**Article 1- Name, purpose, and non-Discrimination**

Name: Class Gift Council

Mission statement: As the class gift council, we are dedicated to planning and executing a comprehensive student-led giving campaign that reflects the identity and experience of the graduating class. By encouraging students to donate towards what they love about campus, we strive to turn affinity for and commitment to Ohio State into philanthropy, which will make our community more affordable, accessible, and inclusive for future Buckeyes. As a council, we hope to educate the entire campus community on the legacy of class gifts and the importance of developing a lifelong spirit of philanthropy.

Main objectives:

1. Objective 1: Pooling together funds through collective effort to leave a tangible impact on Ohio State that reflects the identity and experience of the graduating class.
2. Objective 2: Raising awareness amongst the entire student body and converting students who are currently invested in university programs into champions for the class gift program and campaign.
3. Objective 3: Helping students develop lifelong philanthropic ideals in line with the university’s time, talent, and treasure mission statement on philanthropy.

Non-Discrimination Statement: 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.

**Article 2- Membership qualifications and on-boarding process**

Who can join: We are open to any undergraduate student on Columbus campus who is interested in the class gift campaign and philanthropy.

Process to join: Anyone who is interested in joining must fill out the interest form or contact the advisor and/or president. The process to join is completed on an individual basis.

On-boarding steps: After interested students fill out the form and/or contact the president or advisor, they will meet with either the president or the head of recruitment for a 30-minute chat in person or on Zoom. The student leader will tell them more about our organization and hear about what interests them in the class gift council.

**Article 3– Organizational leadership**

President roles:

* Strategic guidance for the organization
* Lead meetings/sets agenda
* Consistent communication with the team
* Ensures the organization is meeting the student organization registration requirements each year
* Meets with staff advisor once a week

Treasurer roles:

* Creates and manages online fundraising systems
* Applies to grants
* Ensures class gift council is complying with the university fundraising guidelines

Secretary roles:

* Takes detailed notes during meetings
* Organizes online documents
* Sends out meeting reminder emails and other important notices
* Leads elections of student leaders
* Schedule meetings each term

Head of marketing committee roles:

* Creates marketing strategy for the campaign and major events
* Takes pictures and videos at major events and educational opportunities
* Manages social media accounts with the staff advisor

Head of recruitment committee roles:

* Leads all recruitment efforts
* Reaches out to clubs and organizations to build relationships
* Tables at least once a semester
* Works with head of marketing to create promotional materials
* Creates and leads on-boarding process

Staff advisor roles:

* Meets with president once a week
* Attends general body meetings
* Lead investigation or review process if needed

Application and decision process for student leadership:

In September of each academic year, members will choose their student leadership for the year. If the secretary from the previous year is still in the organization, they will coordinate the process. If they are no longer in the organization, the staff advisor will coordinate the process. Students who are interested in any of the roles listed above must outline during the election meeting why they want the role and what their vision for the role and/or the council includes. After everyone presents, all members, including those applying for a leadership position, will vote anonymously for each position. The advisor will break any ties, if necessary.

**Article 4– Methods of removing members and executive officers**

**Qualifications for automatic dismissal:**

Members will be dismissed immediately and permanently if they engage in any of the following behaviors:

* Taking funds for personal use
* Physically assaulting or attacking another member of the organization
* Threatening verbally or physically another member of the organization
* Sexually harassing or assaulting another member of the organization
* Showcasing a pattern of discriminatory behavior which violates our non-discrimination statement
* Using hateful, racist, homophobic, sexist, ableist or classist language
* Purposefully using class gift social media or events to promote personal cause, business, or interests
* Spreading confidential information from class gift meetings or documents to non-members
* Any other violation that other members deem necessary of automatic dismissal review

If members witness or hear about any of the behaviors listed above, they are required to report the instance(s) to the advisor and the president immediately, and they will determine if the situation meets the qualifications for automatic dismissal. The member in question will be informed by the advisor and the president that they are being reviewed, and the president and advisor will walk them through the review process and outcomes. Depending on the circumstances, the president and the advisor may investigate internally or with the assistance of outside partners and campus authorities (such as public safety, dean of students, etc.) As situations are inherently nuanced and difficult to predict, the exploration process will be left to the discretion of the president and the advisor. During the investigation, the member will be suspended from meetings. If the incident is found to fulfill one of the criteria above, the president and advisor will meet with the student, explain the decision, and inform them of the termination of their membership. After this meeting, the member in question will lose their title and responsibilities immediately. The president and the advisor will work with other members of the organization to cover the dismissed member’s assigned duties.

If the president is accused of violating one of the criteria above for automatic dismissal, the advisor will work with the executive team (secretary, treasurer, head of marketing & head of recruitment) to investigate, if needed. Once this group has heard the facts and testimonials on the incident, the advisor will determine when it is appropriate to hold a vote. The advisor will not be allowed to cast a vote, so they will lead the process. Voting should be completed anonymously. There will be three options for the executive team. First, they could vote to create a “post-review plan,” which may include an apology or changing duties. Second, they could vote for dismissal of the case without next steps. Third, they could vote for the president to be removed. Voting must continue until 2/3 of the student leaders or more agree. If the president is removed, the secretary will then lead the election process to find a new president.

If the advisor is accused of violating one of the criteria above for automatic dismissal, the president will contact the Senior Director of Student Activities about the concerns. The president will also be responsible for reaching out to other offices, which may need to be made aware of the situation, such as Human Resources, campus security, etc. Working with staff in Student Activities, the president and professional staff will determine the necessary next steps. The executive team will be responsible for finding another suitable advisor, if needed.

In these situations, members of the executive team or the advisor may opt-out of participation in an investigation if they feel it would be a conflict of interest. Conflicts of interest include – but are not limited to – close friendship, involvement in incident in question, familial ties, etc. If the president has a conflict of interest, the advisor will choose another member to participate in the investigation. If the advisor needs to step out of an investigation, the president will choose their replacement from the membership body or from the staff in the Office of Student Philanthropy.

**Process for addressing concerns not listed above:**

Situations which may require member removal but do not require automatic dismissal include:

* Violating the attendance policy
* Not showing up for critical events and/or not completing tasks by deadline
* Accused of violating automatic dismissal criteria listed above outside of the organizational context (i.e., stole funds from another student organization)
* Accidentally or unknowingly reveals confidential information
* Improper use of organizational funds but not for personal gain
* Any other violation that members deem necessary for further review

If members witness or hear about any of the behaviors listed above, they are required to report the instance(s) to the advisor and the president immediately who will determine if the situation meets the qualifications for a review. The member in question will be informed by the advisor and the president that they are being reviewed, and the president and advisor will walk them through the review process and outcomes. Depending on the circumstances, the president and the advisor may investigate internally or with the assistance of outside partners and campus authorities (such as public safety, dean of students, etc.) As situations are inherently nuanced and difficult to predict, the exploration process will be left to the discretion of the president and the advisor.

If the member is found in violation of the organization’s expectations and values, the advisor and president will choose together which path they would like to pursue. The first path, the advisor and president will meet with the student on a “post-review plan.” This plan may include issuing an apology, updating policies, removing tasks from the member’s workload, or required follow-up meetings with the advisor or student leadership. The second path, the advisor and president could dismiss the student, if they believe that the member will be a detriment to the organizational culture and/or mission. The president and advisor will meet with the student, explain the decision, and inform them of the termination of their membership. After this meeting, the member in question will lose their title and responsibilities immediately. The president and the advisor will work with other members of the organization to cover the member’s assigned duties.

If the president is accused of violating one of the criteria listed above, the advisor will work with the executive team (secretary, treasurer, head of marketing & head of recruitment) to investigate, if needed. Once this group has heard the facts and testimonials on the incident, the advisor will determine when it is appropriate to hold a vote. The advisor will not be allowed to cast a vote, so they will lead the process. There will be three options for the executive team. First, they could vote to create a “post-review plan,” as outlined above. Second, they could vote for dismissal of the case without next steps. Third, they could vote for the president to be removed immediately. Voting must continue until 2/3 of the student leaders or more agree. If the president is removed, the secretary will then lead the election process to find a new president.

If the advisor is accused of violating one of the criteria above for review, the president will contact the Director of Student Philanthropy about the concerns. The president will also be responsible for reaching out to other offices, which may need to be made aware of the situation, such as Human Resources, campus security, etc. Working with Director of Student Philanthropy, the president and director will determine the necessary next steps. The executive team will be responsible for finding another suitable advisor, if needed.

**Article 5 – Meeting frequency and attendance**

Description of meetings:

General body meetings will occur once a week for an hour while courses are in session. The secretary will send out a polling tool to set a new meeting time at the beginning of each term. The president will set the agenda for each meeting, and the secretary will send the agenda to all members at least 24 hours before the meeting. Members who hope to add an agenda item or discussion topic for the next meeting should reach out to the president at least 3 days before the meeting for consideration.

The president will be required to meet with the advisor for 30 minutes every week to discuss the agenda and how the Office of Student Philanthropy can continue to support their work.

The executive team – which consists of the president, secretary, treasurer, head of marketing and head of recruitment – will meet once a week for 30 minutes while classes are in session to give updates and work through challenges together.

Attendance policy:

With the exceptions of an emergency or illness, all members are required to let the secretary know 24 hours in advance if they need to miss a meeting. Members can miss a maximum of four meetings per semester that are excused and two meetings that are unexcused. After that, they may be put under review.

**Article 6 – Method of amending the constitution**

If a member is interested in updating or amending the constitution, the organization must follow the process below:

1. The member must write a proposal for the constitutional updates, which includes new or additional wording for the constitutional document and a statement explaining the reasons for the change.
2. The member must send the proposal to the advisor, president, and secretary.
3. The advisor, president, and secretary have one week to suggest changes or edits.
4. The member who wrote the original proposal must send a final draft, after they received suggestions, to the advisor, president, and secretary.
5. The secretary must include an amendment vote within three weeks of receiving the final draft. (If the draft is sent over a school break, the vote must be included in the next general meeting.)
6. The member will present their amendment to the entire organization during the general meeting. All members can ask questions or propose suggested improvements.
7. After this discussion, all the members will vote anonymously to pass the amendment or wait for another draft of the amendment. The majority wins.
8. If there is a tie, the amendment will need to go through another round of edits.
9. If the amendment is passed, it will be automatically added to the constitution after the meeting.
10. If the amendment requires another draft, the member who proposed it will be able to make changes after hearing feedback.
11. At the next meeting, the second round of amendment voting must be included.
12. The member who proposed it will discuss the changes or updates.
13. The members will vote anonymously again to either pass the amendment or not pass the amendment.
14. If there is a tie, the advisor is the tiebreaker.
15. If the amendment is passed, it will be automatically added to the constitution after the meeting.
16. If the amendment is not passed, the process is over. The member must wait 3 months before re-proposing the amendment.