

Make-A-Wish at Ohio State Constitution

Article I. Name, Purpose, and Non Discrimination Policy

Section 1: Name

Make-A-Wish at Ohio State

Section 2: Purpose

Make-A-Wish at Ohio State will strive to raise funds to finance the fruition of granting wishes, improve awareness for Make-A-Wish, and participate in any other necessary tasks in order assist the Ohio, Kentucky, Indiana Make-A-Wish office.

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.

Article II. Membership: Qualifications and categories of membership

Voting membership will be granted to all Ohio State students involved in Make-A-Wish. All other parties may be granted non-voting membership.

Article III. Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders

The terms of office shall be one (1) year, and officers shall be selected through an election of the general body at the last general body meeting of each Autumn semester. Standing committee applications will be evaluated immediately following the first general body meeting of each Autumn semester. 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. If at the end of the Autumn semester upon opening up of applications for Executive Board a standing committee member wishes to run for an Executive Board position they may apply and run. If they are selected for that Executive Board position they will formally vacate their standing committee position and that position will be opened back up to the general body for applications. The member who fills that standing committee position for the duration of the Spring semester will only hold that position for that single semester and the position will be open for applications again in Autumn with the other standing committee positions.

The positions are to be as followed, but are subject to change as seen fit.

Article IV. Executive Committee

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.

1. **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. Plans and leads general body meetings and executive member meetings. Responsible for club emails and sending out information to general body members as needed.
2. **Vice President**: assists in the duties of the president. Assists in organizing meetings. Manages all Make-A-Wish supplies. Responsible for crafts, Give the Kids the World application and selections, and creating evaluation forms. Oversees the following subcommittees: campus outreach, volunteer coordinator, and buckeyethon team captain.
3. **Treasurer**: manages club finances. Attends required Union training, manage subcommittee position - community outreach
4. **Director of Events**: Directs all event planning efforts. Overall responsibility and logistics management for club events. Oversees and assists fundraising and awareness events subcommittee.
5. **Marketing Director**: responsible for all advertisement of club activities on and off campus. Manages merchandise if necessary. Oversees and assists creative chair and marketing subcommittees.
6. **Secretary**: takes diligent minutes at all club and executive board meetings and reports back to membership accordingly, assists other executive members with tasks as needed.
7. **Director of New Membership**: responsible for outreach and recruitment of new members; continued membership development; responsible for all involvement fairs. Oversees and assistants new membership and social planning subcommittees.

Article VI. Method of Selecting and/or Removing Officers and Members.

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, both nationally and on campus. 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 one (1) month 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 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.

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.

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

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

Advisors are resources that should work as a liaison with the campus and assist in 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 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 one meeting per semester is required for general membership.

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

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, discussed in the subsequent executive committee meeting, and then discussed by the general membership, and votes will be taken during the next general meeting. Approval should require at least two thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently after the first 3 years of the club's existence.

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.

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 I. Parliamentary Authority

Robert's Rule of Order will be used to govern their organization's decision making except when these rules are inconsistent with their constitution or bylaws 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 half of the general body meetings every semester applicable. No dues are required, and membership is on an open basis.

Article III. Election/Appointment of Government Leadership

To be eligible for office, you must be an Ohio State student with at least one more year of schooling to be completed.

Standing Committee candidates may apply for office once per year, and applications are reviewed by the executive committee. If necessary, there will be a vote by the general body, in a ballot procedure wherein votes are counted by the president and one other executive committee member (but neither position may count votes for a position they are running for, if the situation arises where the president is running for president, a different executive committee member must assist in the counting of the votes). A simple majority is necessary to be appointed.

Elections for executive committee positions will be held at the conclusion of the Autumn semester, and the position is for one (1) 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

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.

Treasurer: manages club finances. Attends required Union training.

Director of Events: 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. Manages merchandise if necessary.

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

Director of New Membership: responsible for outreach and recruitment of new members; continued membership development; responsible for all involvement fairs.

Article V. Standing Committees

Committee members must attend every general body meeting unless a documented excuse is provided to their corresponding executive committee member. Committee members must attend at least 75% of all club events. Committee members must communicate with their corresponding executive committee member in a respectful and timely manner, including timely response to all emails and text messages. If it becomes a repeating problem, a meeting will be set up between the committee member and their corresponding executive board meeting to discuss a solution.

Standing Committee.

1. Marketing committee

- a. Assistant Marketing Director: assists in the realization and achievement of the Marketing Director's goals.
- b. Creative/Artistic Director: responsible carrying out any creative tasks.
- c. Social Media Director: responsible for all club social media outlets. Regular posting and regulation are expected.
- d. Photographer: responsible for taking pictures and videos at meetings and events, and working with the Social Media and Marketing Directors.

2. Events committee:

- a. Fundraising Events Chair: responsible for the realization of fundraising-related events.
- a. Awareness Events Chair: responsible for the realization of awareness-related events.

3. New Membership committee:

- a. Director of New Membership: directs and oversees members of the club, take note of attendance at general body meetings, socials, awareness events, etc. Develop programs and initiatives to increase membership and keep current membership attendance constant. Required to attend every meeting and socials, unless noted otherwise.
- b. Assistant Director of New Membership: assists in the goals of the director of new membership. Help reach out to new members to keep them active and involved. Encourages to attend all meetings and social events planned.
- c. Social Chair: Reach out to members in the organization and create strong relationships with members. Organize social events that highlight the organization and include everyone. Encourage to attend all social events put on.

4. Outreach committee:

- a. Director of Campus Outreach: responsible for forming lasting partnerships with other student organizations on campus. Duties include coordinating events with other organizations on campus, and supporting other organizations on campus.
 - b. Volunteer Coordinator: responsible for finding volunteer events from the regional office, recruiting members to volunteer, and organizing logistics for the day of the event.
 - c. Give Kids the World Coordinator: responsible for being the group leader throughout the trip, planning events throughout the week when not volunteering, and facilitating fundraising opportunities to reduce trip cost.
 - a. BuckeyeThon Team Coordinator: serves as the liaison between our club and BuckeyeThon: responsible for encouraging members to sign up, and organizing fundraising opportunities. Responsible for any apparel ordering, as well as providing information about meeting times/locations for team during dance marathon.
5. Treasurer Committee:
- a. Director of Community Outreach: responsible for forming lasting partnerships with businesses or non-profit groups in Central Ohio, contact businesses for donations, set up fundraisers with varying businesses

Article VI. Advisor/Advisory Board Responsibilities

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

Article VII. Meeting Requirements

50% of voting members is what determines quorum.

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).