



**Student Philanthropy Council at The Ohio State University
Constitution**

Article I: Name

Section 1 The name of this organization shall be the Student Philanthropy Council at The Ohio State University; hereinafter referred to as Student Philanthropy Council.

Article II: Mission

Section 1 The mission of the Student Philanthropy Council is to ensure that every student at The Ohio State University is educated and engaged in philanthropy, able to express gratitude for their collegiate opportunities, and successfully transitioned from a giving student to a giving alumnus.

Article III: Membership

Section 1 All currently enrolled undergraduate students in good academic standing at The Ohio State University (good academic standing defined as a Cumulative Point Hour Ratio of at least 2.00, as stated in Rule 3335-9-23 of the Ohio Administrative Code, found also in The Ohio State University Code of Student Conduct) shall be eligible to apply for membership in the Student Philanthropy Council.

Section 2 The Student Philanthropy Council shall not discriminate against any person on the basis of race, color, national origin, religious creed, political views, sex or sexual orientation, handicap, or Veteran status.

Section 3 All current members must maintain a Cumulative Point Hour Ratio of at least 2.00.

Article IV: Membership Requirements

Section 1 A Student Philanthropy Council member must be an undergraduate and maintain “good standing” as determined by Article II, Section 2 of the By-Laws and the Vice President of Membership.

Section 2 The Vice President of Membership shall be responsible for recording attendance. If a member does not fulfill the requirements for “good standing,” the Vice President of Membership shall initiate the membership guidelines as described in Article III, Section 3 of the By-Laws, warning him/her of his/her situation.

Article V: Executive Board

Section 1 Members of the Executive Board include the President, the Vice President of Finance, the Vice President of Membership, the Vice President of Engagement, the Executive Secretary, and the Student Philanthropy Council Advisor (Ex-Officio); hereinafter referred to as the Advisor.

Section 2 The President shall call and chair all Student Philanthropy Council General Body, Leadership Team, and Executive Board meetings. He/she shall act as the representative and spokesperson for the Student Philanthropy Council in all external functions.



Section 3 If the President is not able, the Vice President of Membership shall call and chair all Student Philanthropy Council General Body, Leadership Team, and Executive Board meetings.

Section 4: The Vice President of Engagement shall oversee all marketing & communications, campus engagement, first-year education, campaign strategies and programming strategies.

Section 5 The Vice President of Finance shall oversee all financial planning, budgeting, and assessment strategies.

Section 6 The Vice President of Membership shall record all meeting attendance, oversee the membership selections process, guide the new member education curriculum and guide current General Membership development.

Section 7 The Executive Secretary shall create all Executive Board, Leadership Team, and General Body meeting agendas and take Executive Board, Leadership Team, and General Body meeting minutes. In addition, the Executive Secretary shall also assist the other members of the Executive Board as needed. The Executive Secretary shall serve as parliamentarian to ensure that all meetings adhere to Parliamentary Procedure, obey Robert's Rules of Order as stated in the membership handbook, follow the agenda, and start as well as end at the specified time. The Executive Secretary shall also be responsible for any and all revisions to the Constitution and Bylaws.

Section 8 If the President is not capable of performing his/her duties, the Vice President of Membership shall assume interim duties, and the new President shall be selected according to the process in Article VI of the Bylaws.

Article VI: Leadership Team

Section 1 The Leadership Team of the Student Philanthropy Council shall consist of the Executive Board, the Directors, and the Advisor.

Section 2 The Executive Board shall facilitate the development and implementation of the strategic plan of the Student Philanthropy Council.

Section 3 The Directors shall lead their committees in the implementation of the strategic plan.

Section 4 The Directors shall include one Director for each standing committee as defined in Article VIII of the Bylaws.

Section 5 Voting members of the Leadership Team shall be the Vice President of Engagement, the Vice President of Finance, the Vice President of Membership, and the Director of each standing committee. The President shall only vote in case of a tie. The Executive Secretary and Advisor shall serve as nonvoting members of the Leadership Team.

Section 6 The term of office for all Leadership Team Members shall be one year. Incumbent Leadership Team Members must reapply via the Leadership Team application process.



Section 7 No members of the Leadership Team may hold more than one office, nor may they serve as Program Coordinators.

Section 8 Specific responsibilities for each member of the Leadership Team shall be found in Article V of the Bylaws.

Article VII: Committees

Section 1 Each committee shall be determined by Article VIII of the Bylaws, be composed only of Student Philanthropy Council membership, and be led by a Director.

Section 2 The Vice President of Membership shall oversee the committee placement process with consideration for each member's preferences.

Section 3 Each active General Body Member of the Student Philanthropy Council must belong to one and only one committee.

Article VIII: Executive Board Selections Process

Section 1 The Executive Board Selection process shall be called by the President beginning with applications being released during the Spring Semester.

Section 2 Any student at The Ohio State University may submit an application for a position on the Executive Board.

Section 3 The Executive Secretary shall be appointed by the President-select and approved by the Vice Presidents-select. Any student at The Ohio State University is eligible to be appointed for the Executive Secretary position.

Section 4 Qualified applicants will interview before a Selections Board.

Section 5 The Selections Board shall include outgoing members of the Executive Board who will be assuming alumni status at the completion of the academic year, the Student Philanthropy Council Advisor, and one person who is not a member of the Student Philanthropy Council Executive Board (may a staff member from The Ohio State University, a student of the Ohio State University, or a member of the council who will be assuming alumni status at the completion of the academic year). If an outgoing member from the Executive Board is not yet assuming alumni status, a Director from his/her branch, who is assuming alumni status, must sit on the Selections Board to make certain the branch is represented. If there is not a Director who is assuming alumni status, a General Body Member from the branch, who is assuming alumni status, must sit on the Selections Board. The Advisor shall choose this Director or General Body Member.

Section 6 The term of office shall begin with the Transfer of Powers in the Spring, with the date being decided upon by the outgoing President, and it shall end with the Transfer of Powers the following Spring, with the date being decided upon by the President. Transfer of Powers must occur by end of the first General Body Meeting in April. Newly selected Executive Board Members will go through an active transition period between their selections and their installations.



Section 7 Applicants that are not selected for a position on the Executive Board may submit their intent for a position as a Director.

Article IX: Director Selections Process

Section 1 The Director Selections Process shall be called by the President beginning with applications being released during the Spring Semester.

Section 2 Any active member of The Student Philanthropy Council may submit an application for Director position(s), given that he/she is an active member during that term and has been an active member for a minimum of fifteen weeks.

Section 3 Qualified applicants will interview before a Selections Board.

Section 4 The Selections Board shall include outgoing and incoming members of the Executive Board and the Student Philanthropy Council Advisor.

Section 5 The term of office shall begin with the Transfer of Powers in the Spring, with the date being decided upon by the outgoing President, and it shall end with the Transfer of Powers the following Spring, with the date being decided upon by the President. Transfer of Powers must occur by the end of the first General Body Meeting in April. Newly selected Leadership Team Members will go through an active transition period between their selections and their installations.

Article X: Anti-Hazing Policy

Section 1 Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Section 2 All incidents of hazing will be investigated by the Advisor and President. Should further actions be deemed necessary, the Office of Student Life's Department of Student Conduct will be involved.

Article XI: Meetings

Section 1 The Student Philanthropy Council General Body will meet no less than twelve times during each semester.

Section 2 The Student Philanthropy Council Leadership Team will meet no less than twelve times during each semester.

Section 3 The Student Philanthropy Council Executive Board will meet no less than twelve times during each semester.

Article XII: Rules of Order

Section 1 The Student Philanthropy Council and its committees shall be governed by Robert's Rules of Order, except in matters specifically provided for by the Student Philanthropy Council Constitution and Bylaws.



Section 2 A simple majority of the voting membership in “good standing” shall constitute a quorum for voting purposes at a meeting of the entire The Student Philanthropy Council General Body.

Article XIII: Alcohol Policy

Section 1 The Student Philanthropy Council will not organize or market/promote fundraisers directly related to alcohol sales that are not family appropriate. Family appropriate is used to describe an event that families can attend with their children. An example of a family appropriate event involving alcohol is the Faculty/Staff Benefit Dinner or a Wine Tasting Event.

Section 2 Third-party fundraisers involving alcohol may be organized by student groups. However, The Student Philanthropy Council may not be included in the marketing of the event.

Section 3 Third-party fundraisers involving alcohol where the sale of any alcoholic beverage directly contributes to the funds raised must follow these guidelines:

- a. The Student Philanthropy Council and The Ohio State University are **NOT** mentioned in any advertising or promotion for the event.
- b. The event is marketed solely as a “[Student Organization Name] Fundraiser.” If all the aforementioned guidelines are followed, funds raised at these events are allowed to be accepted as donations to the Student Philanthropy Council.

Section 4 Student Philanthropy Council members must not be under the influence of any substance, unless prescribed for a medical purpose, while attending and/or volunteering at a Student Philanthropy Council sanctioned event. Failure to adhere to this policy will result in the member submitting a Letter of Intent to the Vice President of Membership in order to maintain active membership in the Student Philanthropy Council.

Article XIV: Embezzlement

Section 1 Any stealing or financial discrepancy shall be handled by the Executive Board and the Office of Student Life Advancement Business Manager.

Article XV: Dissolution

Section 1 Any money that remains after dissolution of the Organization shall be donated to The Ohio State University. Dissolution shall be handled by the Advisor and the Office of Student Life Advancement Business Manager.

Article XVI: Constitutional Amendments

Section 1 The Constitution shall be amended by a three-fourths vote of the Student Philanthropy Council General Members who are in “good standing,” provided that a written notice of the proposed amendment is presented in writing to the Executive Secretary at least two meetings prior to the vote. If a member does not cast a vote, it is considered an abstention.

Section 2 The Executive Secretary may, without a formal amendment, make formatting and grammatical changes to the Constitution and Bylaws.



Section 3 The Bylaws shall be amended by a simple majority using the same process as amending the Constitution.

Section 4 No amendments to the Constitution shall take effect unless duly approved by the Vice President for Student Life or his/her designee.

Article XVII: Constitutional Review

Section 1 The Constitution and Bylaws shall be reviewed every two (2) years. The President shall convene an Ad-Hoc Committee and its progress. The Executive Secretary shall be responsible for ensuring all edits and revisions are made.

Article XVIII: Constitutional Adoption

Section 1 The Constitution shall be officially adopted. It shall take effect upon the approval by the Vice President for Student Life or his/her designee.



**The Student Philanthropy Council at The Ohio State University
Bylaws**

Article I: New Membership Selections

Section 1: During New Membership Selections, each prospective member must submit an application for membership containing information that the Vice President of Membership deems necessary for selection purposes.

Section 2: The New Member application will be available at 12:01am on the day of the Autumn Semester Involvement Fair.

Section 3: The interview board for Membership Selections will be the Advisor, the Vice President of Membership, the President and one of the following: a Student Philanthropy Council alumnus/a, an active General Body Member, or a staff member from The Ohio State University. The additional Selections board member shall be chosen at the discretion of the Membership Selections and Education Committee and the Vice President of Membership.

Section 4: The Director of Membership Selections and Education, at the earliest opportunity, shall schedule interviews with applicants before the Membership Interview Board, at which time the prospective member's interest and abilities shall be assessed.

Section 5: Membership Selections shall be based on a selections process including, but not limited to, attending an information session, completing an application, and attending an interview. The applicant's interest in and enthusiasm for the Student Philanthropy Council and The Ohio State University will also be assessed.

Section 6: Selections shall be made by a majority of the Membership Interview Board and the Director of Membership Selections and Education.

Section 7: The Vice President of Membership, with the approval of the Executive Board, will determine the number of applications to be accepted for membership into the Student Philanthropy Council to maintain the desired size of the organization.

Section 8: An applicant may reapply for membership at the next available application opportunity. If rejected for a second time, an applicant has the right to appeal to the Student Philanthropy Council as a whole, for a necessary three-fourths vote to accept their membership.

Article II: Membership Guidelines

Section 1: The criteria to be used to establish a member's "good standing" shall be determined by the Vice President of Membership. The Vice President of Membership shall submit the determined criteria for "good standing" to the Executive Board for approval no later than the second week of the semester. It is the responsibility of the Vice President of Membership to inform members of these criteria.



Section 2: Criteria for “good standing” shall include, but is not limited to the following:

- Maintaining a 2.0 Grade Point Average per academic term
- Attending all general body and committee meetings
- Fulfilling the volunteer requirements that are presented, by the second to the last meeting in the Spring semester for the following academic year.
- Attending the mandatory events that are presented, by the second to the last meeting in the Spring semester for the following academic year.

Section 3: Members with a scheduled class, midterm, or exam during any Student Philanthropy Council function must give the Vice President of Membership and their respective Director written notice to maintain “good standing.” Members who provide written notice shall be excused at the discretion of the Vice President of Membership.

Section 4: Members with a personal emergency during any Student Philanthropy Council function shall let the Vice President of Membership and their respective Director know as soon as possible.

Section 5: Each new member shall have the responsibility to participate in the New Member Education program during the semester of acceptance into the Student Philanthropy Council. The Vice President of Membership and Director of Membership Selections and Education, with the Executive Board and approval of advisor, shall prepare and utilize a curriculum for new member orientation.

Article III: Membership Status

Section 1: Active members are defined as members who have successfully completed the New Member Education curricula and gone through the induction ceremony. Members of classes prior to the 2013 Class shall be grandfathered in as active members.

Section 2: Active members will be expected to maintain “good standing,” will have voting rights, and will be counted for quorum.

Section 3: Active Members who do not meet the criteria for “good standing” at the conclusion of the semester shall receive a letter during the first week of the following semester requesting a letter of membership intent for the current semester. Once receiving the letter of membership intent, the Executive Board will determine whether the member will maintain “good standing.” If the Executive Board determines that the member will not maintain “good standing,” the member may not represent the Student Philanthropy Council at any official event for that semester. If a member has two semesters not in “good standing” or fails to submit a letter of intent within two weeks of receiving their notification, the member will automatically be placed on inactive status and will lose voting privileges, as well as the ability to volunteer at or represent the Student Philanthropy Council any official events.



Section 4: Members choosing to leave the organization for any reason must contact the Vice President of Membership. They will be considered inactive and will no longer have voting rights. Members may declare themselves inactive at any point in time, regardless of their membership duration or positions held.

Section 5: Inactive status will automatically be placed on members that are not in “good standing” for two semesters, take interim status for two semesters, or that leave the University for

Section 6: Inactive members that choose to reactivate must submit a letter of membership intent to the Vice President of Membership. The Executive Board will review the member’s history and letter of membership intent to vote for reactivation and decide with a majority vote.

Article IV: Interim Status

Section 1: Interim status is available to those who are not expecting to be able to fulfill membership requirements in a particular semester.

Section 2: Members in “good standing” from the previous semester must submit to the Vice President of Membership a written request for interim status, no later than the second week of the semester.

Section 3: The Vice President of Membership will meet with the member to determine his/her role within the organization.

Article V: Leadership Team Responsibilities

Section 1: The President shall:

- Serve as the leader and primary contact for the Organization
- Call and chair all Executive Board, Leadership Team, and General Body Meetings
- Collaborate with the 4 Vice Presidents and Advisor to create Organizational goals and an execution plan to achieve those goals
- Attend President’s Training as required by the Student Organization Guidelines
- Serve in direct report capacities to the following Ohio State University entities: the Vice President for Student Life, Assistant Vice President for Student Life, Director of Student Philanthropy, Ohio Union Administration and Staff, and any other entities that the Director of Student Philanthropy may deem necessary
- Actively advise the Executive Secretary
- Develop strong working relationships with other Student Organizations.
- Provide reports, as requested, to the Council on Student Affairs
- Organize the annual Leadership Team Retreat
- Plan the annual Student Philanthropy Council Banquet

Section 2: The Vice President of Finance shall:



- Actively advise the Director of Assessments and the Director of Business Operations
- Oversee all financial operations
- Oversee the creation of the annual budget
- Hold weekly 1:1 meetings with the Adviser, Director of Assessments, and the Director of Business Operations
- Attend weekly Executive Board Meetings
- Attend weekly Leadership Team Meetings
- Attend weekly General Body Meetings

Section 3: The Vice President of Membership shall:

- Actively advise the Director of Membership Development and the Director of Membership Selections and Education
- Hold weekly 1:1 meetings with the Adviser, Director of Membership Development, and the Director of Membership Selections and Education
- Oversee the Member Selection and New Member Education programs
- Attend weekly Executive Board Meetings
- Attend weekly Leadership Team Meetings
- Attend weekly General Body Meetings

Section 4: The Vice President of Engagement shall:

- Actively advise the Director of Campus Engagement, the Director of Campaigns, the Director of First Year Education, and the Director of Programming
- Hold weekly 1:1 meetings with the Director of Campus Engagement, the Director of Campaigns, the Director of First Year Education, and the Director of Programming
- Attend weekly Executive Board Meetings
- Attend weekly Leadership Team Meetings
- Attend weekly General Body Meetings

Section 5: The Executive Secretary shall:

- Coordinate all space requests throughout the Ohio Union and campus
- Take and report meeting minutes at all General Body and Executive Board Meetings
- Maintain and oversee all updates to the Student Philanthropy Council Constitution
- Collect and distribute position and initiative-specific information documents to aid in the transition process
- Create, oversee, and maintain the SPC OneDrive and BuckeyeBox

Section 6: The Director of Campaigns

- Lead the Campaigns Committee
- Oversee the planning and implementation of annual campaigns in alignment with The Ohio State University's annual campaigns, doing so by working with the Director of



Marketing and Communications, the Director of Campus Engagement, and the Vice President of Engagement

- Create new campaigns to engage student donors

Section 7: The Director of Marketing and Communications shall:

- Lead the Marketing and Communications committee
- Oversee the creation of a year-long marketing strategy that falls in line with the Student Philanthropy Council and The Ohio State University
- Actively collaborate with the Student Life Marketing staff on effective marketing strategies including graphic designs, social media campaigns, and branding awareness.
- Create and distribute press releases for the Student Philanthropy Council as deemed necessary by the Advisor, President, and Vice President of Advancement
- Outreach to the University and community publications when appropriate
- Oversee the following areas: Email communication, Social Media (Facebook, Twitter, and Blogs), Videos, Graphics, Email communications, the Student Philanthropy Council website, and merchandise/apparel.
- Oversee the marketing of all Student Philanthropy Council events

Section 8: The Director of Business Operations shall:

- Lead the Business Operations Committee.
- Manage purchase requests for all committees.
- Collaborate with committee Directors to manage committee budgets.
- Oversee the counting, organizing, and documenting of all finances that funnel through the Student Philanthropy Council
- Oversee all sales functions and operating budget fundraisers

Section 9: The Director of Assessments shall:

- Lead the Assessments Committee.
- Manage and track the organizational Fundraising Plan.
- Oversee the tracking and analysis of committees' and organizational strategic objectives.
- Oversee the maintenance and preservation of databases and historical data.
- Oversee the continued improvement of data tracking and assessments to increase efficiency in
- Collaborate with Leadership and committee Directors to provide assessed and tracked information to aid in decision making for those involved.

Section 10: The Director of Membership Development shall:

- Lead the Membership Development Committee
- Oversee the development and implementation of all General Body Development programs including General Body Retreats and Professional Development programs.
- Continue implementation of the Student Philanthropy Council traditions



- Coordinate one General Body appreciation event per Semester
- Oversee Member Recognition Programs.

Section 11: The Director of Membership Selections and Education shall:

- Lead the Membership Selections and Education committee
- Oversee the implementation of the new Member Application and Selection Process
- Oversee the Student Philanthropy Council membership info sessions
- Oversee the implementation of the New Member Education Program

Section 12: The Director of Campus Engagement shall:

- Lead the Campus Engagement committee
- Implement initiatives to engage the Ohio State community in the Student Philanthropy Council's mission, programs, and events
- Connect student organizations and individuals to philanthropic efforts on campus, after identifying those efforts
- Create partnerships with existing student organizations and departments who are focused on service and philanthropy

Section 13: The Director of First Year Education shall:

- Lead the First Year Education Committee
- Cultivate and develop professional relationships with First Year Experience and Undergraduate Admissions
- Oversee the continued implementation of the First Year Education initiatives

Section 14: The Director of Programming shall:

- Lead the Programming Committee
- Oversee the planning and implementation of the Student Philanthropy Council events including Student Philanthropy Week and the Philanthropy Speaker Series

Section 15: All Directors shall:

- Attend weekly Leadership Team Meetings
- Attend weekly General Body Meetings
- Submit the weekly Leadership Team Update form
- Each Director shall maintain records of all committee proceedings
- Submit purchase requests and all Finance materials in accordance with the Finance Standard Operating Procedure guidelines
- Submit Marketing requests and material in accordance with the Marketing and Communications Standard Operating Procedure guidelines
- Plan and execute Programs as detailed in the Programming guidelines
- Adhere to all responsibilities and duties as set forth in the Constitution and By-Laws



Section 16: All Leadership Team Members serve as a public face of the Student Philanthropy Council and The Ohio State University and are expected to positively and professionally represent these entities throughout the University, and the Columbus community.

Article VI: Succession

Section 1: In the event that a vacancy occurs in the office of the President, the Vice President of Membership shall assume interim responsibilities. If the Vice President of Membership is unable to assume interim responsibilities, the Executive Board shall select a Vice President to fulfill these duties.

Section 2: During the Interim phase, applications for President shall be released and candidates will have one (1) week to complete and submit their application to the Advisor.

Section 3: Qualified candidates will interview before a Selections Board.

Section 4: The Selections Board shall consist of current Executive Board members and the Advisor.

Section 5: In the event that a vacancy occurs in the office of a Vice President or Director position, a selection process will be held to fill the seat. During the vacancy, applications for the vacant position will be released and candidates will have one (1) week to complete and submit their application to the President.

Section 6: Qualified candidates will interview before a Selections Board.

Section 7: The Selections Board shall consist of current Executive Board members and the Advisor.

Section 8: In the event that a vacancy occurs in the Executive Secretary position, the President shall appoint an eligible candidate, and the Vice Presidents shall approve the appointment.

Section 9: In the event that a vacancy occurs in an Assistant Director, Program Coordinator, and/or chair position, the position will be filled at the discretion of the respective Vice President and Director.

Article VII: Leadership Team Removal Process

Section I: In the event a Leadership Team Member is not fulfilling his or her responsibilities, the President shall initiate action for removal or acquittal. This process consists of a closed meeting of the Executive Board with all members present in which the issue or officer will be discussed. Following discussion, a secret ballot will be taken in which a four-fifths vote (of all five Vice Presidents) is necessary for removal.



Section 2: In the event that a Vice President is not fulfilling his or her responsibilities, the President shall initiate action for removal or acquittal. The President and the Advisor shall determine the appropriate action.

Section 3: In the event that the President is not fulfilling his or her responsibilities, the Advisor, Vice Presidents, and Executive Secretary shall determine the appropriate action.

Article VIII: Committees

Section 1: The standing committees and Directors shall be as follows:

- a. Campaigns
- b. Marketing and Communications
- c. Assessments
- d. Business Operations
- e. Membership Development
- f. Membership Selections and Education
- g. Campus Engagement
- h. First Year Education
- i. Programming

Section 2: In conjunction with the Executive Board and each committee Director, the Vice President of Membership shall determine the number of committee chairs in each committee. This shall be presented to the Executive Board for approval by the first week of Spring semester.

Section 3: The application for committee chairs shall be released two weeks prior to Spring Break.

Section 4: The application for committee chairs shall ask the applicant to rank his/her top four specific positions along with answering all required questions.

Section 5: The application for committee chairs shall be due on Wednesday of Spring Break.

Section 6: The Vice President of Membership shall create an organized document that entails each applicant and his/her top three positions by the Wednesday following Spring Break. This document shall be sent to the incoming Leadership Team immediately upon its finalization.

Section 7: On behalf of the incoming President, the current President shall convene and facilitate a meeting of the incoming Leadership Team in conjunction with the active Leadership Team prior to the transfer of powers.

Section 8: Committee chair positions will be released by the ninth week of Spring Semester.

Section 9: Committee chairs will assume their responsibilities after the transfer of powers.