

Yemen Crisis Relief at Ohio State
Constitution
2020-2021

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization:

Section 1- Name: Yemen Crisis Relief at Ohio State.

Affiliation: UNICEF - Yemen Crisis

Section 2 - Purpose:

Yemen Crisis Relief at Ohio State is an organization built to raise awareness about the current, catastrophic humanitarian crisis occurring in Yemen, and to work with alternate, larger organizations to raise money for this incredibly important cause. We will host informative meetings and events around campus with the goal of educating, as well as unique fundraising events to raise as much money as possible for Yemenis in dire need. Members of Yemen Crisis Relief at Ohio State will be able to share ideas about how to best provide aid for the country, and to actively participate in doing so.

Section 3 - Non-Discrimination Policy:

Yemen Crisis Relief at Ohio State 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, Yemen Crisis Relief at Ohio State 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:

Membership is open to any Ohio State student who shares the common interest and values of the Yemen Crisis Relief's purpose and goals. Members are expected to attend both Zoom and in-person meetings, in addition to any fundraising events held throughout the semester. Dues are not currently expected. Yemen Crisis Relief holds six executive positions, as well as a general body.

Article III - Methods for Removing Members and Executive Officers:

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.

Article IV - Organizational Leadership:

President: 1 year term selected by past executive members. Can be re-elected. Duties: running online and in-person meetings, organizing member events, evaluating organization's success at achieving its purpose and envisioning goals and actions that can help it do so, initiating

communication with executive board and general club members, completing annual registration requirements.

Vice President: 1 year term selected by past executive members. Can be re-elected. Duties: fulfilling president's duties in the absence of the president, conducting correspondence with UNICEF and Ohio State UNICEF student organization, reserving meeting room space, initiating communication with executive board and general club members.

Treasurer: 1 year term selected by past executive members. Can be re-elected. Duties: fill out and turn in audit forms, funding requests, and AP payment compliance forms to the University, keeping track of receipts, expenditures, and funds, managing checking accounts, assisting in fundraisers and collection of dues.

Secretary: 1 year term selected by past executive members. Can be re-elected. Duties: Contact group members, and notify members of meetings, events, etc, keep track of minutes, make a record of important decisions such as constitutional amendments, and the meetings during which the amendments were discussed. Act as primary contact for group members and facilitate communication through yemencrisisreliefosu@gmail.com email.

Fundraising Chair: 1 year term selected by past executive members. Can be re-elected. Duties: brainstorm fundraising ideas while handling correspondence with required parties.

Social Media Chair: 1 year term selected by past executive members. Can be re-elected. Duties: handle all social media platforms, promote Yemen Crisis Relief through various forms of online and physical media.

Article V - Election / Selection of Organization Leadership:

All prospective officers will be chosen by the current executive board via a written application and interview, if necessary. Appeals can be made via an election with a simple majority of those present at the last spring meeting. General members and elected leaders are expected to conduct themselves in a way that reflects well on the organization. In the event that a member or leader does not meet those expectations, a majority consensus of the officers may place a member or officer in probationary membership. If necessary, a midterm election can be called to replace a dismissed officer.

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

The executive committee will be made up of 6 members titled as follows: president, vice president, treasurer, secretary, fundraising chair, social media chair.

Article VII - Standing Committees: NA.

Article VIII - Advisor(s) or Advisory Board: Qualification Criteria:

He/She acting as the adviser holds the following responsibilities: Attend training at least once every two years and approve registration and goals.

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

We will host at least 3 online or in-person meetings and 2 events per semester, and require each active member be present at at least 1 meeting and 1 event per semester.

Article X - Attendees of Events of the Organization: Required events and their frequency:

Yemen Crisis Relief 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 XI - Method of Amending Constitution: Proposals, notice, and voting requirements:

Any proposed amendment should be presented to the executive board in writing, and should not be acted upon when initially introduced. The executive board will vote on the proposed amendment additive, and if at least 4 of 6 executive members approve of the proposition, the amendment will be initiated. The constitution should not be amended easily or frequently.

Article XII - Method of Dissolution of Organization:

The organization will not register for the following year, have end of year elections for officer positions, or update the constitution. In settling debt, the organization will fundraise prior to dissolution, and if necessary, collect member dues. All organizational assets will be maintained by the president, who will return assets to involved parties as needed. Student Activities staff will be notified of organization dissolution to remove organization information from the website.

By-Laws

Article I - Parliamentary Authority:

Yemen Crisis Relief at Ohio State employs Robert's Rule of Order, following the premise that "though the minority shall be heard and absentees protected, the majority will decide."

Article II - Membership:

In order to become a member of Yemen Crisis Relief at Ohio State, one must contact yemencrisisreliefosu@gmail.com, expressing interest in the organization. Prospective members must be Ohio State students, but there are no other necessary requirements for joining; dues will not be required at this time.

Article III - Election / Appointment of Government Leadership:

Prospective executive board members will be decided on the basis of an application, and possible interview, held by the present executive board. There will be no official election event, unless a decision is needed to be made with attendance and assistance of the general body.

Article IV - Executive Committee:

President: Duties: running online and in-person meetings, organizing member events, evaluating organization's success at achieving its purpose and envisioning goals and actions that can help it do so, initiating communication with executive board and general club members, completing annual registration requirements.

Vice President: Duties: fulfilling president's duties in the absence of the president, conducting correspondence with UNICEF and Ohio State UNICEF student organization, reserving meeting room space, initiating communication with executive board and general club members.

Treasurer: Duties: fill out and turn in audit forms, funding requests, and AP payment compliance forms to the University, keeping track of receipts, expenditures, and funds, managing checking accounts, assisting in fundraisers and collection of dues.

Secretary: Duties: Contact group members, and notify members of meetings, events, etc, keep track of minutes, make a record of important decisions such as constitutional amendments, and

the meetings during which the amendments were discussed. Act as primary contact for group members and facilitate communication through yemencrisisreliefosu@gmail.com email.

Fundraising Chair: Duties: brainstorm fundraising ideas while handling correspondence with required parties.

Social Media Chair: Duties: handle all social media platforms, promote Yemen Crisis Relief through various forms of online and physical media.

Article V - Standing Committees: NA.

Article VI - Advisor/Advisory Board Responsibilities:

He/She acting as the adviser holds the following responsibilities: Attend training at least once every two years and approve registration and goals.

Article VII - Meeting Requirements:

Meetings will be held within the executive board on the basis of how often decisions need to be made without the presence of the general body, for the general body. General meetings will be held in-person or online at least three times per semester. If a vote is needed for resolving an issue, the majority vote/decision made must be supported by at least 66% of the organization's body, minus the executive board.

Article VIII - Method of Amending By-Laws:

By- laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bringing the proposed change up for a vote at the next general meeting, where 66% majority vote for the membership present.