

**“1 Day for the KIA” Constitution**  
**2020-2021**



**Ratified: 20 August 2019**  
**Active: 1 September 2020 – 31 August 2021**

# “1 Day for the KIA” Constitution

2020-2021

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# **“1 Day for the KIA” Constitution**

## **2019-2020**

### **ARTICLE I – NAME & CONTACT**

The name of this organization shall be “1 Day for the KIA”. The organization may be contacted by email at [info@1dayforthekia.org](mailto:info@1dayforthekia.org), or by mail at 2121 Tuttle Park Place, 3<sup>rd</sup> Floor, Columbus, OH, 43210, Attn. “1 Day for the KIA”.

### **ARTICLE II – PURPOSE**

#### **Section A: Mission**

The “1 Day for the KIA” mission is to commemorate fallen military service members, especially those connected to The Ohio State University and the local Columbus area. The mission, as of the 2019-2020 school year, primarily manifests itself in three ways: scholarship funding via the fall 5K and spring 24-hour endurance run, hosting awareness events, and team growth in leadership and service.

#### **Section B: Vision**

The “1 Day for the KIA” vision is to grow nationwide and have a “1 Day for the KIA” team at every major university campus. As it is reasonable to expect that every major university has had an alumni or student killed in action as some point in its history, every campus has the marketable potential to host and aid in this cause.

#### **Section C: 2019-2020 Academic Year Goals**

The first primary goal is to engage the university population more in our cause. This is important in spreading awareness and knowledge of our cause. Without university participation, in the form of student, student organization, or faculty involvement, our cause and organization does not have the ability to grow substantially. The second primary goal of the 2019-2020 school year is to engage the wider Columbus community and grow corporate sponsorship. This is also integral in maintaining and ensuring the longevity of “1 Day for the KIA” as an organization and scholarship-funding vehicle.

## **ARTICLE III – MEMBERSHIP**

### **Section A: New Membership**

New membership of the “1 Day for the KIA” organization can occur in two ways:

- Application-Interview process followed by approval/denial by CC and VC.
  - If an individual should wish to become part of the elected staff of the team, this route is appropriate. An email can be sent to the CC (pultz.10@osu.edu) and VC (polk.83@osu.edu) to express interest in the team and a potential position. The CC and VC will schedule an interview or invite the applicant to a team meeting to discuss further involvement.
- Volunteer-Integration process.
  - If an individual should wish to be a part of the organization but the position they are wishing to fulfill is not available, they will be invited to serve as part of a team within “1 Day for the KIA” and be asked to volunteer at events throughout the year. After that academic year has passed, they are welcome to apply for a more senior position within the team for the following academic year.

### **Section B: Officer Rotation and Continuity**

The next rotation of officers is selected by the current CC and VC through an application and interview process done at the end of the school year. New officers are selected when a current officer is graduating or at the discretion of the CC and VC.

### **Section C: Membership Status**

The status of the member shall be one of the following:

- Active
- Alumni
- Board Member

### **Section D: Distribution of Responsibility**

A member must be able to dedicate time to accomplish the tasks assigned to them. This comes with the understanding that all members are OSU students and have responsibilities outside of “1 Day for the KIA”. However, this group and the group’s mission is of utmost importance and high priority. The member’s participation and self-discipline directly affect the success of “1 Day for the KIA”. Failure to be self-sufficient and disciplined in one’s time may result in the initiation of procedures outlined in Article VI, Section C.

Other issues deemed as egregious infringement to the “1 Day for the KIA” bylaws and constitution and its amendments will also initiate the procedures outlined in Article VI. Examples of issues deemed as egregious infringement include but are not limited to: insubordination, demonstration of lack of moral character, repeated attendance offenses, repeated missed deadlines.

## **ARTICLE IV – LEVELS OF TEAM LEADERSHIP**

### **Section A: Team Hierarchy**

The “1 Day for the KIA” has three general levels of members. In hierarchical order, they are as follows:

- Team Command: CC, VC, T; Board of Directors
- Branch Commanders: Public Affairs, Marketing, Human Resources, Race Planning, Sponsored Running, and Fundraising
- Officers: team members of branch commanders

### **Section B: Key Staff Designation**

Together, Board of Directors, Team Command, and Branch Commanders are referred to as “Key Staff”.

## **ARTICLE V – KEY STAFF DUTIES**

Duties of specific Key Staff shall include, but are not limited to, the following: -

**Board of Directors:** The board serves to advise and direct the other Key Staff in matters of high importance. Matters of high importance include, but are not limited to, the following: finances, team morale, campus and community involvement, state of Ohio matters, 501(c)(3) status, fundraising, etc.

- **Commander (CC):** The commander will provide overall, day-to-day direction to the team and ensure that all members are working to accomplish the mission set out in Article II, Section A of this document. He/she will be the primary representative of the group at fundraisers, events, and informational meetings with any private, corporate, military, and/or public entity.
- **Vice Commander (VC):** The Vice Commander will ensure that the CC’s mission, vision, and suspense’s are being accomplished. While it is the CC’s job to set tasks and their respective deadlines, is the VC’s job to follow up and ensure their accomplishment.
- **Treasurer (T):** The Treasurer’s job is to manage financial matters/information of the team (as the acting secretary) and carry out orders directly assigned by the CC and VC.
- **Race Planning Branch Commander (RPCC):** The Race Planning Branch Commander’s duties include coordinating races to accomplish goals set out to have fundraising events run smoothly. The RPCC will serve as the long-term race planning coordinator. The RPCC may have officers under him/her to advise to ensure their goals are being accomplished.

- **Public Affairs Branch Commander (PACC):** The Public Affairs Branch Commander is responsible for finding, contacting, meeting, and securing potential runners, donors, and corporate sponsors for “1 Day for the KIA” and related events. He/She is also responsible for coordinating and performing public outreach of our organization, race, and cause. The PAMCC may have officers under him/her to advise to ensure their goals are being accomplished.
- **Human Resources Branch Commander (HRCC):** The Human Resources Branch Commander is responsible for the recruitment, management, and direction of members of the organization. The HRCC may have officers under him/her to advise to ensure their goals are being accomplished.
- **Marketing Branch Commander (MCC):** The Marketing Branch Commander is responsible for advertising and controlling all social media sites. The MCC may have officers under him/her to advise to ensure their goals are being accomplished.
- **Fundraising Branch Commander (FCC):** The Fundraising Branch Commander is responsible for contacting and reaching out to local companies and creating innovative ways to raise money for the organization. The FCC may have officers under him/her to advise to ensure their goals are being accomplished
- **Sponsored Running Branch Commander (SRCC):** The Sponsored Running Branch Commander is responsible for organizing and contacting all sponsored runners for the 24-hour Endurance Run. They will plan workouts and make sure sponsored runners are set for the race. The SRCC may have officers under him/her to advise to ensure their goals are being accomplished.
- **Advisor (A):** The Advisor shall be a cadre member of Detachment 645 as well as an officer in the United States Air Force. The A shall act as the liaison between the group’s Key Staff, the Professor of Aerospace Studies, and the university.

## **ARTICLE VI – INFRACTION SYSTEM**

### **Section A: Actions Deemed Egregious Infringement**

Actions deemed as egregious infringement to the mission and cause of “1 Day for the KIA” include, but are not limited to, the following:

- Insubordination towards Key Staff
- Demonstration of a lack of moral character that is unbecoming of a member of “1 Day for the KIA”
- Repeated attendance offenses
  - o Attendance is mandatory at bi-weekly meetings for Key Staff, if applicable
  - o Attendance is strongly encouraged for all other officers
  - o If there is a probable or known schedule conflict, the conflict and meeting date should be detailed in an email to the HRCC explaining the lack of absence *before* the meeting in question.
- Repeated missed deadlines

### **Section B: Explanation of the Infraction System**

The infraction system is supplied below. Upon an infraction, defined by the guidelines in Article VI, Section A, the team member’s supervisor, CC, and VC will initiate the system to their discretion, dependent upon the severity of the infraction.

- 1) Verbal warning upon the first infraction (may be skipped at the discretion of the team supervisor, CC, and VC).
- 2) Official counseling and documentation between team member and immediate supervisor including documentation sent to CC and VC, followed by step 3.
- 3) Official counseling and documentation between team member, immediate supervisor, CC, and VC.
- 4) Continued official counseling and documentation at any level (2 or 3) subjects the team member in question to possible demotion and/or official dismissal as a member of “1 Day for the KIA”; demotion and/or dismissal will be decided by the CC, VC, followed by an official report authored by the CC, VC, given to the Board of Directors outlining the infraction, and actions that garnered the demotion/dismissal.

### **Section C: Conditions of the Infraction System**

Depending upon the severity of the infraction, the steps outlined in the infraction system may be skipped and immediate demotion or dismissal may be rendered to a member. If the steps of the infraction system are being followed, the supervisor must administer counseling within one week of the committed infraction. If the infraction is not dealt with within one week, the supervisor has then committed an infraction and is subject to the actions of the infraction system. Documentation of all official counseling must be submitted to and kept by the CC and VC.

## **ARTICLE VII – NOTICE OF AND ATTENDANCE TO**

### **MEETINGS Section A: Notice of Scheduled Meetings**

The CC will announce the meeting schedule, which includes the date, time, and location, of each semester by the first Monday of the active semester via email. The HRCC will announce by email on the Thursday prior to a scheduled meeting a reminder of said meeting and the appropriate way to communicate an absence from the scheduled meeting.

### **Section B: Notice of Supplemental Meetings**

At certain points throughout the semester, supplemental meetings may be necessary. Only the CC may declare supplemental meetings. However, any member may request and provide reasoning for a supplemental meeting. This request can be sent via email to the CC, or be given verbally, in person to the CC. In order for the commander to declare a mandatory supplemental meeting, he/she must officially announce the meeting's date, time, and location at least seven days prior to the meeting in question. All meetings scheduled inside of the seven-day window cannot be considered mandatory but explaining the necessity of the meeting can be used to persuade members to attend.

### **Section C: Notice of Lack of Attendance**

If a member cannot attend a mandatory meeting due to an accepted excuse, their appeal must be submitted within 24 hours prior to the start of the scheduled mandatory meeting. Appeals are to be submitted to the HRCC. The HRCC will notify the CC and VC of accepted attendance appeals prior to or at the beginning of the meeting. Accepted excuses for a lack of absence to a meeting include, but are not limited to, the following: illness, pre-arranged travel, one-time work excuse, two-time study excuse. If an emergency occurs, the 24-hour excuse appeal is waived, but notification to the HRCC and/or the CC and VC after the event occurs is requested at the discretion of the member. Failure to notify the HRCC of an attendance appeal will result in an infraction and trigger the infraction system, outlined in Article VI, Section B.



### **Section D: Expectation of Scheduled Meetings**

Meetings will start promptly at their scheduled start time, designated by the CC. Waiting to start a meeting for those who are late is disrespectful and unfair to those who are on time. Those who chose to show up tardy are subject to the infraction system at the discretion of their direct supervisor and/or the CC and VC.

## **ARTICLE VIII – ZERO-TOLERANCE POLICY**

### **Section A: Policy Definition**

There will be zero-tolerance concerning the use/abuse, intent to sell and/or warehouse, and supply of illegal and controlled substances. No member of “1 Day for the KIA” is authorized to use such substances in any form unless prescribed by a certified physician.

### **Section B: Violation of Policy**

The use of such substances is in violation of Federal and State laws and will be punishable as such. The violation of this policy defined in Article VIII, Section A will result in direct dismissal of membership from “1 Day for the KIA”; the infraction system will be bypassed.

### **Section C: Rules/Laws set forth by AFROTC and OSU**

The rules and laws set forth by AFROTC and OSU concerning Drug and Alcohol use for student organizations will be strictly enforced by all personnel. Infractions to these rules are punishable by the systems set forth by AFROTC and OSU.

### **Section D: Considerations for “1 Day for the KIA” Concerning Zero-Tolerance**

Due to the differing ages and dispositions towards drugs and alcohol within the “1 Day for the KIA” members, the zero-tolerance policy is of utmost importance. Therefore, alcohol and drugs are to never be brought to a scheduled meeting, mandatory or not. Alcohol and drugs will not be sold or provided at sanctioned “1 Day for the KIA” events. Members are advised to conduct themselves in an appropriate manner when around alcohol or drugs, or under the influence of such substances. In specific consideration to the growing popularity and legalization of marijuana, it is still considered illegal to recreationally use marijuana in the state of Ohio, although medical use is legal. The Key Staff of “1 Day for the KIA” is asking all members to refrain from using medical marijuana during or at scheduled meetings, mandatory or not, regardless of a certified physician’s prescription.

## **ARTICLE XI – NON-DISCRIMINATION POLICY**

### **Section A: Policy Definition**

It is the policy of “1 Day for the KIA” to create and maintain an environment free from all forms of unlawful discrimination so as to provide all with an equal opportunity to join and excel in the organization.

### **Section B: Prohibited Types of Discrimination**

This organization and its members will not discriminate against any individuals or groups including, but not limited to, the following reasons: age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status. Demonstration of any of these types of discrimination or other types will trigger the actions of the infraction system, defined in Article VI, Section B, but are not limited to those actions.

## **ARTICLE X – RATIFICATION AND AMENDMENT OF THE CONSTITUTION**

### **Section A: Ratification Process**

This document and its contents are considered the Constitution of “1 Day for the KIA” organization for the 2019-2020 academic year at The Ohio State University, Columbus, OH, 43210. The Constitution is considered active when all Key Staff have received and agreed with its contents. This Constitution will be active from 1 September 2019 until 31 August 2020.

### **Section B: Amendment Process**

Amendments to this Constitution may be proposed by any member of the “1 Day for the KIA” organization. Amendments must be authored by the CC, VC, and the proposing member, and sent to the Board of Directors within two weeks of authorship. Amendments will be added to this document at the discretion of a 2/3 vote in favor of the amendment by the Board of Directors, and agreement among Key Staff. If the Board of Directors votes in 2/3 majority in favor of the amendment, the CC and VC will add the amendment to the constitution and all members will be notified of the amendment. If the Board of Directors does not vote at least 2/3 in favor of the amendment, the amendment will be sent back to