**Happiness for Hospice: Constitution**

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

**Section 1: Name**: Happiness for Hospice

**Section 2 - Purpose:** Happiness for Hospice will meet biweekly to educate our members and serve our local hospice centers here in Columbus. We will have one meeting a month via zoom to inform and plan the monthly service event and the other dedicated to carrying out the service event. Service events will include, while still adhering to Ohio State's and CDC's guidelines, making cards for the patients and their families, fundraising to purchase grocery gift cards for the families, making blankets, holiday themed activities, etc. Through this organization, we also want to show appreciation for the great hospice staff through random acts of kindness. We will get students involved with the club by reaching out through social media, putting flyers around campus, and communicating with our peers.

**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.

As a student organization at The Ohio State University, Happiness for Hospice 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:**

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 Happiness for Hospice.

**Article III – Methods for Removing Members and Executive Officers:**

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.

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.

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

**Article IV - Organization Leadership:**Members of the executive board include the President, the executive Vice President, Treasurer, Advisor, Secretary, Social Media Chair, and Service/Philanthropy Chair.

**Article V- Election / Selection of Organization Leadership:**

Election will take place at the end of spring semester and will require applications and interviews to determine the following year's executive Board. The decision will be made by the current executive board.

**Article VI - Executive Committee: Size and composition of the Committee:**

The executive board will represent the general membership, conduct business of the organization between general meetings of the membership, and report its actions at the general meetings of the membership.

**Article VII – 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. Responsibilities and expectations of advisors should be clearly and adequately described.

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

Two general meetings and attendance at all or minimum 50% of events hosted are required for membership each academic term except for summer.

**Article IX – Attendees of Events of the Organization: Required events and their frequency.**

The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.

**Article X – Method of Amending Constitution: Proposals, notice, and voting requirements.**

Any proposed amendments should be presented to the organization in writing and will not be acted upon when initially introduced. Upon initial introduction, the proposed amendments will 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 will 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. The constitution will not be amended easily or frequently.

**Article XI – Method of Dissolution of Organization**

Upon dissolution of the organization, all of the organization's assets will be donated to local community hospice centers. If debt were to exist, the current executive board would take it upon themselves to pay back the debt. Student Activities would be contacted if the organization were to be dissolved.

**By-Laws**

Article 1 – Parliamentary Authority

All matters shall be discussed at executive board meetings. All issues should be discussed by executive board Members at meetings and a reasonable consensus should be met in order to make any significant decisions.

Article II- Membership

Membership will be taken year-round after approval of The executive board. New members will be subjected to filling out the new member form and a payment of $5 in dues. These dues will be required each semester for active membership.

Article III- Election / Appointment of Government Leadership

Election will take place at the end of spring semester and will require applications and interviews to determine the following year's executive board. The decision will be made by the current executive board by the end of spring break with ample time to make the transition over to the new board members. Any current club member will be eligible for applying to the executive board and will be subjected to an interview. The current executive board will anonymously vote for the next board members.

Article IV- Executive Committee

**Section 1** The President shall:

* Serve as the face, leader, and primary contact for Happiness for Hospice.
* Call, conduct, reserve meeting space, and prepare for the executive board
Meetings.
* Help create goals for each executive board member and follow up on their
completion.
* Attend President’s Training as required by the Student Organization Guidelines.
* Serve in direct report to the following Ohio State University entities: the Vice
President for Student Life, Assistant Vice President for Student Life, Associate Director of Student Philanthropy, Ohio Union Administration and Staff, the faculty advisor, and any other entities that the Associate Director of Student Philanthropy may deem necessary.
* Attend all executive board meetings- unless noted at least a week in advance and missing no more than two meetings per year.
* Work with an executive board member and committee member, if it is voted that the specific committee is run unfairly, in order to create a new structure of the committee.

**Section 2** The Vice President shall:

* Serve a substitute as a President if needed.
* Attend all executive board meetings- unless noted at least a week in advance
and missing no more than two meetings per year.
* Apply to outside applications which could better the organization.
* Lead various large projects to better the organization

**Section 3** The Secretary shall:

* Attend all executive board meetings- unless noted at least a week in advance
and missing no more than two meetings per year.
* Record all the happenings of each executive board meeting.
* Review the constitution at least once a year in order to ensure the organization
aligns with its contents and review for grammar issues.
* Keep record of who has and hasn’t attended meetings/service events.

**Section 4** The Treasurer shall:

* Attend all executive board meetings- unless noted at least a week in advance
and missing no more than two meetings per year.
* Attend Treasurer’s Training as required by the Student Organization Guidelines.
* Ensure the materials necessary for events are included into the budget each year.
* Oversee all financial operations.
* Approve all financial undertakings the organization deems necessary.
* Head all fundraising events.
* Keep track of resource room credit.

**Section 5** The Philanthropy/Service Chair shall:

* Attend all executive board meetings - unless noted at least a week in advance and missing no more than two meetings per year.
* Plan service events to serve the greater Columbus community.
* Provide assistance to the treasurer for all fundraising events.
* Reach out to local Columbus businesses to fundraise.
* Make connections with local hospice centers to establish our services.

**Section 6** The Social Media Chair shall:

* Attend all executive board meetings- unless noted at least a week in advance
and missing no more than two meetings per year.
* Reach out to the Ohio State student body and the community about our organization through social media such as Instagram, Twitter and Facebook.
* Use the resource room to create other media such as flyers and brochures to promote and bring awareness for our organization and the hospice community

Article V - Advisor/Advisory Board Responsibilities

The Advisor must complete necessary yearly documents and bi-yearly training per Student Organization guidelines. Any additional commitment is voluntary.

Article VI - Meeting Requirements

Meetings will be required twice a month via Zoom or in person in accordance with the rules stated by OSU and CDC guidelines. Two general meetings and attendance at all or minimum 50% of events hosted are required for membership each academic term except for summer.

Article VII - Method of Amending By-Laws

By-laws will 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.

Constitution Rev. 9/13/2020