**VICTIMS’ RIGHTS AMBASSADORS at OHIO STATE CONSTITUTION**

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

**Section 1 – Name**: Victims’ Rights Ambassadors at Ohio State

* Affiliated with the Ohio Crime Victim Justice Center, a nonprofit organization based in Columbus, OH which serves to provide free legal representation, advice, and resources to victims of crime in order to ensure each victim is treated with fairness, dignity, and respect during the criminal justice process.

**Section 2 – Purpose:**

* Victims’ Rights Ambassadors is an outreach program that represents the Ohio Crime Victim Justice Center (OCVJC), the only organization in Ohio whose primary mission includes providing free legal representation for victims of crime in order to seek enforcement of their rights and ensure each victim is treated with fairness, dignity, and respect during the criminal justice process. This program’s mission is to raise awareness about the services OCVJC provides and to educate students on victims’ rights (what to do if a student is a victim of crime, who victims can report to, what their rights are, and what to do if they’ve been violated).

**Section 3 – University’s Sexual Misconduct Policy:**

* As a student organization at The Ohio State University, ViRA 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.

**Section 4 – National Affiliation:**

This organization is an extension of the Ohio Crime Victim Justice Center.

***Article II - Membership and Application Process***

**Section 1 – Non-Discrimination Policy:**

* Membership is open to all students, both undergraduate and graduate, interested in pursuing the organization’s goals. 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 2 – Application Process:**

* Prospective members must fill out an application form, confidentiality agreement, and consent to a background check. This is due to the nature of the topics and subject matters that might contain confidential information.
* Application form can be found [here](https://docs.google.com/forms/d/1gpeEDUbnrqnqtP2d4-mt467WEsgRDFvfJUY6yAWbkfo/prefill).

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

**Section 3a:**

* If a member 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 through a majority vote of the officers in consultation with the organization’s advisor.

**Section 3b:**

* 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.

**Section 3c:**

* 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, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

***Article IV – Executive Board:***

**Section 1:**

The roles and responsibilities of the Ohio State VIRA Executive Board shall include but are not limited to:

*President*:

1. Conduct all meetings.
2. Be in contact with the chapters in other schools.
3. Responsible for everything the organization does.
4. Responsible for aiding in obtaining and scheduling guest speakers
5. Responsible for sharing important announcements with the members and the presidents of the chapters in other schools.
6. Co-signs all checks

*Vice President*:

1. Carry out duties with the President.
2. Conduct meetings when the President is absent.
3. Ensure all OCVJC and campus requirements are met
4. Help create budget
5. Help schedule outreach events
6. Responsible for recruitment efforts

*Treasurer*:

1. Create reports
2. Track event income and expenses
3. Forecast event costs
4. Co-sign all checks
5. Responsible for keeping ledger’s
6. Help create budget

*Secretary*:

1. Record Ambassador’s attendance of meetings/events
2. In charge of internal communications
3. Work alongside treasurer to ensure that any necessary dues are paid
4. Responsible for social media, posters, and similar means of disseminating information alongside the out-reach chair
5. Responsible for contributing to recruitment efforts

*Out-Reach Chair*:

1. Reach out to outside organizations for collaboration
2. Responsible for social media, posters, and similar means of disseminating information alongside the secretary
3. Help schedule outreach events
4. Responsible for contributing to recruitment efforts
5. Responsible for aiding in obtaining and scheduling guest speakers

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

**Section 1:**

* Leadership positions will be decided based on dedication to service, passion for helping others, strong interest and background in leadership, amount of time available to commit to the position, and attendance to past meetings/events if already an active member of the organization. Preference will be given to active members of the organization with equal qualifications of a student who is not currently an active member.

***Article VI – Advisor(s) or Advisory Board: Qualification Criteria.***

**Section 1:**

* Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. The VIRA advisor serves as an advisory capacity to the Executive Board. The advisor will challenge and support students to spread the mission of VIRA.

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

 **Section 1:**

* Weekly meetings will be determined based on the Board’s collective availability each semester. Board members are expected to attend executive board meetings. Exceptions will be made on a case by case basis, but Board members must inform the president ahead of time of any potential absence that they anticipate. If Board members miss more than 3 meetings in a semester, an administrative review will be conducted with the President and Advisor to reassess the commitment and standing of any individual that fails to maintain consistent attendance.

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

**Section 1:**

* This document may be amended by a vote of the executive board members. Any board member may motion to amend the constitution. He or she or they may voice the motion at any executive board meeting, at which discussion and voting will commence. Comments must be exhausted before voting begins. Members vote whether to approve the motion to amend, dismiss the motion to amend, or suspend the motion to amend. The plurality opinion is enforced. If the executive board​ ​decides to suspend the motion to amend, voting will begin anew at the following executive board meeting.

**Section 2:**

* The constitution should not be amended easily or frequently.

***Article IX – Method of Dissolution of Organization***

**Section 1:**

* VIRA may be dissolved only in the event of all cleared debts. Dissolution will occur only through the unanimous approval by the President, Vice President, Treasurer, and Advisor. Upon dissolution of the organization, all existing assets shall be donated to a charity or future organization.