**The Official Constitution of Habitat for Humanity Campus Chapter at The Ohio State University**

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Approved by executive board members:

**Article I: Name**

The name of the organization shall be the Habitat for Humanity Campus Chapter at The Ohio State University (“Habitat”). In all dealings with the Internal Revenue Service the official name of the organization is Habitat for Humanity International, Ohio State University H4H-OSU Chapter.

**Article II: Purpose**

*Section 1: Mission*

Habitat for Humanity Campus Chapter at The Ohio State University works to reduce substandard housing by connecting OSU students to opportunities to raise funds, serve their community, and form friendships that support collective acts of altruism.

*Section 2: Goals*

Habitat for Humanity Campus Chapter at The Ohio State University has these main goals:

1. To aid with construction, repair, and the ReStore in Mid-Ohio and nationally
2. To raise funds that support the organization
3. To inspire people to advocate for Habitat
4. To establish a sense of community in the organization

**Article III: Membership**

*Section 1: Membership*

Members must be at least 16 years of age and must have some affiliation with the Ohio State University.

*Section 2: Nondiscrimination clause*

This organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or Vietnam-era veteran status.

*Section 3: Member Removal*

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

*Section 4: Committees*

General body members who have paid dues (amount variable year to year) are eligible to join a Volunteering Committee, Social Committee, or Fundraising Committees. Each Committee will be directed by the appropriate executive board member(s) and overseen by the president and vice president.

**Article IV: Officers and Officer Duties**

*Section 1: Candidates for Vacant Positions*

Current officers will receive first offer for a vacant position. If more than one current officer wants a given position, there will be an anonymous vote among the officers, excluding those interested in the positions, to decide who will fill the vacancy.

New officer candidates should be current members of Habitat, which is defined as having paid the dues and attending at least one event. Each officer must be enrolled 1 of 3 semesters and be in good standing with the Ohio State University.

*Section 2: Process to acquire new officer members*

Prospective candidates must fill out an application designed by current officer members to indicate their interest. This application must include the applicant’s resume name, email address, Habitat events attended, involvements, and reason for wanting to be an officer member. The application must be sent out in the last week of January and be submitted by February 15th. Late applications will be accepted if necessary. Decisions on applicants (to interview or not) must be made by March 1st. New members will be interviewed by current officer members in the month of March. If there are less than five applications received, all applicants will be interviewed by current officer members. If there are more than five applications, then the five best applicants will be interviewed. Returning officer members will vote on which applicants to accept; graduating officer members do not vote. Chosen applicants must be notified by April 1st.

*Section 4: The governing body of Habitat will consist of the following positions:*

1. President: The president functions as the chief executive officer of Habitat. He/She will preside over the meetings; complete paperwork, including the yearly 990-N form; appoint new officers in the case of vacancies with the approval of the executive board; provide the organization with a solid vision for the future; aid any officer position as needed; organize objectives for officer members; and serve as a liaison with Ohio Union Student Organizations, Habitat for Humanity International, and Habitat for Humanity Mid-Ohio. He/She will also serve as a de facto member of the Habitat for Humanity Mid-Ohio Board and attend their bimonthly meetings. If he/she cannot attend the meetings, then regular interaction with Habitat for Humanity Mid-Ohio executive members must be attempted.
2. Treasurer/Vice President (“VP”): The VP is responsible for keeping reliable records of the organization’s funds, applying to the University for operating/programming funds, and performing the annual audit for submission to the University. This includes retaining physical copies of receipts. The audit will be completed immediately following the academic year during which the treasurer was in office. He/She will assist in the compilation of the annual report to be submitted to Habitat for Humanity International each May. The VP will be in charge of managing members, including the collection of dues. The VP also will serve as President if needed. The Vice President will also act as a Public Relations Chair, being in contact with the community via social media. He/She will have access to all Habitat club social media accounts and is responsible for promoting Habitat events through these platforms. He/She must 1) catalogue and document the organization's activities, (2) maintain active web pages (Facebook, Instagram, and osu.edu website), and (3) provide current information about ongoing events within the organization via email listserv. One newsletter via email per week is required. **Officer members must submit a list of events/updates that should be on the newsletter 24 hrs prior to the scheduled time of sending the newsletter.**
3. Volunteer Coordinator(s): He/She is responsible for all e-mail correspondence with Habitat for Humanity Mid-Ohio and with volunteers pertaining to sign-ups, transportation to and from the work site, and initiating service opportunities.
4. Fundraising Chair(s): The Fundraising Chair must set yearly fundraising goals, which must include at least two fundraising events per semester, excluding restaurant fundraisers. Additionally, the fundraising chair(s) must investigate grant opportunities.
5. Events Chair(s): This position must coordinate meetings, including reserving a room, preparing a PowerPoint, and arranging supplies (food, crafts, etc.). Events Chair(s) will also manage general body or officer member socials. At least one social event per semester is expected. The Event Chair must be in contact with the community, interacting and maintaining relationships with other student organizations and public businesses in order to discuss possible collaboration events. They are also expected to assist the Fundraising Chair(s) in the planning and execution of fundraising events.
6. Travel Coordinator: He/She shall oversee and coordinate all Collegiate Challenge, Global Village, or Alternative Break Trips for partnering with Habitat affiliates from different regions. He/She shall be responsible for completion of waivers, creation of a budget, and adherence to University policies. One trip per school year should be planned, if possible.
7. All positions: all officer members must participate in the officer GroupMe, take pictures of events, fulfill roles. In addition, each officer member must respond to emails and GroupMe messages that are pertinent to his/her role in a timely manner (within 48 hours, in general).

**Article V: Vacancies and Impeachment**

*Section 1: Vacancies*

Upon a vacancy of any officer by any means, a majority vote of the officers of Habitat for Humanity at the Ohio State University shall be necessary to fill such a vacancy, or the president shall appoint someone to hold the vacancy until elections are held. A director elected to fill such a vacancy shall hold office for the unexpired term of his/her predecessor.

*Section 2: Impeachment*

A petition stating the charges against an officer, and signed by at least one half of the officers, shall be required to bring charges against an officer of Habitat. A vote to impeach the officer shall be held two weeks following the submission of the petition. Two-thirds majority vote of the officers shall be required to impeach an officer.

**Article VII: Advisor(s)/Faculty Sponsor(s)**

The Chapter shall have at least one Chapter Advisor who is a faculty or staff member at the Ohio State University and who shall be appointed unanimously by the Board. The Chapter Advisor shall support the existence of the chapter as a representative of the school, be a consistent contact for the chapter with the ability to identify active members, have a general idea about Chapter events and activities, and be available to give advice and act within current guidelines provided by student activities.

**Article VIII: Meetings**

*Section 1: General body meetings*

The Chapter shall hold a meeting of its general body members, including committee members, monthly. Participation in meetings is expected. To be respectful of everyone’s time, officer members shall stay on task.

*Section 2: Officer meetings*

Officers will decide on meetings on a semester basis. At least one meeting per month is recommended. Expectations for officer meetings are to prepare a summary of progress on projects, including accomplishments, potential set-backs, and future plans.

**Article IX: Fundraising/Finances**

*Section 1:*

The fiscal year of the chapter shall begin on September 1 of each year and end on the following May 31.

*Section 2:*

All funds received as gifts (whether designated or undesignated), contribution, or grants from individuals, private or public corporations or foundations shall be deposited in appropriate banking accounts maintained by the Chapter and dispersed in accordance with the policies and procedures determined by the Board in accordance with this Constitution and the rules and regulations of the University and all applicable governmental laws, including Section 501 (C) 3 of the Internal Revenue Code of 1986.

*Section 3:*

The disbursement of funds must be authorized by a two-thirds vote of the duly elected and qualified officers. In the event of an emergency, the Habitat Treasurer or President may authorize the disbursement of funds. Checks written on behalf of Habitat must be signed by either the Habitat Treasurer or President. All organization bank accounts will be held under the name of the Habitat Treasurer, President and Adviser.

**Article X: Amendments**

*Section 1:*

The executive board shall have the power to alter, amend or repeal this constitution or adopt new amendments by a two-thirds vote of the duly elected and qualified officers, provided that the amendments at no time shall contain any provision inconsistent with the rules and regulations of the University, with Habitat for Humanity International, Inc., or with any applicable governmental law, rule, or regulation including Section 501 (C) 3 of the Tax Code.