**Constitution and By-Laws Guidelines for Save the Children at The Ohio State University**

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

***Section 1 – Name***

Save the Children at The Ohio State University. We are a recognized chapter of the international non-profit Save the Children

***Section 2 – Purpose***

Save the Children's chapter will work to provide children in the U.S. and around the world the chance to grow up healthy, educated, and safe so they can have the futures they deserve. We will create change for children in need through fundraising, awareness building, and advocacy events. We will conduct bake sales, sell merchandise, host virtual walks/runs, and sponsor children in order to support and advocate for Save the Children. We will strive to support Save the Children's educational, emotional, and social programs for kids in the U.S. Membership is open to any undergraduate student who is interested in helping children in need.

**Section 3 - Non-Discrimination Policy**

Save the Children is committed to building and maintaining a diverse community to

reflect human diversity and to improve opportunities for all. The university is committed to equal

opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral

imperative consistent with an intellectual community that celebrates individual differences and

diversity, as well as a matter of law.

Save the Children 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, Save the Children 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***

Any undergraduate Ohio State University at the Columbus campus is allowed to apply for membership of Save the Children. The executive committee will work together to decide if the student is accepted into this organization. Applications will be taken throughout the academic year. Dues of $10 will be collected for new members. Members will be provided with volunteer opportunities/service events.

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

Any elected officer of Save the Children’s 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.

Any member of Save the Children’s chapter who hasn’t met the meeting attendance criteria and hasn’t paid dues can be subject to removal after fair warning from the Executive Committee.

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***:

Primary Leader (President) – The President is responsible for organizing, leading, and overseeing all general body meeting, Executive Member meetings, and events for Save the Children’s Chapter at Ohio State. The President will assist and guide the rest of the Executive Committee in their duties and ensure smooth and successful handling of the organization. The President is required to always make sure they have completed required training.

Vice President – The Vice President is responsible for working with the President on meeting and event ideas and coordination. The Vice President will also be responsible for making sure they complete required training in a timely manner.

Treasurer – The Treasurer is responsible for ensuring successful handling of the finances of the organization. The Treasurer is responsible for collecting dues and payments of any expenses of the organization. The Treasurer will be responsible for managing the fundraising events and budget allocations. The Treasurer is required to always make sure they have completed required training.

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

All Executive Committee members will serve a term of 1 year. When a term ends, all Executive Committee Members may choose to keep their position or step down. This provides stability of the roles and decreases the difficulties associating with consistently changing leadership. There is no limit to the number of terms an Executive Committee member can serve. However, if an Executive Committee member will be graduating or chooses to leave the organization, they must leave their position 1 semester before they plan to leave to allow for time to choose and train their successor.

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

The Executive Committee represents the general membership, conducts

business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. In Save the Children at Ohio State, this Committee is comprised of the President, Vice President, and Treasurer. New Executive Committee positions may be made by the President.

***Article VII - Standing Committees (if needed): Names, purposes, and composition.***

Standing committees can be made if chosen so by the Executive Committee. In order to form a standing committee a member of the executive committee must draft a proposal to be voted on by the rest of the executive committee.

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

Advisors of Save the Children’s Chapter must be full-time members of the University faculty or Administrative & Professional staff. The advisor is responsible for completing an advisor training once every 2 years. The advisor will review and approve reservations of space or equipment, as requested by the University department granting the reservation. The advisor is responsible for meeting with the Executive committee at least once per semester to discuss goals, accomplishments, and upcoming plans for the organization. The advisor isn’t required to attend meetings/events, but they are able to attend meetings/events at their convenience.

***Article IX – Meetings and events of the Organization***

Save the Children’s Chapter will hold bi-weekly general body member meetings. Fundraising and service events will vary throughout the academic calendar year. The executive committee will hold meetings to talk about the details of goals and plans for the organizations meetings/events.

***Article X – Attendees of Events of the Organization***:

Save the Children’s Chapter 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. Events are open for members of the organization who have paid dues

***Article XI – Method of Amending Constitution***

Any proposed amendments should be presented to the organization in writing by general members or the Executive Committee and should not be acted upon when initially introduced. The proposed amendments will be discussed by the Executive Committee. There must be a 2/3 majority vote in the Executive Committee and the advisor(if they are able to be present) for an amendment to be approved and implemented.

***Article XII – Method of Dissolution of Organization***

Should any organization assets and debts exist, the Treasurer will be responsible for deciding the appropriate means for disposing of these assets and debts. The Executive Committee will vote with a majority on whether to approve the decision. If the decision of the Treasurer is not approved by the rest of the Executive Committee, the Treasurer must find another means for disposing of these assets and debts. If Save the Children’s Chapter must undergo official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

**By-Laws**

**Article 1 – Parliamentary Authority**

The rules contained in Robert’s Rule of Order shall govern decision making in all cases to which they are applicable and in which they are not inconsistent with their constitution or by-laws of the organization.

**Article II- Membership**

Any undergraduate Ohio State University at the Columbus campus is allowed to apply for membership of Save the Children. In order to become a member of Save the Children at Ohio State an application through a google form must be filled out. The Executive Committee will work together to decide if the student is accepted into this organization. Applications will be taken throughout the academic year. Dues of $10 will be collected for new members. Dues will be collected once per academic year. Dues will be used for fundraising events and any other relevant needs for the successful running of the organization. A member can be removed from the organization for violating any component of the constitution or Article III for general members. They will be voted out with a simple majority vote by the Executive Committee and advisor.

**Article III- Election / Appointment of Government Leadership**

All Executive Committee members will serve a term of 1 year. When a term ends, all Executive Committee Members may choose to keep their position or step down. This provides stability of the roles and decreases the difficulties associating with consistently changing leadership. There is no limit to the number of terms an Executive Committee member can serve. However, if an Executive Committee member will be graduating or chooses to leave the organization, elections will take place in the Spring. Any member who had paid dues and attended the required amount of meetings can vote. The voting will be handled electronically. Each member running for an Executive Committee position must make a short speech on why they should be elected to the position for which they are running. Elected Executive Committee members will start their term in Fall semester. If an elected executive member violates any part of the constitution or Article III they can be voted out of the Executive Committee. A member of the Executive Committee can propose removal of a member of the Executive Committee if they violated the constitution or Article III and the Executive Committee will use a simple majority vote to determine if the member accused will be removed from the Executive Committee. If a member of the Executive Committee is removed based on the simple majority vote or if an Executive Committee member decides to leave elections from the general body will take place at that time to replace the given member.

**Article IV- Executive Committee**

Primary Leader (President) – The President is responsible for organizing, leading, and overseeing all general body meeting, Executive Member meetings, and events for Save the Children’s Chapter at Ohio State. The President will assist and guide the rest of the Executive Committee in their duties and ensure smooth and successful handling of the organization. The President is required to always make sure they have completed required training.

Vice President – The Vice President is responsible for working with the President on meeting and event ideas and coordination. The Vice President will also be responsible for making sure they complete required training in a timely manner.

Treasurer – The Treasurer is responsible for ensuring successful handling of the finances of the organization. The Treasurer is responsible for collecting dues and payments of any expenses of the organization. The Treasurer will be responsible for managing the fundraising events and budget allocations. The Treasurer is required to always make sure they have completed required training.

Additional Executive Committee member roles may be added by the President

**Article V- Standing Committees** (if needed)

Standing committees can be made if chosen so by the Executive Committee. In order to form a standing committee a member of the executive committee must draft a proposal to be voted on by the rest of the executive committee with a simple majority vote

**Article VI - Advisor/Advisory Board Responsibilities**

Advisors of Save the Children’s Chapter must be full-time members of the University faculty or Administrative & Professional staff. The advisor is responsible for completing an advisor training once every 2 years. The advisor will review and approve reservations of space or equipment, as requested by the University department granting the reservation. The advisor is responsible for meeting with the Executive committee at least once per semester to discuss goals, accomplishments, and upcoming plans for the organization. The advisor isn’t required to attend meetings/events, but they are able to attend meetings/events at their convenience

**Article VII - Meeting Requirements**

All general body members must attend at least 3-4 meetings per semester to maintain their membership in the organization. If a member doesn’t meet these requirements they will be warned at the end of the semester and if they do not meet the meeting requirements the next semester they may be removed from Save the Children at Ohio State. Members will be provided with volunteer opportunities/service events. Executive Committee members must attend at least 3-4 meetings per semester in addition to the Executive Committee meetings. If an Executive Committee member is not able to attend a meeting the President will be responsible for bringing that person up to date.

**Article VIII - Method of Amending By-Laws**

By-laws can 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 vote at the next general meeting with a simple majority vote of the general members who have paid dues and are there at the meeting taking place.

Rev.

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