***The Ohio State University***

**Help Me Help You at Ohio State Constitution**

***Article I -* Name, Anti-Discriminatory Statement and Purpose**

**I.a. Name -** This organization shall be known as Help Me Help You at Ohio State.

**I.b. Anti-Discriminatory Statement -** This organization has implemented the policies of non-discrimination as follows:

“This organization does not discriminate based on 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, Help Me Help You 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>.”

**I.c. Purpose -** The purpose of Help Me Help You at Ohio State is as follows: Help Me Help You at Ohio State was created to educate students and community members on how to help and support friends, family members, and peers dealing with mental health issues. Help Me Help You can end the stigma surrounding mental health among young adults and create more resources readily available for students. By educating students on how to respond to these situations, we can ensure that no person feels helpless in their struggles with mental health and empower every student to be the change.

***Article II -* Requirements for General Membership**

**II.a.** Any student at The Ohio State University may become a member of Help Me Help You. Students attending a branch campus of The Ohio State University shall be allowed membership, as long as they meet the requirements outlined in sections below. Student’s attending branch campuses can not become a part of the Executive Committee. Membership to the Organization shall not be denied to any person on the basis of age, sex, disability, race, national origin, religion, gender identity, sexual orientation, or veteran status. Nor shall removal from the Organization be based on these statuses.

**II.b.** General members must attend half of all meetings per academic semester to be considered part of the organization, unless valid excuses are presented to the secretary.

**II.c.** General members must adhere to the Help Me Help You code of conduct, on the basis that the refusal to will result in their expulsion. Help Me Help You has a strict zero tolerance policy for inflammatory or derogatory speech, discrimination, harassment (sexual or otherwise), hazing, and violence.

***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**

**IV.a.** The Executive Board of the organization shall consist of: President, Vice President(s), Treasurer, Secretary, a Philanthropy Chair, a University Outreach Chair, a Public Relations Chair, a Social Media Chair, and Graphic Design Chair(s); with each chairperson overseeing their own prospective committee. The Executive Board holds the right to dedicate new positions as they see fit.

**IV.b.** To run for an Executive position, prospective candidates must meet the following requirements:

* Candidate has been a General Member of Help Me Help You for at least one semester prior to running, or the candidate already holds a position on the executive board.
* Candidate must sit in on half of all general meetings during the timespan of one academic year.

**IV.c.** Officers and Chairpersons must attend the Ohio State University for the duration of their term. Officers and Chairpersons may be excused due to graduation or study abroad, but must be in attendance at The Ohio State University during the time of elections, and must petition their scenario prior to election.

**IV.d.** Officers and Chairpersons shall forfeit their position, if unable to attend the required meetings due to non-academic or non-medical factors. Exceptions may be made at the discretion of the Executive Board. If an Executive member fails to meet the membership requirements outlined in the above article and article 3, they are subject to an Executive vote to be removed from their position.

***Article V:* Duties of Organization Leadership**

**V.a. President:** It shall be the duty of the President to arrange and preside over all meetings, and to oversee all functions of the organization; including, but not restricted to: Fundraising events, meetings with University faculty, discussion panels and community work. Annually, the President is responsible for registering the club at the University and completing the officer training offered by the Student Union. The President must be present in any GroupMes created by the organization, and is responsible for moderating communication in said chats.

**V.b. Vice President:** It shall be the duty of the Vice President to preside in the absence of the President, and to additionally oversee all functions of the organization. The Vice President shall work closely with the President on coordinating meetings and events, and will assist in moderating the GroupMes.

**V.c. Treasurer:** It shall be the duty of the Treasurer to receive and transfer all funds of the Organization and to keep an itemized account of monetary transactions. The Treasurer is to provide the President and Vice President with a record of all transactions for review. It shall also be the duty of the Treasurer to financially oversee the Organization’s fundraising activities while communicating with the Philanthropy Chair in regard to fundraising events. The Treasurer must attend the required training session through the Union.

**V.d. Secretary:** It shall be the duty of the Secretary to record minutes for all general and executive meetings, to keep a record of the names and e-mail addresses of all members, and to carry on all correspondences between the general members and the Executive Board. In addition to recording attendance, the secretary must also relay all PowerPoint presentations to absent members, as well as send messages to the general GroupMe following meetings to provide a synopsis of the content discussed.

**V.e. University Outreach Chair:** The University Outreach Chair shall be responsible for securing campus connections with professionals, as well as forming sustainable partnerships with educators in the mental health field. They will work with the President and Vice President to obtain guest speakers for discussion panels and presentations, and will oversee the University Outreach Committee.

**V.f. Philanthropy Chair:** The duties of the Philanthropy Chair shall be as follows: To oversee and lead meetings of the Philanthropy Committee, to coordinate and oversee fundraising events, to coordinate and enact initiatives to raise money for other similar organizations, and to work closely with the Treasurer/Assistant Treasurer in allocating the funds for, and from philanthropy events.

**V.g. Public Relations Chair:** The duties of Public Relations Chair shall be as follows: To oversee the Public Relations committee, to create informational fliers, to go on Chapter Walks and Dorm Walks, and to reach out to athletes/public figures/organizations outside of the University that could potentially benefit from working with Help Me Help You. The Public Relations Chair works with the Graphic Design Chair(s) to approve fliers, logos or any other public content associated with the organization.

**V.h. Graphic Design Chair:** The duties of the Graphic Design Chair shall be as follows: To design and create logos, graphics, or any other sort of artwork used to publicly advertise this organization.

**V.i. Social Media Chair:** The duties of the Social Media Chair shall be as follows: To oversee the Social Media Committee, and to run the Social Media Committee GroupMe as well as the Help Me Help You Instagram, Email, Facebook, and Twitter. The Social Media Chair shall be responsible for making sure HMHY communicates in a professional and caring manner, spreading information via social media, and creating social media posts for each respective platform.

***Article* *VI*: Election/Selection of Organization Leadership**

**VI.a.** Individuals planning to run for an Executive Board position must submit a Candidate Application which states their name, major, year, preferred position(s), campus involvement, leadership experience, and reason for running. The Candidate Application will be sent to the President via email prior to elections. Candidate Applications will be compiled by the President and disseminated to general members and respective executive members via email 2 weeks prior to elections.

**VI.b.** In the case that members are not eligible to run for an Executive Board position according to the requirements outlined in Article IV Sections 2 and 3, they may petition at the Executive Board meeting immediately prior to elections. Members may still submit a Candidate Application prior to petitioning. Exceptions will be considered by the Executive Board on a case-by-case basis based on the quality.

**VI.c.** The Election Procedure: Officers shall be elected for a term of one year at the end of Spring Semester before Summer Break. Voting will proceed in the following order: President, Vice President, Treasurer, Treasurer Assistants, Secretary, Secondary Leaders, Philanthropy Head, Social Media Head, Public Relations Head, Graphic Design Head(s), and University Outreach Chair. All other positions of committees and assistants will be elected thereafter in random order and on a volunteer basis. Committee members do not necessarily need to submit an application for there is no voting process in place to join a committee. Candidates running for elected positions must appear in front of the general group and give a brief speech on why they believe they are qualified for the position. After, they may field questions from the general group. Candidates for all positions shall be seated at the front of the room during their position’s election and will be selected to give their speeches in random order. After each position is elected, candidates who were not elected have the opportunity to drop down and run for another position. Those who drop down will have their top three positions choices highlighted. A vote shall then be taken by the general group via a ballot and shall be counted first by the standing Secretary, then followed by the standing Vice president. If you are not in attendance for the meeting, electronic votes must be submitted no later than an hour after the elections by sending your votes for each position via text or email to the Secretary or Vice President. After votes have been tallied following the election meeting, results shall be shared via GroupMe regarding the newly elected officials.

**VI.d.** The newly elected officers will attend the remaining Executive Board meetings after elections, during which the previous officers will continue to serve their respective positions. During this time it is the responsibility of the old Executive Board members to share all relevant information and materials of their office with the new officers, thereby acquainting them with their responsibilities. The final executive board meeting shall be transitional, so that the elected members may rehearse for their new leadership roles.

**VI.e.** The new executive board will start their term at the beginning of the following academic semester (Fall Semester).

**VI.f.** Vacancies occurring in any office or chair, except for the office of President, shall be filled by a special election for the remainder of the term, or by a secondary leader who volunteers. In the event of a vacancy in the office of President, the Vice President shall succeed to the office and a special election shall be held for a new Vice President. Exceptions may be made at the discretion of the Executive Board.

**VI.g.** Officers may be removed from their position by a two-thirds majority vote of the Executive Board. The vote shall be conducted by secret ballot. A hearing shall be held prior to the vote, in which the Officer in question may defend or explain their situation. The outcome of the decision is to be announced at the executive meeting following the vote.

***Article VII*: Advisor**

**VII.1 -** The Faculty Advisor(s) shall be a faculty and/or staff member working for the University in any field related, but not restricted to Mental Health. The Faculty Advisor(s) must attend the annual Advisor training through the Student Union.

**VII.2 -** In the event of a vacancy of office, the Executive Board shall be responsible for electing a new advisor.

***Article VIII*: Meetings and Events of the Organization**

**VIII.a.** Meetings shall be held weekly during the academic year. Meetings will alternate between the general members and Executive Board. The date, time, and location of meetings will be decided by the Executive Board. Meetings currently are to be held Sundays at 7:00 pm, location decided by the Executive Board. Summer meetings shall be held at the discretion of the Executive Board.

**VIII.b.** The Executive Board shall have the power to change the date, time, or location of meetings if deemed necessary provided that an advanced notice of the change is circulated as soon as possible to general members.

**VIII.c.** As determined by the Executive Board, an Executive Board meeting may be changed into a General meeting if too many General meetings are canceled.

**VIII.d.** A vote on issues other than those specified in this Constitution shall be carried out by a majority of members present. The following issues are a mandatory two-thirds vote: monetary policies, food, events and duties pertaining to chairpersons; ratifying the Constitution, and overriding protocol. Any member may call for a two-thirds vote on another issue if they feel it is pertinent.

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

**IX.a.** 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.