Constitution for Chi Alpha Christian Fellowship at the Ohio State University

**Article I: Name**

The name of this organization shall be Chi Alpha Christian Fellowship (XA) at The Ohio State University, Columbus Ohio. Hereafter referred to as Chi Alpha. It will be affiliated with a national organization called Chi Alpha Campus Ministries (Springfield, MO), whose oversight is provided by the General Council of the Assemblies of God (Springfield, MO).

**Article II: Purpose/Mission**

The mission of Chi Alpha shall be to develop the spiritual life and abilities of the students in relation to God, to each other, and to the world at large within a Pentecostal Christian context and in a manner consistent with the teachings of the Assemblies of God USA. As part of this mission, Chi Alpha seeks to introduce fellow collegians to an authentic relationship with Jesus Christ. Chi Alpha plans to do this through:

1. Prayer - Communication with God.

2. Worship - Expressions of thanks through word, music, and service.

3. Fellowship - Community of students developing quality relationships.

4. Discipleship - Learning about Jesus and following His example.

5. Mission - Living a life that reflects our relationship with God in what we say and do.

**Article III: Affiliation**

**Section 1: Campus Affiliation**

This organization shall operate according to the most current regulations and policies for student organizations at The Ohio State University, and in compliance with all local, state, and federal laws regardless of contradictory material that may be in this document.

**Section 2: Non-Campus Affiliation**

1. The Ohio State University chapter of Chi Alpha is affiliated with and has a relationship of mutual support and common philosophy with the national organization of Chi Alpha Campus Ministries, Springfield, Missouri.
2. The national organization shall grant, upon request and the satisfaction of national requirements, an annual charter of affiliation for Chi Alpha.
3. The national organization of Chi Alpha shall assign a person as Spiritual Advisor to Chi Alpha at The Ohio State University as provision and requirement for their affiliation.
4. This organization shall adhere to the regulations and Constitution of the national organization of Chi Alpha Campus Ministries that do not conflict with the regulations and policies of Ohio State University.

**Section 3: Chapter Affiliation**

The chapter shall seek a charter annually with Chi Alpha Campus Ministries, USA (“National Chi Alpha”) because of the common goals which both organizations pursue. Chi Alpha is a national organization whose offices are located at 1445 N. Boonville Avenue, Springfield, MO 65802. Affiliation with Chi Alpha is a privilege. National Chi Alpha reserves the right at any time and for any reason to withdraw its charter from a chapter. In the event that National Chi Alpha rejects this chapter's charter, this chapter commits to change its name to omit any of the names identified in Article I to prevent confusion.

**Article IV: Membership**

**Section 1: General Membership**

All meetings and activities of Chi Alpha are open to all regularly enrolled students, faculty and staff. Anyone who desires to participate in the meetings and activities may become a general member.

**Non-discrimination Policy:**

General and executive membership and participation is free from discrimination against any individual(s) based on age, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status.

**Section 2: Voting Membership**

All regularly enrolled students are eligible for voting membership who are invited by a current voting member in good standing and affirmed by the current Officers. Membership affirmations must be made at least once each year but can also be done as needed. Voting Members retain the right to vote at Organizational Meetings as defined in Article IX, Section 4 of this Constitution.

**Criteria:** Those invited to voting membership shall:

1. express interest in becoming a member once invited.
2. shall attend at least 1 organizational meetings during the most recent semester
3. have been a member of a Chi Alpha small group for at least one semester.
4. embrace the purpose of the chapter as stated in Article II of the Constitution.
5. Participate in the annual Membership Class administered each Spring Semester by the acting Spiritual Advisor or an appointee of the Spiritual Advisor
6. Sign a Membership Covenant upon completion of Part E of this section.

**Section 3: Non-student Participation**

1. The Spiritual Advisor shall be an ex officio member.
2. Faculty and staff of The Ohio State University may participate in the community life of Chi Alpha, but may not vote or hold office.
3. Students of nearby colleges and universities may participate in the community life of Chi Alpha, but may not vote or hold office.
4. Anyone else not affiliated with The Ohio State University or a nearby college may participate as volunteer’s helpers at the discretion of the Executive Leadership Team.
5. Any nationally appointed or affiliated Chi Alpha Staff members of Chi Alpha Christian Fellowship at the Ohio State University shall be ex officio members, but may not vote in officer elections or hold office.

**Article V: Officers and Executive Leadership Team**

**Section 1: Officers**

The officers are the students elected to conduct the business of the organization and be liaisons to the university. Chi Alpha will maintain three elected officers:

1. President: must be a full-time student of The Ohio State University and a voting member in good standing in accordance with all requirements set forth by the University, for Student Organization Leaders. The President shall be the student contact for the organization in all university matters. The President shall be responsible for the following:
   1. In the absence of a full-time, nationally appointed or affiliated Chi Alpha staff member:
      1. Acting as liaison to Chi Alpha’s statewide, regional, and national directors and staff
      2. Acting as a spiritual leader to the group at large
         1. The State Director of Ohio Chi Alpha will act as the official Interim Spiritual Advisor, and this clause shall not be construed to mean otherwise
      3. Acting as Chair of the Executive Leadership Team, in lieu of the Interim Spiritual Advisor
      4. Administering proceedings in relation to Article VI of this Constitution
      5. Acting as a liaison to churches and missionaries
      6. Acting as a liaison to other student organizations to the extent that administrative actions are necessary
      7. Administering executive actions in relation to items of expenditure, at the advice and counsel of the Treasurer
      8. Providing general direction for the group through goals and objectives
      9. Delegation of the aforementioned responsibilities to the Vice President when necessary and appropriate
      10. All responsibilities mentioned in part “b” of this subsection (the following part)
   2. In the presence of a full-time, nationally appointed or affiliated Chi Alpha staff member:
      1. Acting as liaison to any University-affiliated entity
      2. Administering all space requests for rooms, activity spaces, etc. for meetings, outreaches, and events
      3. Filing all forms for University matters, including but not limited to the group’s Organization Status with the Ohio Union
2. Vice-President: must be a full-time student of The Ohio State University and a voting member in good standing in accordance with all requirements set forth by the University for Student Organization Leaders. The Vice-President shall:
   1. Act as secretary during all business meetings
      1. The Vice President may delegate their secretarial duties when appropriate and necessary.
      2. As secretary, the Vice President is responsible for creating agendas for Executive Leadership Team Meetings

C. Treasurer: must be a full-time student of The Ohio State University and a voting member in good standing in accordance with all requirements set forth by the University for Student Organization Leaders. The Treasurer will be responsible for:

* 1. In the absence of a full-time, nationally appointed or affiliated Chi Alpha staff member:
     1. Allocation of group funds for expenditures requested by the Executive Leadership Team
     2. Managing fundraising efforts
     3. Storing and archiving important group documents
     4. All responsibilities mentioned in part “b” of this section (the following part)
  2. In the presence of a full-time, nationally appointed or affiliated Chi Alpha staff member:
     1. Depositing tithes, offerings, and other contributions
     2. Acting as a liaison to the bank or financial institution in which the group’s reserves are deposited
     3. Acting as a liaison to the University in financial matters, such as obtaining funds from the Ohio Union or Undergraduate Student Government
     4. Maintaining detailed records of the group’s finances
     5. Maintaining detailed records of individual accounts of members
     6. Administering loans and collecting debt payments from members
     7. Administering any purchases made with group funds
     8. Providing the Executive Leadership Team with regular reports of the status of the group’s finances
     9. Providing the Executive Leadership Team with any available financial information upon request
     10. Organizing financing of lodging accommodations, travel arrangements, meals, and registrations for conferences and group trips, if those services are provided by an outside party
     11. Advising the Executive Leadership Team on appropriate levels of spending
     12. Maintaining a detailed inventory of all group assets, belongings, and supplies
     13. Allocation of University or USG-provided funds with the approval of a simple majority of Executive Leadership Team

**Section 2: Election of Officers**

1. The Executive Leadership Team will stand as the Nominations Committee for Officer elections.
   1. Subject to the approval of the Nominations Committee and in accordance with subsection D of this section, all voting members may submit nominations for officer positions
   2. Subject to the approval of the Nominations Committee and in accordance with subsection D of this section, voting members who meet all requirements under Article V, Section 7 of this Constitution may nominate themselves for officer positions

B) The Nominations Committee will submit a slate of nominees for each position at least one week prior to the annual business meeting.

C) All officers shall be elected to office by a simple majority of the voting membership present at the annual business meeting.

D) All nominees must meet the following requirements:

a) Attendance requirement: Officer nominees must themselves be voting members according to Article III.2 for at least 2 Semesters. During this time, they must also have attended at least 75% of weekly large group meetings and at least 75% of any organizational meetings (unless they were not in residence due to participation in an off campus study abroad program or internship).

b) Interview: Officer nominees must be interviewed and approved by the Executive Committee before their names may be submitted to the voting membership as candidates.

c) Knowledge requirement: Officer nominees must complete the chapter’s leadership application, which will include information demonstrating

(d) knowledge of and agreement with the chapter mission; and

(e) an understanding of how to model the values of the organization for the rest of the membership.

(f) Officer nominees must embrace and be willing to actively work toward the mission of the chapter as stated in Article II of the Constitution.

(g) Officer nominees must meet all requirements outlined in Article V, Section 7 of this Constitution

**Section 3: Vacancies**

Any vacancy in office shall be filled by an appointment of the Executive Leadership Team. The new officer shall complete the current term.

**Section 4: Advisors**

A) Faculty Advisor: The faculty advisor shall be an immediate advisor to the group pertaining university matters. Chi Alpha’s faculty Advisor is Chinwe Okpalaoka [okpalaoka.4@osu.edu](mailto:okpalaoka.4@osu.edu)

B) Spiritual Advisor: The spiritual advisor shall have the immediate spiritual oversight of the group and shall be an ex-offico member of all committees. The spiritual advisor shall give biblical counsel to the group and its members. The Spiritual Advisor(s) (also otherwise referred to the “Campus Director(s)”) and Associate Staff advisor(s) shall operate as the liaison between Chi Alpha and Chi Alpha Campus Ministries nationally. Cooperation with the Nationally Affiliated Chi Alpha Director is required for the group to maintain their affiliation with National Chi Alpha and the name “Chi Alpha.”

**Section 5: Core Group Leaders**

There shall be other student leadership positions in Chi Alpha consisting of those offices necessary to carry out the objectives of the organization. This shall include the position of Core Group Leaders. These positions are filled in accordance with Article V, Section 7 of this Constitution.

**Section 7: Qualifications for All Leadership Positions**

A) Membership – Elected officers and leaders must have been a member of Chi Alpha for at least one semester, and have participated in meetings for at least one school year prior to taking office. Leaders of Chi Alpha Small Groups at The Ohio State University must also attain voting membership in accordance with Article IV, Section 2 of this Constitution, unless that leader is a Spiritual Advisor or staff member.

B) Born Again – Elected officers and leaders must be born-again Christians. (John 3:5)

C) Pure Life –Elected officers and leaders must be free from un-repented acts of sin in their life. (Galatians 5:19-21)

D) Christian Character – A blameless Christian life and a good report of those who are without. (1 Timothy 3:8-12)

E) Faculty and Spiritual Advisors – The faculty and Spiritual Advisors must also meet the above qualifications and in addition, the Spiritual Advisor must be an affiliated leader with the national organization of Chi Alpha Campus Ministries.

F) Application process – To join the Executive Leadership Team, a member must:

* 1. Submit a Core Group Leader Application to the Staff Team before the established annual deadline
  2. Be interviewed by two members of the Staff Team selected by the Staff Team.
  3. Obtain voting membership as outlined in Article IV, Section 2 of this Constitution
  4. If approved by the Staff Team by a simple majority vote, sign a Leadership Covenant, and receive a co-signature of the Staff Team
  5. Attend the annual Leadership Retreat
  6. Attend Chi Alpha Leadership Training

**Section 8: Term of office**

An elected officer or leader shall serve for one year from his/her swearing- in, or until his/her successor is appointed or elected.

**Article VI: Removal of Members**

1. Voting and non-voting members shall be eligible for removal by vote of the officers after missing four successive meetings. Instead of removing these members, the officers may also vote to place them on the inactive roster. Those on the inactive roster shall be suspended temporarily from voting, and may seek approval from the officers for reinstatement after attending a non-membership meeting (provided they still fulfill all other membership requirements).
2. Voting and non-voting members shall be eligible for removal as a disciplinary action for disruptive or otherwise unacceptable behavior which undermines the order of the group by a unanimous vote of the officers and at the advice and counsel of the Spiritual Advisor. In order to invoke this statute, a member of the Executive Leadership Team must submit their concerns privately to the President.

**Article VII: Removal of Officers**

The process for removal of any officer shall be commenced by a written request for removal signed by at least two voting members and delivered to the Executive Committee. The officer shall have one week to prepare a written response to the request and shall have the opportunity to meet with the Executive Committee to speak with them about the request and response. Should the Executive Committee find grounds for an officer’s removal the matter will be referred to the voting membership. No officer shall be removed without the vote of the majority of the membership present at a Membership Meeting as prescribed in Article VI.

Notwithstanding the procedures outlined in the previous paragraph, any misrepresentation in the officer’s leadership application or change in an officer’s representations regarding the beliefs and mission of Chi Alpha (and, hence, their ability to communicate the messages of the Chapter accurately) shall be grounds for the immediate review of the officer’s position by the Executive Committee. If, after review, the Executive Committee decides that the officer can no longer effectively represent Chi Alpha or further its mission, the Executive Committee may remove the officer by a majority vote of the Executive Committee.

**Article VIII: Rules of Procedure of Executive Leadership Team Business Meetings**

**Section 1**

All Executive Leadership Team members are expected to attend all possible meetings.

**Section 2**

There shall be regular Executive Leadership Team business meetings at such times as are deemed best to further the purpose of this organization, but not less than once every semester.

**Section 3**

Minutes shall be kept on every business meeting by the Vice President (or someone appointed for that purpose by the Vice President). All minutes shall be made available for voting membership of the organization.

**Section 4**

The most recent version of Robert’s Rules of Order, Revised shall be recognized as the authority on procedure and rules not covered by this constitution and its bylaws when the membership of the Executive Leadership Team meets or exceeds 15 members.

**Article IX: Organizational Meetings**

**Section 1: Quorum**

To conduct business at an organizational meeting, a quorum of a simple majority of the voting membership must be present.

**Section 2**

When conducting business at an organizational meeting, the most recent version of Robert’s Rules of Order, Revised shall be recognized as the authority on procedure and rules not covered by this constitution.

**Section 3: Frequency of meetings**

A) Annual business meeting: This organization shall meet 1-3 weeks prior to Spring Break for an annual business meeting. Election of officers will take place at this meeting.

B) Weekly main meetings: This organization shall meet at least once a week, when classes are in session.

C) Core Group meets: This organization will host a number of smaller meetings throughout the week, when classes are in session.

C) Emergency business meetings: The President may call emergency meetings when deemed necessary. The total voting membership shall be notified of this meeting at least seven days prior to meeting.

**Article X: Amendments**

This constitution may be amended at any regular or special business meeting of Chi Alpha by a two-thirds vote of the active membership present, provided that a written statement shall have been read to the group and deposited with the Secretary – Treasurer at least 15 days prior to the date of voting. Articles I and II may not be amended without the approval of National Chi Alpha. Proposed amendments must be adopted in accordance student organization policies of The Ohio State University.

**Article XI: Process for Dissolution**

Upon dissolution of Chi Alpha, the Executive Leadership Team shall, after paying or making provision for the payment of all the liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization as set forth in Article II hereof, or to such organizations organized and operated exclusively for charitable purposes, and/or organizations organized to further the gospel of Jesus Christ. Any assets not disposed of by the Executive Leadership Team shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations, as said court will determine, which are organized and operated exclusively for such purposes