**Humanity First Student Organization (HFSO) The Ohio State University**

ARTICLE I – Name

 The organization will go by the name:

**Humanity First Student Organization (HFSO)**

ARTICLE II – Purpose

**The primary purpose and intention of the HFSO is to advocate for human life by means of undertaking disaster relief efforts, as well as human development projects for socially disadvantaged communities in collaboration with Humanity First USA (HF-USA). Any HF-USA programs that HFSO members would like to partake in - such as Water for Life, Our Kids Our Future, and others - will have to be approved via MOU (Memorandum of Understanding) between HFSO and HF-USA.**

ARTICLE III – Membership

**Any student attending The Ohio State University****is eligible.** **There are no restrictions on University students (academic standing, religious affiliation, race, etc) .**

[REQUIRED MEMBERSHIP LANGUAGE]

**Only currently registered students, faculty and staff may be active members in a registered student organization. Only active members may vote or hold office.**

Non-active members:

**HF-USA may assign HF volunteers or alumni to participate in HFSO at The Ohio State University****activities. All interested volunteers and alumni will be required to fill out membership forms approved by HF-USA.**

If your organization will be recognizing off-campus participants, including your group’s alumni, you are required to include a statement about these “non-active” members in this section.

Statement of Nondiscrimination:

**Any discrimination 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 basis is prohibited.**

[REQUIRED ANTI-HAZING STATEMENT]

**We will not haze, we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer- related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).**

ARTICLE IV - Officers/Elections

List the officers by title (e.g., President) or define the leadership structure if another system is used (e.g., spokesperson by consensus).

**President, Vice President, Treasurer, Secretary**

What officers constitute an executive committee?

**All officers**

Describe the process and required majority of votes by your active, voting membership by which officers will be elected or selected.

**In order to run for president, a candidate must be a volunteer with HF-USA or HFSO for at least one year, and he/she must have his/her qualifications and leadership skills reviewed by HF-USA. Then, the highest number of votes by the membership (there will be one vote per member) will lead to selection. HF-USA may also appoint the president.**

**Secretary is voted in by the membership, subject to approval by HF-USA. Other officers are voted in by the membership.**

What time of year will selection occur?

**Selection should happen early the following year, but can happen at the organization’s earliest convenience.**

How long do officers serve?

**Officers will serve a one-year term.**

Which officer serves as the primary signatory?

**The president serves as the primary signatory.**

How will officers be removed or replaced?

**Humanity First USA retains the right to remove the president for a lack of cooperation. In such a case, a new election could be held and/or a direct appointment would be made.**

**A process beginning with nomination of prospective officers by the executive board - which will be based on the individual’s previous activity, evident leadership ability, and expressed interest of the applicant - will be used to replace officers. Then an interview process will be held to evaluate the most suitable individual.**

**Final approval for the president must come from HF-USA.**

ARTICLE V – Removing Members

The movement to remove a member can be proposed by any board member. The board must then vote on the proposal in a meeting. If majority votes in favor, the member will be removed.

ARTICLE VI - Meetings

How often will the group meet?

**The group will meet between one and three times a month.**

Who will call the meetings?

**The executive committee will call the meetings.**

What is quorum?

**Quorum is three persons.**

Will there be a call for special emergency meetings?

**There will be a call for special emergency meetings.**

How will you notify people of emergency meetings?

**People will be notified of emergency meetings via phone, email, Facebook, and word of mouth.**

ARTICLE VII - Constitutional Amendments

Who can propose an amendment?

**An amendment can be proposed by the president of HFSO, but is subject to approval by Humanity First USA.**

How are they proposed?

**Amendments are proposed by making an appeal to HFSO. There must be at least a 2/3-majority vote by the executive committee for the proposed amendment before it can be sent to Humanity First USA for approval.**

What is the required period of time between the proposed amendment and a final vote?

**The required period of time between the proposed amendment and a final vote is at least two weeks.**

How will you notify active members that an amendment is going to be voted upon?

**Active members will be notified that an amendment is going to be voted upon via email and word of mouth. An amendment will need a 2/3-majority vote from the active membership in order to pass.**

[REQUIRED AMENDMENT CLAUSE]

**All amendments, additions or deletions must be filed with the Center for Student**

**Leadership.**

[REQUIRED AMENDMENT STATEMENT]

**All amendments, additions or deletions must be filed with the Office of Student**

**Affairs, within one week of adoption.**

FUNDRAISING AMENDMENT

**Funds that HFSO raises for local administrative costs will not be tax-deductible or in the jurisdiction of HF-USA. Any funds that HFSO would like to raise for specific humanitarian mission or program shall be pre-approved by Humanity First USA, and the method of such fundraising shall be done through HF-USA’s approved**

**fundraising guidelines. Approved methods include, but are not limited to, 1) raising funds through the** [**www.humanityfirst.org**](http://www.humanityfirst.org) **website and 2) the direct mailing of checks to HF-USA at Humanity First USA 300 E. Lombard Street, Suite 840**

**Baltimore, MD 21202**

ARTICLE VIII – Dissolution

How will dissolution be decided?

**Insufficient volunteers to conduct basic activities**

What is the required majority of votes to dissolve the group?

**Unanimous vote of members**

What will you do with the unspent funds?

**Give to HFUSA to the extent permissible**