

## **Constitution for Uplift Youth Volunteers**

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

#### **I.a. Uplift Youth Volunteers**

I.b. Our mission is to uplift and serve underprivileged children in the Columbus community by providing them with bags which include food, books, and activities. These bags were created to provide impoverished children access to resources they might not typically have access to. Resources like a healthy diet and stimulants like books have been shown to boost IQ and correlate to positive life outcomes, such as graduating high school and attending college.

I.c. Uplift Youth Volunteers 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.

### ***Article II - Membership: Qualifications and categories of membership.***

II.a. Voting membership is limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

### ***Article III – Methods for Removing Members and Executive Officers***

III.a. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers.

III.b. Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two thirds affirmative vote of the executive board.

### ***Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.***

#### **IV.a. President (year long term, chosen by executive committee by simple majority vote)**

1. The president shall be the chief executive officer of the organization.
2. The president shall preside over all organization meetings.
3. The president shall supervise all organization activities and the execution of the duties of the other officers.

#### **IV.b. Daily Operations Officer (year long term, chosen by executive committee by simple majority vote)**

1. Plan the packing and distribution of bags.
2. Oversee the packing and distribution of bags.
3. Coordinate with other leadership as needed.

#### **IV.c. Fundraising Officer (year long term, chosen by executive committee by simple majority vote)**

1. Plan and execute fundraising events.
2. Coordinate with other leadership as needed.

IV.d. Treasurer (year long term, chosen by executive committee by simple majority vote)

1. The treasurer shall create and direct the budget along with the President.
2. The treasurer shall keep a current record of all financial transactions.
3. The treasurer will be responsible for collecting or receiving all monies from the organization's members and any and all other monies or property of any kind whatsoever due, given, or bequeathed to the organization, or otherwise for the benefit of or belonging to the organization, and keeping the same in such funds or places and manner and making payments and disbursements from the said funds.

IV.e. Member Acquisition Officer (year long term, chosen by executive committee by simple majority vote)

1. Plan, be present at, and recruit members to be at table during the club fair.
2. Organize and execute new member events.

IV.f. Social Media (year long term, chosen by executive committee by simple majority vote)

1. Operate all social media accounts associated with Uplift.
2. Design flyers, logos, etc. for Uplift.

IV.g. Secretary (year long term, chosen by executive committee by simple majority vote)

1. The secretary shall be responsible for keeping notes of all general body meetings of the organization.
2. The secretary will provide a copy of the minutes for each Officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

**Article V - Executive Board**

V.a. The executive board consists of all of the officers outlined in Article IV. These leaders will confidently and effectively guide and direct the general body.

**Article VI - Standing Committees (if needed): Names, purposes, and composition.**

VI.a. Daily Operations - Pack and distribute bags.

VI.b. Member Events - Assist in planning and executing member events.

VI.c. Fundraisers - Assist in planning and executing fundraising events.

**Article VII – Adviser(s) or Advisory Board: Qualification Criteria**

VII.a. Advisers of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an adviser who is not a member of the above classifications, a co-adviser must be chosen who is a member of these University classifications. Complete advisor training every two years. Submit online approval of the organization's registration every year. Submit online approval of the organization's goals every year.

**Article VIII – Meetings of the Organization: Required meetings and their frequency.**

VIII.a. Executive Board meetings: Weekly. General body meetings: 1x/month \*\*To be considered a voting member, 50% of general body meetings must be attended each semester. Committee meetings: at discretion of committee chairs

**Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.**

IX.a. Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed. At this time voting members will be allowed to air grievances or support for proposed amendments. However, only officers will vote on the proposed amendment. In order for the amendment to be passed a majority of officers must vote in favor.

***Article X – Method of Dissolution of Organization:***

X.a. If the officers unanimously vote that it is not in the best interest of the organization to continue the organization may be dissolved. Officers will then hold a meeting to determine further action regarding organization assets and debt.

## **By-Laws**

### ***Article I- Membership***

I.a. New members can join Uplift at any point during the semester. In order to be considered an active member one must pay an annual \$10 fee.

I.b. Once joining members must attend a minimum of 50% of the general body meetings each semester. If they fail to do so their membership will be revoked.

### ***Article II- Election / Appointment of Government Leadership***

II.a. The officers will be selected by the Executive Board by a simple majority. Terms will last one year and the officer election will take place in April. Applicants must submit an application for their desired position and present a brief pitch to the Executive Board. The Executive Board will discuss applicants and then select new officers by simple majority vote.

II.b. If an officer is deemed unfit for their position they may be removed from office with a unanimous vote of the 5 remaining Executive Board members.

II.c. In the event that an officer resigns the Executive Board may hold a special election with a new application process. New applicants submit an application for their desired position and present a brief pitch to the Executive Board. The Executive Board will discuss applicants and then select new officers by simple majority vote.

II.d. In order to be eligible for office the applicant must be an Ohio State Undergraduate student. They must be an active member for a minimum of one semester.

### ***Article III- Executive Committee***

#### **III.a. President**

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2. The president shall preside over all organization meetings.
3. The president shall supervise all organization activities and the execution of the duties of the other officers.

#### **III.b. Daily Operations Officer**

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**Article IV- Standing Committees**

IV.a. Daily Operations - Pack and distribute bags.

IV.b. Member Events - Assist in planning and executing member events.

IV.c. Fundraisers - Assist in planning and executing fundraising events.

**Article V - Adviser/Advisory Board Responsibilities**

V.a. Complete advisor training every two years. Submit online approval of the organization's registration every year. Submit online approval of the organization's goals every year.

**Article VI - Meeting Requirements**

VI.a. Meetings will be announced and time and place will be sent to all members prior to said meeting.

VI.b. Frequency of Meetings

1. Executive Board meetings: Weekly
2. General body meetings: 1x/month
  - a. \*\*To be considered a voting member, 50% of general body meetings must be attended each semester.

VI.c. Standing Committee Decisions

1. Standing committee decisions will be voted upon by the quorum present. In order to vote a member must be an active member of Uplift and of said committee. In order for a decision to pass a majority of members must vote in favor.

**Article VII - Method of Amending By-Laws**

VII.a. Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed. At this time voting members will be allowed to air grievances or support for proposed amendments. However, only officers will vote on the proposed amendment. In order for the amendment to be passed a majority of officers must vote in favor.