nonprofit organization, as a college chapter.

*Section 2:* Project Sunshine is a national service-based organization whose volunteers create and deliver free, in-hospital programs to pediatric patients and their families. Working onsite at the hospital, our volunteers relieve the anxiety of the young patients and in a context of fun and play, and foster courage and coping skills necessary to confront procedures that lie ahead. Project Sunshine volunteers spread sunshine, restoring a crucial sense of normalcy to the pediatric healthcare environment.

*Section 3:*

 “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.

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, Project Sunshine 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](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*

To become a member of Project Sunshine, one must apply through the national website. Students currently enrolled at The Ohio State University are given voting privileges in situations where voting may be deemed necessary. Faculty and staff are permitted to apply. They can attend club related events such as meetings and fundraisers, but for in-hospital volunteer events, students will be given priority. Faculty and staff are not given voting rights.

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

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, violates the Code of Student Conduct, violates Project Sunshine policies or procedures, 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 at Ohio State and advisor(s) at Project Sunshine.

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 Project Sunshine policies or procedures, the Student Code of Conduct, university policy, or federal, state, or local laws. The officer may be removed upon a two-thirds affirmative vote of the officers in consultation with the organization’s advisor at Ohio State and advisor(s) at Project Sunshine.

*Article IV- Organization Leadership*

*President / Co-leader responsibilities:*

* Schedule and preside over all events
* Maintain contact with Ronald McDonald House contact, Ohio State advisors, and national Project Sunshine advisors
* Train members for volunteer programming and manage volunteers
* Preside over the leadership election process
* Serve as the main representative of the organization
* Update any necessary information within the Student Organization Management System, as needed
* Maintain contact with other leaders
* Attend a mandatory president training held by the University each year
* Attend a mandatory training held by the national Project Sunshine organization before serving

*Vice President / Co-leader responsibilities:*

* Schedule and preside over all events and general body/executive board meetings
* Maintain contact with the Ohio State advisors and national Project Sunshine advisors
* Train members for volunteer programming and manage volunteers
* Preside over the leadership election process
* Serve as a representative of the organization
* Maintain contact with other leaders
* Attend a mandatory training held by the national Project Sunshine organization before serving

 *Treasurer responsibilities:*

* Keep an accurate, itemized account of all monetary transactions associated with the organization – include receipts
* Apply for funding with the University
* Present the itemized account to other leaders as needed
* Submit a budget plan to other leaders to be approved
* Maintain contact with the president and fundraising chair
* Attend a mandatory training held by the University every year

*Secretary responsibilities:*

* Take attendance at events and meetings
* Distribute meeting minutes (description of what was covered during the meeting) to members after meeting
* Update program reports in Salesforce (Salesforce is a website that allows Project Sunshine advisors to monitor our activities)
* Monitor member applications submitted on Salesforce

*Communications Director responsibilities:*

* Run Project Sunshine's social media including Instagram
* Participate in member recruitment, including the autumn and spring involvement fair

*Fundraising Director responsibilities:*

* Assist the co-leaders in planning and coordinating the two required fundraising events during the year
* Assist in planning additional events as needed

*Advisors:*

*Ohio State*

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The advisor is not required to attend meetings or hospital/volunteering events, but must be readily available to answer questions and offer advice for planning events.

*Project Sunshine National Organization*

This organization will receive additional advising from employees of the Project Sunshine national organization.

*Article V- Election / Selection of Organization Leadership*

Election for organization leadership will occur in December. Elected leaders will begin their term in May and serve for the following school year. All members are encouraged to apply for leadership positions, but will be chosen based on involvement and attendance at events and showing a strong passion/desire for the mission of the organization.

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

The executive committee will consist of the officers and the faculty advisor.

*Article VII- Standing Committees (if needed): Name, Purpose, and Composition*

A standing committee will not be necessary to carry out the mission of this organization.

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

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The advisor is not required to attend meetings or hospital / volunteering events, but must be readily available to answer questions and offer advice for planning events.

*Article IX-Meetings and Events of the Organization: Required Meetings and their Frequency*

The organization will meet bi-weekly, and may have additional meetings if deemed necessary by leadership. Members are not required to attend meetings, but highly encouraged. If members are interested in holding a leadership position, their attendance at meetings is of the utmost importance.

*Article X- Attendees of Events of the Organization: Required events and their Frequency*

If members want to attend hospital events, they must complete mandatory volunteer trainings. Members that hold leadership positions must attend training through the Project Sunshine national organization.

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 or federal, state, or local laws, such as the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

*Article XI- Methods 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. Amendments must align with policies and procedures of Project Sunshine. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at the next general meeting where votes will be taken, and will require a three-quarter majority of voting members. Fifty percent of the voting members must be in attendance at the meeting in order for the constitution to be amended. If this qualification is not met, it will be voted on at the following meeting, or until fifty percent of members attend. The constitution should not be amended easily or frequently.

*Article XII- Methods of Dissolution of Organization*

If Project Sunshine should be dissolved, members will be notified via email. Any additional assets will be donated to Project Sunshine’s national organization. Any debts owed to either Ohio State or Project Sunshine will be made up by fundraising. Any social media accounts associated with the organization will be deleted. The current primary leader will be responsible for alerting Student Activities in order for club information to be removed from the Student Activities website.