**The Muscle Movement Foundation at Ohio State Constitution**
*Rev. 1, 9/25/2018*

**Article I**
**Section 1: Name: The Muscle Movement Foundation at Ohio State**

This is the first collegiate chapter of the Muscle Movement Foundation. The Muscle Movement Foundation national headquarters is located in Wilmington, Delaware. The founder and current president of the national headquarters is Rob DeMasi. Fundraising assets will be used at the discretion of the Executive Board.

**Section 2 - Purpose:**

The Muscle Movement Foundation will raise awareness and finances for individuals and families affected by neuromuscular disease. Through the use of current on-campus organizations and marketing, MMF will bring students of all majors and cultures together in the fight against these illnesses. Through the use of athletic fundraisers like 5k’s and tournaments, as well as events at local Columbus venues, MMF will honor and help those who cannot participate.

**Section 3 - Non-Discrimination Policy:**

The Muscle Movement Foundation at 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 Muscle Movement Foundation at Ohio State 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: Qualifications and Categories of Membership**

II.a. The Muscle Movement Foundation at Ohio State’s voting membership will be limited to currently enrolled Ohio State students. Others non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

II.b. All majors are accepted to be involved in the Muscle Movement Foundation at Ohio State. The organization's voting membership must also be enrolled at the Columbus campus. All members are expected to show sincere interest in neuromuscular disease awareness and fundraising for those affected.

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

III.a. If a general body member or non-Executive Board officer engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed/temporarily suspended through a majority vote of the officers in consultation with the organization’s advisor.

III.b. If an Executive Board officer engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the officer may be removed/temporarily suspended with a two-thirds majority vote of the other Executive Board members in consultation with the organization’s advisor.

III.c. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.
III.d. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the Executive Board will consult Ohio State’s Student Organization Services to plan a proper removal. Details of the situation will remain confidential.

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

IV.a. President - The president will serve one full academic school year, after the first president (and founder) has established a stable organization. The president will be elected by the general body. The president must act as the figurehead of the organization. Responsibilities include, but are not limited to: general oversight of the organization and acting as a liaison between the Muscle Movement Foundation at Ohio State and The Ohio State University, the Muscle Movement Foundation national organization, and the general Columbus community.

IV.b. Vice President of Operations (Secondary Leader) - The Vice President of Operations will be elected by the general body and will serve one academic year. The VP of Operations oversees the Community Outreach Chair, Service Chair, and Athletics Chair, as well as serving second in command to the president.

IV.c. Vice President of Finance and Accountability - The Vice President of Finance and Accountability will be elected by the general body and will serve one academic year. In addition, he or she will act as the treasurer of the organization and will work to make sure that the organization is adhering to Ohio State student organization protocol. Oversees the secretary.

IV.d. Vice President of Health and Awareness - The Vice President of Health and Awareness will be elected by the general body and will serve one academic year. This position will be responsible for developing presentations about relevant muscular diseases for membership awareness.

IV.e. Vice President of Marketing and Recruitment - The Vice President of Marketing and Recruitment will be elected by the general body and will serve one academic year. This position will be responsible for spreading the Muscle Movement Foundation campaign around campus and the Columbus community in an effort to maximize fundraising turnouts and results. Oversees the Social Media Chair and the Graphic Design and Apparel Chair.

IV.f. Advisor - The advisor will oversee the functioning of the organization through direct consultation with the Executive Board. The advisor will act as a liaison between the organization and Ohio State and will fit other roles as needed.

IV.g. Apparel and Graphic Design Chair – Appointed by E-Board. Responsible for the creation of designs incorporating Muscle Movement and Ohio State for marketing purposes. In charge of creating shirts with these designs for membership and possible campus distribution.

IV.h. Social Media Chair – Appointed by E-Board. Responsible for creation and upkeep of Muscle Movement’s Twitter, Facebook, and Instagram page. Must post in a regular, up-to-date fashion. Responsible for running the Muscle Movement website that will be provided by OSU. Site must be maintained and updated regularly.

IV.i. Athletics Chair – Appointed by E-Board. Responsible for organizing MMF intramural team(s) to spread awareness. Also responsible for planning athletic fundraisers (i.e. 3v3 Basketball Tournament). Must be able to coordinate space at RPAC/Athletic Fields as needed.

IV.j. Community Outreach Chair– Appointed by E-Board. In charge of planning and coordinating fundraising events at off-campus venues (restaurants, bars, sports venues, etc.).

IV.k. Service Chair – Appointed by E-Board. Responsible for reaching out to local hospitals/medical centers for volunteer events to benefit muscular disease patients. Also responsible for managing the Muscle Movement at Ohio State’s relationship with its Muscle Champion.

IV.l. Secretary –Appointed by E-Board. Responsible for tracking minutes during meetings and reserving rooms for meetings and on-campus events. Help the VP of Finance and Accountability track donations and adhere to university protocol.

**Article V- Election / Selection of Organization Leadership**

V.a. The executive board will be voted on by the general body, current executive board members, and other officers. Each board member will serve one academic year and will be eligible for re-election at the next voting time.

V.b. Non-executive board officers will be appointed through a majority agreement between the newly-elected executive board. Interested candidates will go through an application process. These officers will serve one academic year.

**Article VI - Executive Committee: Size and composition of the Committee**

VI.a. The executive board for the Muscle Movement at Ohio State will consist of the president, the vice president of operations, the vice president of finance and accountability, the vice president of health and awareness, and the vice president of marketing and recruitment.
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**Article VII – Advisor(s) or Advisory Board: Qualification Criteria**
The advisor must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The advisor must be able to oversee and consult the executive board, adhere to University-outlined responsibilities, and have an interest in the organization’s purpose.

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

VIII.a. Two general meetings and attendance at all or 50% of events hosted is required for membership each academic term except for summer.

VIII.b. Executive Board members are expected to attend every E-Board meeting, but excused absences are permitted.

**Article IX – Attendees of Events of the Organization**

IX.a. All members, students, and non-students are welcome to participate in public fundraisers and awareness events conducted by the Muscle Movement Foundation at Ohio State.

IX.b. If any member, student or non-student, behave in ways that is disruptive or do not align with this organization’s constitution, the Code of Student Conduct, university policy, or federal, state or local law, he or she will be removed from the event and sanctioned at the discretion of the executive board committee and the Ohio State University. The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.

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

X.a. Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a three-quarter majority of the entire voting membership of the organization, present or not.

**Article XI – Method of Dissolution of Organization**

XI.a. Upon the dissolution of the organization, should that be deemed necessary, all available monetary assets excluding University funding will be immediately transferred to the Muscle Movement Foundation national headquarters. The organization’s bank account will be closed and any possible debts will be resolved through the national headquarters.

XI.b. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

**By-Laws**

**Article I - Membership**

I.a. All majors at the Ohio State Columbus campus can join at a first-come, first-serve basis. The membership of this organization may not exceed 50 voting members (including executive board and other officers) to maximize member interaction and efficiency.

I.b. Interested students can reach out to the executive board to join the organization. There are no dues for this organization but fundraising contributions are highly encouraged.

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

II.a. The founding members of the executive board and non-executive board officers will serve for the first year active on campus, as well as the following academic year in its entirety.

II.b. The first election for a new executive board will be held in late November of 2018. Subsequent elections will occur every year, once a year in late November. The candidate with the most number of votes from the voting membership (present at the election or not) will be awarded the position. All voting members are eligible.

II.c. Once a new executive board is elected, they will serve their pre-existing roles in the organization for the duration of the spring semester while concurrently shadowing the relevant existing executive board member. This transition period ensures the success and stability of the next executive board.

II.d. The new executive board will officially take control on the last day of the spring semester following the completion of the previous spring semester transition period. This executive board will pick new officers at this time. Old officers are eligible to serve again. The next executive board will be elected in late November of that fall semester and the cycle will continue.

II.e. In the event that an executive board member has to leave campus for an extended period of time (due to illness, career opportunities, personal reasons) not related to conduct, he or she will continue to serve his or her role remotely if he or she is able. Should the president leave campus, the Vice President of Operations will act as the figurehead on campus as a point of contact, but the president will resume all other responsibilities. Should the Vice President of Operations also leave, the Vice President of Finance and Accountability will act in this role. The secretary will then assume treasurer role upon training completion.

II.f. In the event that an executive board member cannot continue his or her role for any reason, an immediate election will be held at the next general body meeting to fill that role. Only non-executive board officers are eligible candidates in this case.

II.g. In the event that a non-executive board officer cannot continue his or her role for any reason, the executive board will appoint a new officer from a pool of interested general body candidates.

II.h. The impeachment process for an officer based on performance will be as follows:

 II.h.i. Any voting member can file for an impeachment process.

 II.h.ii. The member must present cause for impeachment to the all officers. If the cause is protected by FERPA, the member must consult the Ohio State University for recommendation.

 II.h.iii. All officers must be present at initial impeachment hearing and vote to continue the process. A three-fourths majority to continue proceedings is required.

II.h.iv. If proceedings continue, a statement from the targeted officer may be constructed to share at the next general body meeting. The executive board will also provide a statement summarizing the cause.

II.h.v. All voting members present at that meeting will then vote on impeachment. A three-fourths majority is required.

II.h.vi. Should the process prevail, an immediate election/appointment (E-Board vs. other officers) will be conducted.

**Article III- Financial Procedures**

III.a. The Treasurer and Secretary will ensure that Muscle Movement Foundation at Ohio State adheres to all operating and financial rules and procedures detailed in the Registration Guidelines for Student Organizations at Ohio State. Muscle Movement Foundation at Ohio State accepts full responsibility for all activities that bear the organization’s name as official sponsor.

III.b. The Council on Student Affairs Fiscal Coordinator has the right to audit the financial resources of the organization.

III.c. Upon completion of the 13th week of each academic semester, the Treasurer for the upcoming semester will craft and propose a budget for the upcoming semester to the rest of the upcoming semester’s executive board. All of the upcoming semester’s executive board will have until the completion of the 16th week of that same semester to amend and approve the budget. The budget will be approved by a 2/3 vote from the upcoming semester’s executive board.

III.d. The Treasurer is the only officer with permission to submit funding requests to the Council on Student Affairs.

III.e. The President and Treasurer are the only two officers with permission to make financial transactions for the organization, as well as physically handle cash, checks, and other forms of moneys.

III.f. The President and Treasurer are the only two officers with permission to engage in financial discussions or activities with the national office

III.g. The President and Treasurer are the only two officers with permission to have any direct communication with the national office.

**Article IIII - Method of Amending/Adding By-Laws**
IIII.a. Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-thirds majority of the entire voting membership of the organization, present or not.