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| Constitution |
| Students Consulting for Non-Profit Organizations |
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Constitution

# Preamble

The object and purpose of Students Consulting for Non-Profit Organizations, or SCNO, shall be to further the individual welfare of its members, by exploring the field of consulting, providing opportunities for hands on consulting experience through engagements with non-profit organizations, and providing networking opportunities with companies.

# Article I: Name

The name of this organization shall be Students Consulting for Non-Profit Organizations. The appropriate acronym shall be SCNO.

# Article II: Membership

Section I: Classes of Members: The membership of SCNO shall consist of Student Members, Advisory Members and Alumni Members. SCNO membership will be determined upon project need, and will be recruited for and filled accordingly.

Section II: 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.

Section III: Student Members: Student membership is open to any student who is currently an undergraduate student at The Ohio State University, and has plans to remain a student for the duration of their participation in SCNO. Student members may be required to undergo an application and interview process, as determined by the **Vice President of Human Resources.**

1. Student Member in Good Standing: A student member in good standing is an individual who does not meet Categories (B), (C), (D) of this article.
2. Leave of Absence: A student member on “leave of absence” while still engaged in SCNO is an individual who is temporarily not available to participate in membership activities due to military leave, Co-Op or internship, study abroad, medical emergency, and extreme hardship. A member on leave of absence shall not be required to fulfill organization responsibilities or pay organizational financial obligations. Any student who wishes to take a leave of absence will have to inform the executive board prior to his or her leave. Any student member who takes a leave of absence must interview with the executive board, or be approved with a board vote with a 75% majority.
3. Suspended: A suspended student member is an individual that has been temporarily removed from organizational roster for failing to meet attendance, assignment or financial obligations. Only the Executive Board has the power to suspend student members by means of a simple majority vote. Upon a successful suspension vote, Executive Board must outline steps the newly suspended member must take to once again enter into good standing.
4. Expelled: A student member in expelled status is an individual that has been permanently removed from all rights of membership. Only the Executive Board has the power to expel student members by means of a majority vote, and can do so with a simple majority or with the executive authority of the president.

Section IV: Advisory Members: Advisory members are those which serve in an advisory role to the organization, and may include but are not limited to the faculty advisor(s) and MBA candidate partners.

Section V: Alumni Members: An alumni member is an individual who has been, but no longer, is a student member or advisory member of the organization and departed from the organization in good standing.

# Article III: Executive Board

Section I: Titles & Duties: The SCNO executive board shall consist of nine members, listed as follows:

1. President: The President is the outward face of SCNO, and is charged with properly representing its interests. The President shall be the executive head of SCNO and shall preside over its meetings. In addition, the President shall have the power to call special meetings when considered necessary. The President shall enforce strict observance of the laws and policies of SCNO, and shall decide points of order in instance of dispute. The President shall have power to appoint any officers or committees not provided for by the Constitution and Statutory Code and shall have authority to preside over any committee of SCNO. In the advent of an executive board tie vote, the President shall cast the deciding vote.

Any changes made to the organizational structure by the president must be added on or edited in this constitution, and the latest date of editing and the editor’s name must be made note of on the first page of this document.

1. Vice President of Administration/Finance: The Vice President of Administration is responsible for taking minutes during all meetings, room reservations, membership rosters, and other administrative tasks. This individual shall help the President with administrative tasks and list serv upkeep throughout transitions. This member should also maintain these contacts and carry him or herself with the utmost professionalism when working with general body members and outside contacts, as well as in interactions with helping the President. The Vice President of Finance shall keep a record of SCNO’s finances. This involves maintaining a reasonable bank account level and recording all transactions. This member is also responsible for seeking new fundraising opportunities and keeping in correspondence with the Fundraising Chairman. This individual will also determine and collect dues.
2. Vice President of Client Relations: The Vice President of Client Relations is responsible for creating relationships and securing projects with non-profit organizations. This member is to pitch ideas and collaborate with these organizations to assist in meeting their specific needs. This position also requires the coordination of all non-profit service events. This member should keep an updated list of non-profits and contacts within these organizations.
3. Vice President of Operations: The Vice President of Operations is to maintain charge of all Project Managers. This position shall lead and organize each non-profit project throughout the quarter. This member shall inform Project Managers of the specifics for each project and must also be available to assist and maintain close correspondence with them. Following a project, this member shall collect constructive feedback from each member and non-profit organization involved. In the event of an executive board tie vote in the selection of Project Managers, the Vice President of Operations shall cast the deciding vote.
4. Vice President of Human Resources: The Vice President of Human Resources is to maintain relationships between SCNO and students at The Ohio State University, as well as the Fisher College of Business. This individual determines recruitment procedures and must be available for recruiting events to give information to prospective members. A list of interested members should also be kept and updated regularly. In the event of an executive board tie vote in the selection of new members, this individual shall cast the deciding vote.
5. V**ice President of Marketing:** The Vice President of Marketing is in charge of SCNO’s marketing operations. This individual will also be responsible for ensuring the SCNO website is updated frequently and shall manage all relevant accounts pertaining to the website. The individual in this position is responsible for the professional and social networking of the organization. This individual shall also be responsible for any and all help he/she has with the website and for all the individuals working under his/her jurisdiction.
6. Vice President of Corporate Relations/Alumni: The Vice President of Corporate Relations is responsible for networking with various companies to provide speakers for General Assembly meetings. This individual shall also find corporate sponsors for events and competitions that the organization wishes to hold. This member should also maintain these contacts and carry him or herself with the utmost professionalism when working with such corporate individuals. The Vice President of Alumni will help keep track of Alumni and get them involved in the organization in as many ways as possible.
7. V**ice President of Diversity, Equity, and Inclusion:** The Vice President of Diversity, Equity, and Inclusion will work closely with the other executive board positions in affirming the organization’s commitment to diversity, equity, and inclusion and hold the organization responsible for any best practices. They will work to promote a cooperative environment and relationship within all project groups and the organization. They will identify short and long-term organizational needs to create a strategic plan and DE&I goals for the term. They will work to build awareness and educate members on the necessity and benefits of a diverse and inclusive organization. They will track diversity metrics from cycle to cycle and strive to close gaps in membership or representation. They will ensure that all meetings follow the university accessibility guidelines and provide individualized accessibility accommodations per request.
8. Vice President of Membership: The Vice President of Membership is responsible for increasing the general welfare, ability, and consulting effectiveness of every member of the General Body. The Vice President of Membership shall plan and present new associate training, project manager training, and a predetermined number of weekly training sessions to the general chapter in weekly meetings. The Vice President of Membership champions the professional and personal growth interests of the General Body in all Executive Board decisions.

Section II: Terms of Office: Executive Board members can only be assigned to a position if they can maintain their post for at least one year (two semesters).

1. **President:** The term of the president shall last for a minimum period of one year, beginning the first day of the spring semester and ending on the last general body meeting day of the fall semester. The President can reprise his/her role for another year if approved by the rest of the board but cannot do so if the required two semesters long time in office includes his/her last semester as an undergraduate at the university.
2. **Other Board Members:** The terms of office for an executive board member shall be one year in any given position, beginning on the first day of the Spring Semester, and ending on the day before the start of the Spring Semester of the following year. A board member may reprise his/her role in their former position for another year if approved by the rest of the board.

Section III: Eligibility: Any student who has been a member for at least two semesters before the term begins is eligible to run for an elected office.

Section IV: Election Procedure: All elections will be held at the end of Fall Semester.

1. Application: Applications for Board positions shall be submitted by a date determined by the President.
2. Interviewing Process: the Executive Board will interview each applicant at the beginning of each semester, only excluding an Executive Board member if that member is running for the same position as being discussed.
3. Voting Process: A majority vote of the Executive Board Members present at the Officer selection meeting is required to elect each officer candidate. In the event of a tie the President will make the final decision.
4. Announcement of Newly Elected Officials: The names of the newly elected Officers must be announced to all applicants within three days following interviews and to the General Assembly at the next scheduled meeting.

Section V: Officer Dismissal: Any current officer can be brought up on charges by fellow officers and/or by general membership. A simple majority vote by the Executive Board is required for removal with the Advisor’s approval. If the vote is unanimous, the advisor’s approval is unnecessary.

Section VI: Vacancies: If a vacant position becomes available, the Executive Board will appoint a new officer by simple majority vote.

# Article IV: General Body

Section I: Formation of General Body: Any member of the organization who is not on the executive board is a general body member. All the decisions made by the executive board are to be made in the conscience that these decisions are to be made in the best interest of the general body and have a direct relationship with their experience as a part of SCNO.

The executive board has the authority to recruit new members to the general body, assign them to the position that fits those individuals best (as determined by the members of the executive board), and remove them from their position if the board sees fit to do so.

Section II: Hierarchy and Organization: The following standing committees have been established, and will assist Executive Board members with specific organization functions.

1. Project Managers: Project Managers, under the jurisdiction of the Vice President of Operation, will lead and direct members within their specified group to plan and carry out consulting projects to meet the needs of SCNO’s non-profit clients. These individuals will report any issues or uncertainties pertaining to the project or its members to the Vice President of Operations immediately. Project Managers will make sure their specific project is running smoothly and proficiently. Associates will have the chance to apply to be project managers after working for one project cycle as associates and one project cycle as general body members, a total of two project cycles or one year in SCNO. The decision to promote an associate to a Project Manager will be made by the executive board.
2. Senior Advisors: Senior Advisors will assist all projects during the duration of the 10-week project cycle. The Senior Advisors will be comprised of more experienced members of SCNO who have been in the organization for more than 2 semesters and ideally have been a project manager in the past. They will attend all the project meetings with the associates and clients. They are expected to provide wisdom and advice when needed and report back to the Vice President of Operations with updates.
3. Associates: The Associates form the members of each team are recruited from the student body of the university. They will be led by their Project Managers to efficiently and professionally execute their role as members of the team to achieve a common goal. General Body Members will be promoted to associates after one semester in the organization.

Section III: Election Procedures: All elections will be held at the beginning of Fall Semester, with the remainder of the Fall Semester to be used as a transition period, with the exception of Project Managers, who will be elected prior to starting each new project. In the case of a tie vote, the President will cast the deciding vote.

1. Project Managers: Executive Board members prior to beginning a new project will select a Project Manager through a majority vote. This member must be interested in carrying out all duties underlined in Section II, Subsection A of this document. They will be selected based on the measure of effective performance in previous projects, events, and the like.
2. Senior Advisors: Executive Board members prior to beginning a new project will select the Senior Advisors through a majority vote. This member must be interested in carrying out all duties underlined in Section II, Subsection A of this document. They will be selected based on the measure of effective performance in previous projects, events, and the like.
3. Associates: All General Body members who have served in their position for one project cycle can be promoted to associates. This has been outline in Section II, Subsection B of this article.

# Article V: Faculty Advisor

The Faculty Advisor must be a full-time University Faculty member, or part of the Administrative and Professional Staff. The Advisor will be elected by a 70% majority vote from the Executive Board. The Advisor shall hold his/her position until his/her resignation or impeachment by a 70% majority vote by the Executive Board.

# Article VI: Meetings of the Association

Section I: General Assembly Meetings: Meetings for the General Assembly will be held weekly.

Section II: Executive Board Meetings: Meetings for the Executive Board will be held weekly.

# Article VII: Organization Records

Section I: Types: The Organization shall keep the following records: financial statements, membership rosters, corporate relation roster, non-profit relation roster, and all other records the Executive Board deems necessary.

Section II: Auditing the Financial Ledger: All financial records shall be audited at year-end by the Treasurer and the President.

# Article VIII: Method of Amending the Constitution

Proposals to amend the Constitution shall be presented to the Executive Board. A 75% majority vote from the Executive Board is required to pass an Amendment.

Any changes that may be made to this constitution, or any articles that are added of removed constitute as amendments to the constitution.

Any of the amendments can only be made by an individual who is on the executive board, and the individual who makes these changes must make note of his or her name and the last date when a change has been made. In special cases, the executive board ma assign a general body member to make amendments to the constitution, but all of these changes must by reviewed, edited, and approved by all the members of the executive board. Only the executive board has the authority to determine what constitutes a special case.

This note is to be made on the title page of this document, and will be changed every time any change is made.

# Article IX: Ethics

Strict obedience to our ethical standards is our first priority. It is the responsibility of all of our associates at all organizational levels to regulate their own actions to ensure that they are in compliance with the overriding values and cultural mores embraced by our organization. Furthermore, associates should lead others, inside and outside of our organization, by example in when showing deference to ethical considerations. Ethical leadership cannot be turned on and off. It is a lifetime decision, and thus our associates will be held to our ethical standards inside and outside of the working environment.

Section I: Loyalty

*“The quality or state of being faithful in allegiance to a sovereign government, organization, or ideal.”*

Associates are held within reasonable expectations to the mission of SCNO. This entails serving our clients, as well as developing our associates.

Section II: Professionalism

*“The conduct, aims, or qualities that characterize or mark an individual characterized or conforming to the technical or ethical standards in a profession.”*

Associates are expected to uphold utmost professionalism when representing and acting upon the interests of our organization.

Section III: Respect

*“To consider worthy or of high regard and to treat as such.”*

All of our associates are encouraged to look for the worth in each individual. Once that worth is found and acknowledged, it is simple to treat everyone with the respect they deserve.

Section IV: Accountability

*“Subject to giving a statement or exposition of reasons, causes, grounds, or motives.”*

We recognize that our recommendations to our clients have the power to greatly alter the way they conduct business. Furthermore, our actions in the community set an example for others to follow. Our associates understand this responsibility and take due responsibility for their contributions.

# Article X: Dissolution of the Organization

If SCNO at The Ohio State University suffers financial hardship and resources to recover are deemed unattainable, a proposal to dissolve the Organization shall be made. A unanimous vote shall be required of the Executive Board for dissolution.