

AUTISM SPEAKS U AT THE OHIO STATE UNIVERSITY

Constitution

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1 - Name: The official name of the organization will be **Autism Speaks U at The Ohio State University**.

Section 2 - Purpose: The purpose of **Autism Speaks U at The Ohio State University** shall be to help further the mission of Autism Speaks by creating the opportunity for students to engage in and positively affect the lives of people with autism spectrum disorder through education, awareness, friendship, and fundraising.

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, Autism Speaks U 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.

II.a. 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 are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

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:

The duties of the **Co-Presidents** shall include:

1. Coordinating and chairing biweekly meetings of the club.
2. Providing leadership to the club.
3. Acting as the chief spokesperson of the club.
4. Calling emergency meetings.
5. Ensuring that all changes of executive officers are reported to the appropriate University officials.
6. Establishing an effective relationship with Autism Speaks and its employees and volunteers.
7. Working directly with the SOURCE to ensure the club is operating within the expectations of The Ohio State University.
8. Becoming familiar with pertinent University policies and procedures.

The duties of the **Co-Vice President** shall include:

1. Assisting the President with the fulfillment of his/her duties.
2. Appointing all Committee Chairpersons.
3. Providing support for the development of club activities planned by the committees.
4. Working with the Treasurer to establish budgets for committees which are created.
5. Becoming familiar with pertinent University policies and procedures.

The duties of the **Treasurer** shall include:

1. Keeping a record of all financial transactions.
2. Meeting with the Advisor on a regular basis to review account balances and financial transactions.
3. Preparing any and all budgets, financial budget requests/appeals, etc.
4. Working with the Vice President to establish budgets for committees which are created.
5. Maintaining detailed membership records, including the amount of dues collected from each member.
6. Becoming familiar with pertinent University policies and procedures.

The duties of the **Secretary** shall include:

1. Keeping and distributing detailed minutes of all meetings.
2. Maintaining and monitoring the club's Facebook page, including preparing and distributing any club announcements.
3. Becoming familiar with pertinent University policies and procedures.

The duties of the **Events Coordinator/Fundraising Chair** shall include:

1. Organizes fundraising events throughout campus
2. Proposes new fundraising ideas to the Presidents
3. Communicates with businesses for potential fundraisers
4. Plans and implements volunteer days in the community
5. Plans social events for members outside of monthly meetings

The duties of **Marketing/Social Media Chair** will include:

1. Manages all social media pages (Facebook, Instagram) for all marketing purposes
2. Distribute flyers across campus for upcoming events

Article V- Election / Selection of Organization Leadership

Executive Officer and Committee Chair elections will consist of the following three step process: 1. nominations, 2. elections, 3. run-off elections (if needed).

1. Nominations and elections will be held at the April club meeting of the spring academic semester. Actively enrolled undergraduate and/or graduate students may serve as Executive Officers and/or Committee Chairs. Candidates can be nominated for more than one position and they may nominate themselves for a position if they are not nominated by another member. Any active club member may nominate himself/herself and/or a fellow club member to any of the club Executive Officer positions or Committee Chair positions, *with the exception of the President and Vice President positions*. Only members holding an Executive Officer or Committee Chair position, in the previous academic calendar year, shall be eligible to run for Presidency and Vice Presidency. [The President and Vice President election policy is subject to change in the event that no individual previously holding an executive officer or committee chair position wishes to run for the office of presidency and/or vice presidency*].
2. The Presidency and Vice Presidency elections will be held at the officer meeting prior to the April club meeting. The Co-Presidents and Co-Vice President candidates must be nominated by fellow Executive Officers and Committee Chairs. Elections will consist of two-minute speeches followed by a written vote. The current Presidents tally the votes and reads off the newly elected officers.
3. Elections will consist of each candidate speaking for up to two minutes, followed by questions from the club membership. Only active members present at the meeting shall cast a vote, and only these votes shall count toward the computation of the 50%+1 required margin for election to office. The order of elections shall be as follows: Treasurer, Secretary, Events & Fundraising, Social Media & Marketing. Election results will be announced via email within the week. The President-elects, Vice President-elects, and Faculty Advisor have final discretion of voting outcomes.
4. In the event that no candidate receives at least 50%+1 of the vote of the currently active club members, a run-off election shall be held between the two candidates receiving the most votes.
5. In the event that an elected candidate cannot fulfill their position the runner up will fill the open spot.
6. In the event that an Executive Officer or Committee Chairperson is judged to be deficient in his/her duties (as decided by a unanimous agreement of the remaining club Executive Officers, Committee Chairpersons, and advisor), he/she may be removed by a two-thirds vote of the club's membership. The Advisor shall oversee the impeachment process to ensure a fair and democratic process.
7. In the event that a general member is judged to be deficient in his/her duties (as decided by a unanimous agreement of the remaining club members, Executive Officers, Committee chairpersons, and advisor), he/she may be removed by a two-thirds vote of the club's membership. The advisor shall oversee the impeachment process to ensure a fair and democratic process.

* If no one wishes to run for either the President or Vice President positions then the Executive Officers and Committee Chairs must nominate a member of the club to fill the position.

Section VII. Member Removal Process

1. If a member wishes to not partake in Autism Speaks U fundraising events or attend meetings, they will be advised to contact the Co-Presidents to inform them that he or she will no longer be attending Autism Speaks U events.
2. The Co-President will then remove the member's email address off of the list of members, so that specific member no longer receives email messages from Autism Speaks U regarding upcoming events, such as meeting or fundraising events.

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

The Executive Committee (like a board of trustees or directors) 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. The Executive Officers of **Autism Speaks U at The Ohio State University** shall be

the two Co-presidents, Co-Vice President, Treasurer, and Secretary. Executive Officer positions may be filled by actively enrolled undergraduate and/or graduate students.