***The Ohio State University***

**Never Walk Alone Constitution**

***Article I:*  Title**

*Section 1-* The organization shall be known as the Ohio State University chapter of Never Walk Alone.

***Article II:*  Purpose of the Student Organization**

The purpose of NWA is outlined by the acronym C.A.R.E:

*Section 1-* to Connect studentsto others struggling with mental health and create a support network that students can utilize in times of distress.

*Section 2-* to Assist students in utilizing mental health resources offered by the university, and to assist students in becoming literate on the topic of mental health.

*Section 3-*  to Raise money for mental health organizations within OSU and the Columbus area.

*Section 4* – to End the stigma surrounding mental health, by promoting an open dialogue, through social media and peer-led activities.

***Article III:* Requirements for General Membership**

*Section 1-* Membership in the OSU chapter shall be open to anyone attending the university. Students attending a branch campus of The Ohio State University shall be allowed membership, so long as they meet the requirements outlined in sections below. Membership to the Organization shall not be denied to any person on the basis of age, sex, disability, race, national origin, religion, gender identity, sexual orientation, or veteran status. Nor shall removal from the Organization be based on these statuses.

*Section 2-*  General members must attend one meeting per academic semester to be considered part of the organization.

*Section 3* - General members must adhere to the Never Walk Alone’s code of conduct, on the basis that the refusal to will result in their expulsion. NWA has a strict zero tolerance policy for inflammatory or derogatory speech, discrimination, harassment (sexual or otherwise), hazing, and violence.

***Article IV:* Appointment of Officers and Chairpersons**

*Section 1* - The Executive Board of the organization shall consist of: President, Vice President(s), Treasurer, Secretary, a Philanthropy Chair, a University Outreach Chair, a Public Relations Chair, a Social Media Chair, and Graphic Design Chair(s); with each chairperson overseeing their own prospective committee. The Executive Board holds the right to dedicate new positions as they see fit.

*Section 2* - To run for an Executive position, prospective candidates must meet the following requirements:

* Candidate has been a General Member of NWA for at least one semester prior to running, or the candidate already holds a position on the executive board.
* Candidate must sit in on three general meetings during the timespan of one academic year.

*Section 3* - Officers and Chairpersons must attend the Ohio State University for the duration of their term. Officers and Chairpersons may be excused due to graduation or study abroad, but must be in attendance at The Ohio State University during the time of elections, and must petition their scenario prior to election.

*Section 4* - Officers and Chairpersons shall forfeit their position, if unable to attend the required meetings due to non-academic or non-medical factors. Exceptions may be made at the discretion of the Executive Board. If an Executive member fails to meet the membership requirements outlined in the above article and article 3, they are subject to an Executive vote to be removed from their position.

***Article V:*  Executive Board**

*Section 1 -* The Executive Board shall consist of all positions stated in Article IV, and shall include the Faculty Advisor.

*Section 2* - Executive Board meetings shall be held on the alternate weeks of general meetings during the academic school year. Executive Board meetings are open to all members of the Organization looking to become involved in a committee or learn more about executive board positions. Attendance for any other purposes will require an email 3 days in advance.

*Section 3* - It shall be the duty of the Executive Board to direct and coordinate all proceedings of the Organization.

*Section 4 -* All elected Officers and Chairpersons are expected to attend all Executive Board and General meetings. If the President or Secretary is informed of a valid absence 12 hours prior to said meetings, then the Officer or Chairperson will be excused. Valid reasons include midterm or final examinations, other University-sanctioned events such as membership to a University Sports team, illness with a provided doctor’s excuse, a death in the family, or any other reason deemed acceptable by the President, Vice President, and Secretary.

***Article VI:* Duties of the Officers**

*Section 1-* It shall be the duty of the President to arrange and preside over all meetings, and to oversee all functions of the organization; including, but not restricted to: Fundraising events, meetings with University faculty, discussion panels, training sessions and community work. Annually, the President is responsible for registering the club at the University and completing the officer training offered by the student Union. The President must be present in any GroupMes created by the organization, and is responsible for moderating communication in said

chats.

*Section 2* - It shall be the duty of the Vice President to preside in the absence of the President, and to additionally oversee all functions of the organization. The Vice President shall work closely with the President on coordinating meetings and events, and will assist in moderating the GroupMes.

*Section 3*- It shall be the duty of the Treasurer to receive and transfer all funds of the Organization and to keep an itemized account of monetary transactions. The Treasurer is to provide the President, Vice President, and Assistant Treasurer with a record of all transactions for review. It shall also be the duty of the Treasurer to financially oversee the Organization’s fundraising activities while communicating with the Philanthropy Chair in regard to fundraising events. The Treasurer must attend the required training session through the Union.

*Section 5 -* It shall be the duty of the Secretary to record minutes for all general and executive meetings, to keep a record of the names and e-mail addresses of all members, and to carry on all correspondences between the general members and the Executive Board. In addition to recording attendance, the secretary must also relay all PowerPoint presentations to absent members, as well as send minutes to the general GroupMe following meetings to provide a synopsis of the content discussed.

*Section 6* - The University Outreach Chair shall be responsible for securing campus connections with professionals, as well as forming sustainable partnerships with educators in the mental health field. They will work with the President and Vice President to obtain guest speakers for discussion panels and presentations, and will oversee the University Outreach Committee.

*Section 7* -The duties of the Philanthropy Chair shall be as follows: To oversee and lead meetings of the Philanthropy Committee, to coordinate and oversee fundraising events, to coordinate and enact initiatives to raise money for other sister organizations, and to work closely with the Treasurer/Assistant Treasurer in allocating the funds for, and from philanthropy events.

*Section 8 -*The duties of Public Relations Chair shall be as follows: To oversee the Public Relations committee, to create informational fliers, to go on Chapter Walks and Dorm Walks, and to reach out to athletes/public figures/organizations outside of the University that could potentially benefit from Never Walk Alone. The Public Relations Chair works with the Graphic Design Chair(s) to approve fliers, logos or any other public content associated with the organization.

*Section 9* - The duties of the Graphic Design Chair shall be as follows: To design and create logos, graphics, or any other sort of artwork used to publicly advertise this organization.

*Section 10* - The duties of the Social Media Chair shall be as follows: To oversee the Social Media Committee, and to run the Social Media Committee GroupMe as well as the Never Walk Alone Instagram, Email, Facebook, and Twitter. The Social Media Chair shall be responsible for making sure NWA communicates in a professional and caring manner, spreading information via social media, and creating social media posts for each respective platform.

**Article VIII: Election of Officers and Chairpersons (Grammar) (Phrasing)**

*Section 1*- Individuals planning to run for an Executive Board position must submit a Candidate Application which states their name, major, year, preferred position(s), campus involvement, leadership experience, and reason for running. The Candidate Application will be sent to the President via email prior to elections. Candidate Applications will be compiled by the President and disseminated to general members and respective executive members via email 2 weeks prior to elections.

*Section 2*- In the case that members are not eligible to run for an Executive Board position according to the requirements outlined in Article IV Sections 2 and 3, they may petition at the Executive Board meeting immediately prior to elections. Members may still submit a Candidate Application prior to petitioning. Exceptions will be considered by the

Executive Board on a case-by-case basis based on the quality.

*Section 3* - The Election Procedure: Officers shall be elected for a term of one year at the end of Fall Semester before Winter Break First semester. Voting will proceed in the following order: President, Vice President, Treasurer, Treasurer Assistants, Secretary, Secondary Leaders, Philanthropy Head, Social Media Head, Public Relations Head, Graphic Design Head(s), and University Outreach Chair. All other positions of committees and assistants will be elected thereafter in random order and on a volunteer basis. Committee members do not necessarily need to submit an application for there is no voting process in place to join a committee. Candidates running for elected positions must appear in front of the general group and give a brief speech on why they believe they are qualified for the position. After, they may field questions from the general group. Candidates for all positions shall be seated at the front of the room during their position’s election and will be selected to give their speeches in random order. After each position is elected, candidates who were not elected have the opportunity to drop down and run for another position. Those who drop down will have their top three positions choices highlighted. A vote shall then be taken by the general group via a ballot and shall be counted first by the standing Secretary, then followed by the standing Vice president. If you are not in attendance for the meeting, electronic votes must be submitted no later than an hour after the elections by sending your votes for each position via text or email to the Secretary or Vice President. After votes have been tallied following the election meeting, results shall be shared via GroupMe regarding the newly elected officials.

*Section 4*- The newly elected officers will attend the remaining Executive Board meetings after elections, during which the previous officers will continue to serve their respective positions. During this time it is the responsibility of the old Executive Board members to share all relevant information and materials of their office with the new officers, thereby acquainting them with their responsibilities. The final executive board meeting shall be transitional, so that the elected members may rehearse for their new leadership roles.

*Section 5 -* The new executive board will start their term at the beginning of the following academic semester (Spring Semester).

 *Section 6* -Vacancies occurring in any office or chair, except for the office of President, shall be filled by a special election for the remainder of the term, or by a secondary leader who volunteers. In the event of a vacancy in the office of President, the Vice President shall succeed to the office and a special election shall be held for a new Vice President. Exceptions may be made at the discretion of the Executive Board.

*Section 7-*  Officers may be removed from their position by a two-thirds majority vote of the Executive Board. The vote shall be conducted by secret ballot. A hearing shall be held prior to the vote, in which the Officer in question may defend or explain their situation. The outcome of the decision is to be announced at the executive meeting following the vote.

**Article IX: Faculty Advisor**

*Section 1-* The Faculty Advisor(s) shall be a faculty and/or staff member working for the University in any field related, but not restricted to Mental Health. The Faculty Advisor(s) must attend the annual Advisor training through the Student Union.

*Section 2-*  In the event of a vacancy of office, the Executive Board shall be responsible for electing a new advisor.

**Article X: Meetings**

*Section 1-* Meetings shall be held weekly during the academic year. Meetings will alternate between the general members and Executive Board. The date, time, and location of meetings will be decided by the Executive Board. Meetings currently are to be held on Sundays at 7:30 pm, location decided by the Executive Board. Summer meetings shall be held at the discretion of the Executive Board.

*Section 2 -* The Executive Board shall have the power to change the date, time, or location of meetings if deemed necessary provided that an advanced notice of the change is circulated as soon as possible to general members.

*Section 3 -*  As determined by the Executive Board, an Executive Board meeting may be changed into a General meeting if too many General meetings are canceled.

**Article XI: Voting**

*Section 1*- A vote on issues other than those specified in this Constitution shall be carried out by a majority of members present. The following issues are a mandatory two-thirds vote: monetary policies, food, events and duties pertaining to chairpersons; ratifying the Constitution, and overriding protocol. Any member may call for a two-thirds vote on another issue if they feel it is pertinent.

**Article XII: Confidentiality Clause**

*Section 1-* Every member is bound by a clause of confidentiality;

Add safety and liability clause