**WeSMILE Constitution**

***Article l - Name, Purpose, Non-Discrimination Policy, and Sexual Misconduct Policy of the Organization***

**Section 1 – Name:** From this point going forward, the name of this organization will be WeSMILE an acronym for We See Miracles In Life Everyday.

**Section 2 – Purpose:** The purpose of WeSMILE is to help out senior citizens residing in retirement homes by volunteering, and to also make OSU students realize how each person can make a difference in one’s life by giving their time to them and also by fundraising and advocating.

**Section 3 – Non- Discrimination Policy:** WeSMILE does not discriminate against any individual(s) 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 4 – Sexual Misconduct Policy:** As a student organization at The Ohio State University, WeSMILE 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.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

***Article II - Membership: Qualifications and categories of membership***

The organization’s voting membership should be limited to currently enrolled Ohio State students. Others nonstudent members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

***Article III - Organization Leadership:******Titles, Terms of Office, Type of Selection, and Duties of the Leaders***

The required leadership positions by this organization are as follows:

President:

* Term of office: Until his/her graduation
* Type of selection: Interested candidates must apply by submitting their application which will be followed by an interview round with the current President, Vice President and Treasurer
* Duties:
1. Head of the organization
2. Make vital decisions in the case of dispute except as mentioned in
3. Select board members along with Vice President
4. Assign specific duties to each board member in consultation with the Vice President
5. Overlook the working of the organization as a whole.
6. Presides over board meetings along with the Vice President
7. Appoints the President, Vice President and Treasurer in consultation with the current Vice President, for the next term
8. Review applications and conduct interviews of incoming board members, along with the Vice President

Vice President:

* Term of office: Until his/her graduation
* Type of selection: Interested candidates must apply by submitting their application which will be followed by an interview round with the current President, Vice President and Treasurer
* Duties:
1. Be a “helping hand” of the President
2. Takes notes of the minutes during board meetings
3. Preside over board meetings in the absence of the President
4. Select board members along with President
5. Assign specific duties to each board member in consultation with the President
6. Appoints the President, Vice President and Treasurer in consultation with the current President, for the next term
7. Review applications and conduct interviews of incoming board members, along with the President

Treasurer:

* Term of office: Until his/her graduation
* Type of selection: Interested candidates must apply by submitting their application which will be followed by an interview round with the current President, Vice President and Treasurer
* Duties:
1. Oversee financial activities of the organization
2. Report financial status after an event to the board
3. Apply for funding
4. He/she is allowed to deposit and withdraw money when deemed appropriate
5. Must be able to present financial status whenever asked

Social Media Chair:

* Term of office: One year; re-election during the Fall semester
* Type of Selection: Submit and application and go through an interview with the current President, Vice President and Treasurer
* Duties:
1. Handle all social media accounts of WESMILE
2. Gather content after every event
3. Make posters for social media to promote events

Head of Volunteers:

* Term of Office: One year; re-election during the Fall semester
* Type of Selection: Submit and application and go through an interview with the current President, Vice President and Treasurer
* Duties:
1. Be the “voice” for the volunteers
2. Scheduling duty of volunteers
3. Should be in touch with volunteers at all times

President and Vice President in consultation with the advisor can remove or add student officers as needed. After the “new” board is appointed, the President and Vice President must hold a meeting with the incoming board members.

***Article IV*** - ***Election / Selection of Organization Leadership***

Nominees for President, Vice President and Treasurer must be active members\* of the organization for three years. Nominees for other leadership positions must be active members\* of the organization for one year atleast. Nominees are not allowed to hold the same office for two years consecutively.

\*an active member can be defined as a member with atleast 60% attendance at all events.

***Article V – Methods for Removing Members and Executive Officers***

A member or executive officer may be removed in the following conditions:

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), {00312468-1} the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

III.d. If a member or executive office fail to comply by the rules and regulations set in the Ohio State University guidelines, they may be removed under those principles.

In the situation of dispute, the organization’s advisor will have a final say.

***Article VI – Advisor(s) or Advisory Board: Qualification Criteria***

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The duties of the advisor include but are not limited to providing guidance and mentoring the President, give advice to the organization.

***Article VII – Meetings and events of the Organization: Required meetings and their frequency***

The board must meet once in two weeks to discuss the events and activities that can be conducted in the following weeks. Dates of the meeting shall be decided by the President and Vice President in accordance with the availability of the board members in order to ensure maximum attendance.

***Article VIII - Meetings and events of the Organization: Required meetings and their frequency***

The volunteers must visit the retirement home once a week. The Head of Volunteers must create a schedule for the volunteers according to their availability. Once a month the board must organize an event for the members.

***Article IX - Method of Amending Constitution: Proposals, notice, and voting requirement***

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. If two amendments are to be made consecutively, the second amendment must have complete majority.

\*quorum must be a minimum of 7 people

***Article X - Method of Dissolution of Organization***

If there is no interest within the members to continue the organization, the organization shall be dissolved by a vote of two-thirds. In that scenario, the current board members shall inform the Ohio Union about the situation. The President shall send a final email informing all the members about dissolution. Should any debt exist, the current board members should pitch in with the help of the advisor.