

POSITIVE PSYCHOLOGY CLUB OF THE OHIO STATE UNIVERSITY

Constitution  
The Ohio State University Positive Psychology Club

Article I – Name, Purpose and Nondiscrimination Policy of the Organization.

*Section 1: Name* - The name of this organization is the Positive Psychology Club at the Ohio State University (hereafter referred to as ‘the Club.’)

*Section 2: Purpose* – The Club is formed to promote and educate others about positive psychology at the Ohio State University. The goal is to provide youth with the information to increase pleasure and gratification, build upon individual signature strengths and virtues, and find meaning and purpose in everyday life. The Club is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

*Section 3: Nondiscrimination 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.

Article II – Membership: Qualifications and categories of membership.

All currently enrolled undergraduate students at the Ohio State University are eligible for membership in the Club. Faculty, alumni, and professionals of the Ohio State University are encouraged to join as non-voting or honorary members. Each member is required to pay ten dollars for entry, complete five hours of service per semester (two hours per year can be used for service performed in association with outside organizations), and attend at least four meetings per semester.

Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

*Section 1: Titles* – The officers of the Club shall consist of at least a President, Vice President, Secretary, and Treasurer, all of whom must be active members of the Club.

*Section 2: Terms of office* – The term of office for any officer in the Club is for the duration of one year beginning in the fall.

*Section 3: Type of selection* – All members of the Club will vote on the officers running for President, Vice President, Secretary, Treasurer, and for other positions as needed.

*Section 4: Duties of the leaders* –

- President: The President shall preside at all meetings of the Club, shall become familiar with all the Club’s resources, and organize and oversee all the Club’s activities. The President will find speakers for Club meetings. If contacted by other organizations on campus, additional universities, restaurants, advertising

companies, etc., the President shall choose to respond based on his/her discretion and then discuss with the additional officers to decide if the Club should collaborate with the aforementioned. Lastly, the President shall have the names of all the members of the Club and shall keep note of all changes. The Club shall not release this list for governmental, commercial, or personal gain. Any person(s) in trespass of this policy shall be subject to expulsion from office.

- Vice President: The Vice President shall assist the President. At the absence or disability of the President, or at the President's request, the Vice President shall carryout the duties of the President in the office, at meetings and/or activities, etc. If the office of the President becomes vacant, he/she will preside for the remaining term. Lastly, the Vice President shall assist all other officers at their request.
- Secretary: The secretary shall be responsible for sending out notices of regular meetings of the Club at least a week in advance, and shall send reports of all meetings and activities of the Club to the President. The Secretary shall send out notices of Club events at least two weeks in advance, and an additional notice a week in advance. The Secretary should also take notes at all meetings. Lastly, the secretary shall assist the President when needed.
- Treasurer: The treasurer shall supervise all spending and receipts of Club funds. If dues are charged, he/she shall accumulate and expend them subject to the approval of the President. If a fundraising event occurs, the treasurer shall collect and distribute the funds to a predetermined organization and/or to the Club's account. As otherwise told, the treasurer shall fill out and submit annual financial forms. Furthermore, he/she shall complete and submit any documents that may be required by the Internal Revenue Service. Lastly, he/she shall assist the President of the Club.
- Service/Philanthropy Chairperson: The service/philanthropy chairperson(s) shall supervise and plan fundraising and social events for the Club. The goal is to plan two events, either fundraising and/or social, for the Club each semester. The service/philanthropy chairperson(s) shall keep track of the budget for each event, the timeline for each event, resources needed for each event, and who attends each event. Lastly, they shall distribute the funds accumulated to the treasurer for distribution to a predetermined organization and/or the Club itself.
- Marketing/Advertising Team: The marketing/advising team shall design flyers for the Club at the beginning of each year to raise awareness of the Club on campus. He/she will get approval of the flyers from the President before distributing. Lastly, the marketing/advising team shall also be asked to design flyers, send advertisements via email, etc. for the Club's fundraising and/or social events.

#### Article IV – Method of Selecting and/or Removing Officers and Members.

Members running for a position in office shall be selected based on a vote by all the members of the Club, unless there is only one person running for the position in office. In the latter case, the

entire Club, including the officers, will have a vote and decide after the President has interviewed the candidate individually and has determined the applicant is capable. Officers and/or members shall be subject to removal from office after an offense/offenses has occurred twice. The officer and/or members in question at first offense shall receive a warning and will have the opportunity to discuss with the President. For the second offense, the officer and/or member in question shall be removed if unable to perform duties, neglect duties, etc., based on a two-thirds vote from the additional officers, given all members of the Club are notified a week in advance before action. No individual(s) shall be removed from office and/or the Club for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

#### Article V – Advisor(s) or Advisory Board: Qualification Criteria.

*Section 1: Selection* – There shall be a faculty or advisor selected each year by the membership.

*Section 2: Duties* – The responsibilities of the faculty or advisor shall be to:

- Be aware of activities sponsored by the Club.
- Meet at least once a month with the President of the Club to discuss upcoming meetings and/or activities, new policies, goals, possible suggestions, etc.
- Attend regular meetings as often as possible.
- Assist in training new officers.
- Maintain contact with the Ohio State University’s Student Life Office regarding the Club.
- Enforce the policies and procedures of the Club, as well as the consequences for trespassing on said policies and procedures.

#### Article VI – Meetings of the Organization: Frequency, election of Club officers meeting, and quorum.

*Section 1: Frequency* – General membership meetings shall be held twice a month for the duration of the Ohio State University’s academic school year (excluding campus-recognized breaks), with additional meetings called by the advisor and/or President as needed. Meetings excluding general members, pertaining only to officers of the Club, will additionally be held twice a month for the duration of Ohio State University’s academic school year (excluding campus-recognized breaks). Notice of additional meetings must be given to all members at least one week in advance by the secretary. The official means of reminding members of upcoming meetings and/or activities shall be communicated via email and/or SMS.

*Section 2: Election of Club Officers Meeting* – Official notice of the meeting at which Club officers shall be elected will be given to all members by the secretary two weeks prior.

*Section 3: Quorum* – Quorum shall be defined as fifty percent one of the total. Quorum is needed in order to take a vote in any meeting.

#### Article VII – Method of Amending Constitution: Proposals, notice, and voting requirements.

*Section 1: Proposals* - Proposed amendments should be in writing and should not be acted upon until the general meeting in which the votes will be taken.

*Section 2: Notice* –There shall be at least a one week in advance notice given to the members of the Club by the secretary in regards to amending the constitution.

*Section 3: Voting requirements* - Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or often.

### Article VIII – Method of Dissolution of Organization.

The Club may be resolved by a resolution passed by at least two-thirds of voting members present at a noteworthy meeting convened for the purpose. After all debts and liabilities are managed, any assets remaining after the dissolution of the Club shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.