**Constitution**

***Article l - Name, Purpose, and Non-Discrimination Policy of the Magazines for Literacy.***

**Section 1: Name**: Magazines for Literacy in affiliation with MagLiteracy established in 1994.

**Section 2 - Purpose:** The purpose of Magazines for Literacy is to provide reading materials to literacy programs serving at-risk readers. We keep a promise that 100% of consumer and business donations earmarked for literacy are used to get magazines and comics to at-risk readers via literacy programs. Operating costs are covered only by private donors and funds designated by donors.

1. Our mission and projects are driven by the needs and requests of literacy programs serving at-risk readers. They are the literacy experts.
2. Our reading materials and literacy services are provided at no cost to literacy programs, so we can create value for the programs already dedicated to eliminating illiteracy and poverty.
3. We only provide magazines and comics to literacy organizations for delivery to the at-risk readers they serve, rather than directly to individuals.
4. Following *American Library Association* guidelines, we accept and make available the donation of any and all children’s and consumer magazine and comic book titles. Literacy programs decide, and we respect and support what magazines and comics they would like to receive from our inventory to meet their literacy goals.
5. We supply new and good quality recycled magazines and comics to literacy programs for readers. “Good” quality can be any age (even older magazines have significant literacy value), Without cut. torn, or scribbled pages or covers, or moisture damage. To protect the privacy donors and the dignity of new readers, paper mailing labels are carefully removed and ink mailing labels are covered with a black permanent marker, with a clean opaque white 2×4 inch mailing label placed to neatly cover the spot.

**Section 3 - Non-Discrimination 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.

As a student organization at The Ohio State University, Magazines for Literacy 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.***

The organization’s voting membership is limited to currently enrolled Ohio State students. Other non- student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associates or honorary members.

For educational and leadership development reasons, this is a student organization, therefore activities are student initiated, student lead, and student run as described in the Guidelines for Student Organizations. For more information, go to <https://activities.osu.edu/involvement/student_organizations/resources>.

As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee members will make decisions regarding the membership of non-student members. A non-student member will be considered to be a non-voting member.

Non-voting membership is obtained simply by attending one or more meetings and providing assistance for club activities as directed by voting members.

Voting membership requires that the individual meet all of The Ohio State University’s requirements for voting membership. Voting members must be current Ohio State University students.

It is helpful, but not required, due to the nature of this club’s activities, for members to have access to an automobile.

***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) the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

***Article IV - Organization Leadership:*** Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. The titles of organization leaders, the length of terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified.

Required leadership positions:

**President** - The President’s primary responsibility is to lead meetings and work to promote the purpose of Magazines for Literacy

**Vice President** - The Vice President’s primary responsibility is to carry out the duties of the President when the President is unable to do so, as well as oversee the operations of Magazines for Literacy

**Secretary/Treasurer** - The Secretary/Treasurer’s primary responsibility is to schedule regular meetings for Magazines for Literacy members and to record meeting minutes, and to maintain financial record and secure funding if needed

In addition to the specific Officer duties listed above, all Officers are responsible for public relations, hardware and assets to be used, and the authorization of funds to be spent.

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

Leadership will be elected through a voting process. Any voting member who is present at an official meeting is eligible to cast a vote during any official vote that may be taken. A minimum 60% supermajority affirms the elected officer. Ties will be broken by a majority vote of the current Officers. A tie may only occur if one of the officer’s recuses him/herself from the vote. However, any Official Votes on civil matters may opt to have the Advisor(s) act as the final arbiter(s) in the matter in the event of a tie; and their decision will be incontestable.

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

The Executive Committee consists of the President, Vice President and Secretary/Treasurer, and represents the general membership, conducts business of the organization between general meetings of the membership, and is responsible for reporting its actions at the general meetings of the membership.

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

Policies for any standing committees for Magazines for Literacy will follow the same format as regular meetings and assignments.

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

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The advisor should have an understanding of the importance of providing support for literacy efforts, and be accessible to the committee leadership when questions or needs arise.

***Article IX – Meetings and events of the Organization: Required meetings and their frequency.***

Magazines for Literacy is to have Official Meetings at least once a month through the entirety of all Fall and Spring semesters on a weekday wherein the given day of the week to meet does not fall on a holiday or break which is observed by The Ohio State University. If none of the Officers can be in attendance at a given Official Meeting or Event, then said Official Meeting or Event will not formally take place, as Official Votes cannot be made without one or more of the presiding Officers. Members can still hold an independent Meeting or Event, but it will not be recognized as an Official Meeting or Event.

Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term except for summer.

***Article X – Attendees of Events of the Organization: Required events and their frequency.***

The organization 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, the Code of Student Conduct, university policy, or federal, state or local law.

***Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.***

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not.

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

In the case of dissolution for the organization, all members and advisors involved with the organization will be notified of the last meeting date. The members of the organization would not be penalized in any way, and the use of the club name in applications is permitted, along with the possible use of letters of recommendation from group leaders. Should any organization assets and debts exist, appropriate means for disposing of these assets and debts will be specified clearly and unequivocally. Upon the official dissolution of the organization, Student Activities staff willbe contacted to remove organization information from website.

**By-Laws**

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. However, most groups keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending.

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

*Article 1 – Parliamentary Authority*

Most organizations use Robert’s Rule of Order to govern their organization’s decision making except when these rules are inconsistent with their constitution or by-laws of the organization. These rules are of Western cultural origin, and based on the premise that “though the minority shall be heard and absentees protected, the majority will decide.”

A recommended wording is “The rules contained in [specify the source for parliamentary practice] shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.”

*Article II- Membership*

Procedures for becoming a member, which may vary by membership category, amount of dues, if any, and how often they should be paid, termination of membership, and so on should be described in detail.

*Article III- Election / Appointment of Government Leadership*

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

*Article IV- Executive Committee*

Specific duties of the Committee and its responsibilities to the membership.

*Article V- Standing Committees (if needed)*

Specific duties of each committee and their responsibilities to the organization leadership, Executive Committee, and general membership.

*Article VI - Advisor/Advisory Board Responsibilities*

Expectations of the advisor in the organization (e.g., availability, meeting attendance, support, etc.)

*Article VII - Meeting Requirements*

Regular, special, size and determination of quorum (number of voting members required to vote on decisions placed before the general membership, executive, and standing committees).

*Article VIII - Method of Amending By-Laws*

Method should be similar to amending the constitution, however, by-laws are apt to change more often than the constitution, thus amending should be somewhat easier. By-laws may 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 a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).