**CONSITUTION OF THE CROHN’S AND COLITIS FOUNDATION AT THE OHIO STATE UNIVERSITY**

**Article I.**

Section 1: Name

The name of the club shall be The Crohn’s and Colitis Foundation at The Ohio State University (hereon referred to as CCF at The Ohio State University).

Section 2: Purpose

The Crohn's and Colitis Foundation at The Ohio State University shall spread awareness about Inflammatory Bowel Diseases (IBD), such as Crohn's disease and Ulcerative Colitis, and fund research that will aim to improve the quality of life of patients with IBD.

Section 3: Non-Discrimination Policy

The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Ohio State 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, The Crohn’s and Colitis Foundation at The Ohio State University 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**

Voting membership is limited to students who are currently enrolled at The Ohio State University. Faculty, alumni, professionals and other interested parties are encouraged to become members but as non-voting members.

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status. Any person who is interested in CCF is invited to become a member of CCF.

Membership guidelines:

1. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.
2. All members, active and associate, reserve the right to refrain from participating in any activities without consequence, based upon personal values, or moral reserve as defined by the member.
3. A member of the club will be asked to leave the club if his/her conduct is not satisfactory amongst the officers.
4. Unsatisfactory behavior includes representing the CCF in a negative manner, not following up on commitments made to the club, not following the University policies, and other provisions decided by the officers.

**Article III. Removal from Office**

Section 1.

Any member who does not conform to the *Membership Guidelines* as outlined in Article II, violates the Code of Student Conduct, violates university policy, or violates federal, state, or local law shall be removed from office through a majority vote of the officers in consultation with the Advisors.

Section 2.

Any executive member who performs any actions listed in Article III, section 1 or who fails to perform duties shall be removed by a two-thirds affirmative vote of the executive board in consultation with the Advisors.

**Article IV. Officers**

Each organizational leader shall be appointed to a one-year term from the ranks of the organization’s voting membership.

1. President: Chief executive officer, maintain constitution and bylaws, schedule programs, direct the budget with the approval of the executive board, and fill vacancies in office with approval of general membership. He/She must attend the President Training session as required by the university. The President is the spokesperson for the organization and is responsible for all executive board meetings and club operations

Duties:

* 1. Head of the organization
  2. Make vital decisions in a deadlock scenario
  3. Select board members along with the vice-president and treasurer
  4. Assign duties to specific board members
  5. Overlook the setup of an event
  6. Organize and set a protocol for the forthcoming election along with other board members

1. Vice-President: Assist the president, coordinate volunteers, and perform any other duties as directed by the president.

Duties:

* 1. Be a “think tank” for the president
  2. Provide vital ideas in critical situation
  3. Select board members along with the president and treasurer
  4. Overlook the board meeting in absence of the president
  5. Conduct and judge board reviews once a year
  6. Support president for his tasks
  7. Keep meeting minutes
  8. Recruit volunteers for various activities

1. Treasurer: Keep a current record of all financial transaction, develop reports containing a list of receipts and disbursements, check accuracy of bills and invoices and pay them correctly and on time, and perform any other duties as directed by the president. He/She mustattend the Treasurer Training session as required by the university, apply to CSA funding at the beginning of every semester, and maintain fiscal records for all club related activities

Duties:

* 1. Oversee financial activities of the organization
  2. Report financial status after an event to the board
  3. Select board members along with the president and vice-president
  4. Assist in formation of an “event report”

Officer Requirements

1. All officers must be enrolled students in good standing (GPA 2.0) at The Ohio State University.
2. All officers must serve for a term of twelve months beginning the month of elections and ending the month of elections. All officers are required to facilitate transitioning activities.
3. All officers must attend 60% of all club activities including but not limited to: executive meetings, club meetings, and all club related projects on and off campus.

**Article V: Elections**

1. Officers will be selected by a formal election process that occurs in March of each year.
   1. Candidates must apply for a position of their choice and then present a speech to the members of the club on the day of the election.
   2. In case a position is not formally applied for, members of the club may nominate a person on the day of the election.
   3. Elections will be conducted by officers that are not running for re-election. In the case that all officers are running for office again, the advisors will run the election.
2. Voting at elections
   1. All members may vote during officer elections.
   2. Members will anonymously vote on slips of paper, the slips will be tallied at the end of the meeting and new officers will be announced.
   3. In the case of a tie, the current president and the OSU Advisor will be the tie-breaker.

**Article VII. Advisors**

The club shall have an Ohio State University Advisor.

1. A full-time Ohio State University employee/faculty member shall serve as the advisor for the club and does not have voting rights.
2. The advisor is responsible for attending an Advisor Training once every three years.
3. The advisor is responsible for approving all funding requests.

The club shall have an Advisor from Local CCF chapter. This advisor can be an office at the local chapter or a volunteer.

1. This advisor will serve as a liaison between the CCF and the club.

**Article VII. Finances**

All finances should be managed by the Treasurer.

Usage of funds

1. Officers must formally request funding needed for Club related activities.
2. Requests must be submitted to the Treasurer and later presented at Executive Board meetings.
3. After being discussed, the President will announce the decision on whether or not to grant the funding.
4. If the officer requesting the fund is not satisfied by this decision and would like to take a vote, executives will anonymously vote on slips of paper which will be counted at the meeting by the Treasurer.
5. In case of a tie, advisors will vote and be the tie-breakers.

**Article VIII. Methods of Amending the Constitution**

All amendments and changes to the Constitution must be proposed at Executive Board meetings. Changes will be voted upon and President will announce the final decision. President will also be in charge of updating the Constitution within the Ohio Union database.

**Article IX. Parliamentary Authority**

The rules contained in “the current edition of Robert’s Rules of Order Newly Revised” 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.

<http://www.robertsrules.org/>