**Palestine Children’s Relief Fund at Ohio State**

**Introduction**

We, as the Palestine Children’s Relief Fund at Ohio State, hereby declare the establishment of a Palestine Children’s Relief Fund Student Organization.

With that, we hereby set forth the following laws that will govern the organization’s operations and activities. All members will be fully bound by the laws of this constitution unless an amendment is made, for which the procedure is listed in this constitution.

**Article I – Purpose, Affiliations, and Objectives of Palestine Children’s Relief Fund at Ohio State**

***Section I:*** *Name*

The organization name shall be Palestine Children’s Relief Fund at Ohio State, hereinafter referred to as “PCRF - OSU.” The official abbreviation of the organization’s name shall be “PCRF - OSU.”

***Section II:*** *Affiliations*

The organization shall be a student organization working as an extension of the Palestine Children’s Relief Fund, hereinafter referred to as “PCRF.” The organization shall follow proper guidelines set by Palestine Children’s Relief Fund, remaining a non-political, secular organization.

Our chapter shall abide by all the policies set forth by The Ohio State University and actively maintain a close relationship with the university. PCRF - OSU 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.

***Section III:*** *Objectives*

The objectives of Palestine Children’s Relief Fund at Ohio State shall be:

* To educate the general Ohio State population about PCRF’s cause and initiatives.
* To encourage positive collaboration with other student organizations and the larger Ohio State community.
* To work towards raising funds for the certified non-governmental organization, Palestine Children’s Relief Fund.
* To network with local doctors and hospitals to find host families for children seeking treatment

**Article II– Membership**

***Section I:*** *Eligibility*

All students are welcome to join as long as they share the same ethics, culture and the mission of PCRF. Membership is open to all Ohio State students on the condition that they maintain the level of respect expected from members, which shall be assessed by the Executive Board.

***Section II:*** *Membership Status*

Membership status shall be broken down into the following:

1. Undergraduate: This membership shall be limited to undergraduate students enrolled at The Ohio State University. This type of membership is broken down into paid and unpaid, each of which grants different rights depending upon the member’s active or inactive status:
	1. Paid Members: Will receive an official PCRF - OSU T-shirt, discounted admission to PCRF - OSU paid events, and may run and vote in Executive Board elections if active.
	2. Unpaid Members: May attend any PCRF - OSU event, but do not have voting rights or running permissions in Executive Board elections, except in the case of financial hardship, in which case candidacy and voting rights will be evaluated on an individual basis.
2. Honorary: This type of membership shall be given to any elected persons from outside of the University as recognition of their distinguished service to the organization. These members do not have voting rights.
3. Associate: This type of membership shall be given to interested graduate students, faculty members, staff personnel, and alumni that are active in the operations and activities of PCRF. These members do not have voting rights.

***Section III:*** *Dues*

Undergraduates seeking paid membership will be charged a $15 membership fee.

Anyone is permitted to attend events as long as they are willing to abide by the policies in this constitution. Individuals who have paid the membership dues and attended more than half of PCRF - OSU’s events are considered active and will have voting rights in Executive Board elections.

If the membership dues present a financial hardship for any active PCRF - OSU member who seeks to vote in Executive Board elections or run for an Executive Board position, the member’s eligibility for candidacy and voting rights will be evaluated on an individual basis.

**Article III– Methods for Removing Members and Executive Board Members**

***Section I:*** *Members*

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of PCRF - OSU or in violation with the university code of conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the Executive Board, with the consultation of the advisor.

***Section II:*** *Executive Board Members*

Any elected Executive Board member can be removed for sufficient cause. Sufficient cause for removal includes but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. The chapter Executive Committee shall hold a formal hearing to vote on the removal of an elected Executive Board member. The Executive Board member may defend the charges before an action is taken. The Executive Committee may act for removal upon a two thirds affirmative code of the Executive Board.

**Article IV– Organization Leadership**

The Executive Board positions shall be as following:

1. **Co-Presidents**: The role of the Co-Presidents shall be to maintain focus on the vision of PCRF, to work in all areas, oversee planning of all events, coordinate work across all positions, maintain a strong team, handle scheduling, maintain relationships with PCRF and university officials, and attend all PCRF functions.
2. **Secretary**: The role of the Secretary shall be to take notes during meetings, facilitate communication between other PCRF chapters and PCRF - OSU, and reserve venues for events, and respond to emails on the PCRF email account.
3. **Treasurer**: The role of the Treasurer shall be to manage the operating funds for PCRF - OSU and coordinate with the fundraising chair to assure all financial matters are in good order.
4. **Fundraising Chair:** The role of the Fundraising Chair shall be to coordinate fundraising opportunities for PCRF - OSU in collaboration with the Treasurer and other Executive Board members and manage all funds for PCRF - OSU’s cause.
5. **Marketing Coordinator**: The role of the Marketing Coordinator shall be to spread information regarding PCRF - OSU’s events, including, but not limited to: updating all social media accounts for PCRF - OSU with marketing materials, displaying information on university-wide screens, and reaching out to mailing lists and other organizations to promote events. The Marketing Coordinator shall work collaboratively with the Social Media Coordinator and Information Technology Coordinator to update social media and PCRF - OSU’s website with photography from events.
6. **Social Media Coordinator**: The role of the Social Media Coordinator shall be to raise awareness about the cause of PCRF through social media and maintaining the image of PCRF, including updating Instagram, Facebook, and the website with new posts concerning PCRF’s missions. The Social Media Coordinator shall work collaboratively with the Marketing Coordinator and Information Technology Coordinator to update social media and PCRF - OSU’s website with photography from events.
7. **Information Technology Coordinator**: The role of the Information Technology Coordinator shall be to manage the mailing list for PCRF - OSU, organize logistics and technology for PCRF - OSU events, and update the PCRF - OSU website. This executive board member must also work with the Social Media Coordinator and Marketing Coordinator to update all PCRF - OSU social media platforms with photography from events.
8. **Service Coordinator**: The role of the Service Coordinator shall be to collaborate with local organizations on a weekly basis to coordinate service and community-building opportunities for PCRF - OSU general body members.
9. **Outreach Coordinator**: The role of the Outreach Coordinator shall be to communicate with local hospitals and organizations to provide medical care for the children we benefit. In addition, the Outreach Coordinator must

**Article VI– Meetings**

***Section I:*** *General Body Meetings*

At least two options for meeting times shall be announced by the Executive Board. The times shall be put up for voting. The dates and times shall be announced one week prior to the start of the semester.

***Section II:*** *Executive Board Meetings*

The board shall meet when necessary, at least once a week. The time of the meeting shall be determined by the Executive Board. A meeting can be called into session by either the President or any two members of the Executive Board.

**Article VII– Elections, Voting, and Amendments**

***Section I:*** *Elections*

Elections shall be held for Executive Board positions every academic year during the spring semester. Nominations shall be collected throughout the second semester. Previous officers are eligible to run for officer roles for the following year. Only members shall be allowed to participate.

***Section II:*** *Voting*

All active paid members have voting rights in the election of Executive Board members. Active members shall be allowed to vote on matters of the organization and matters involving the flow of meetings. Inactive members shall not be allowed to vote on matters involving the flow of meetings. A majority vote is required for a movement or vote to pass.

***Section III:*** *Amendments*

For any amendments, an Executive Board meeting must be called and a proper vote must be issued.