**Constitution**

1. **Article l:** Name, Purpose, and Non-Discrimination Policy of the Organization.
	1. **Section 1: Name-** Students for Diversity in Education through Service (SDES)
	2. **Section 2: Purpose-** SDES is committed to providing service and networking opportunities for LGBTQ students and their allies at Ohio State and the surrounding Columbus area.
	3. **Section 3: Non-Discrimination Policy of Organization-** This organization does not discriminate on the basis of age, ancestry, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race/ethnicity, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.
2. **Article II: Membership-** The organization is open to undergraduate, graduate, faculty/staff, other community partners, etc. and encourages them to take an active role; however, voting will be reserved for undergraduate students.
3. **Article III:** Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders
	1. Two Co-Presidents: SDES will have two acting presidents to maintain a balance of power. They will be responsible for meeting agendas, organizing the executive board, and ensuring that changes of power at the end of the semester go smoothly. They will also be in charge of reaching out to other organizations within OSU and the Columbus community and creating networking opportunities.
	2. Treasurer: This position is in charge of tracking SDES’ finances. The treasurer's primary tasks are to record all expenses, submit budget and audit forms, and attend executive board meetings.
	3. Secretary: This position will take attendance at all meetings and events, and will track the attendance throughout the semester. They will also take detailed notes of general body and executive board meetings, and will email minutes after every meeting.
	4. Volunteer Coordinator: This position will be responsible for coordinating date and time of service events, as well as arranging volunteers and rides to volunteer sites.
	5. Outreach Coordinator: This position will be responsible for updating social media pages and facilitating interactions between current and potential members, as well as possible collaborations with other campus organizations.
4. **Article IV: Executive Committee-** Committee is composed of the aforementioned officers. The committee meets weekly and is responsible for planning and implementing all meetings and events throughout the school year.
5. **Article V:** **Standing Committee**- N/A
6. **Article VI: Methods for Removing Members and Executive Officers-** In the event of an official member conducting behavior that violates the SDES Constitution or Ohio State University Student Code of Conduct, they will be removed after a unanimous vote by the executive board of officers. In the case of an officer violating the SDES Constitution or the Student Code of Conduct, they will be removed from officer status in a majority vote from all voting members of the organization. If an officer wishes to step down from their position, they are required to notify the executive board a month in advance.
7. **Article VII – Adviser(s) or Advisory Board:** Advisers of student organizations must be full-time members of the University faculty or Administrative & Professional staff. The adviser acts as a faculty representative for SDES and provides mentorship and advice when needed. SDES executive committee meets with said adviser when deemed necessary.
8. **Article VIII – Meetings of the Organization:** SDES executive board meetings will last for at least one hour and occur weekly. General body members will meet bi-weekly. There will also be a variety of service opportunities and other events facilitated by the organization that are not mandatory, but whose attendance are highly encouraged. These will occur bi-weekly to monthly depending on scheduling.
9. **Article IX – Method of Amending Constitution:** Proposed amendments should be communicated effectively at a general meeting. After the amendment is proposed and discussed among the members present, it requires a two-third majority of voting members present, unless otherwise arranged.
10. **Article X – Method of Dissolution of Organization:** Current SDES members will vote to whether the organization should be dissolved; a majority vote will dissolve the organization. Any debt or assets acquired by SDES will be the responsibility of the current organization and its executive board.
11. **Article XI -- Elections**
	1. In the event of a tie for an officer position, with the consent of the Executive Committee and those running for said position, a runoff election will be held, with results tallied no more than a week after the general election
	2. To deter voter fraud, ballots cast will include the voter’s name. This information will be compiled independent of the Executive Committee and tallied by the Adviser, who will only show an anonymous record of the voting to the Executive Committee.
	3. If a person running for more than one position and wins more than one seat, they will win the position for which they received the highest percentage of votes.