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**Humanity First Student Chapter**

**The Ohio State University**

ARTICLE I – Name

The organization will go by the name:

**Humanity First Student Chapter**

Alternatively,

**Humanity First at Ohio State**

In the rest of this document, the names above are shortened to “the Org”.

ARTICLE II – Purpose

**The primary purpose and intention of the Org is to advocate for human life by means of undertaking disaster relief efforts, as well as human development projects for socially disadvantaged communities in collaboration with Humanity First USA (HF-USA). Any HF-USA programs that the Org members would like to partake in - such as Water for Life, Our Kids Our Future, and others - will have to be approved via MOU (Memorandum of Understanding) between the Org and HF-USA.**

ARTICLE III – Membership

**Any student attending The Ohio State University****is eligible to join.** **There are no restrictions on University students (academic standing, religious affiliation, race, etc), and no restrictions on time of year to join.**

[REQUIRED MEMBERSHIP LANGUAGE]

**Only currently registered students, faculty and staff may be active members in a registered student organization. Only active members may vote or hold office.**

Non-active members:

**HF-USA may assign HF volunteers or alumni to participate in the Org at The Ohio State University****activities. All interested volunteers and alumni will be required to fill out membership forms approved by HF-USA.**

If your organization will be recognizing off-campus participants, including your group’s alumni, you are required to include a statement about these “non-active” members in this section.

Statement of Nondiscrimination:

**Any discrimination 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 basis is prohibited.**

[REQUIRED ANTI-HAZING STATEMENT]

**We will not haze, we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer- related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).**

ARTICLE IV - Officers/Elections

List the officers by title (e.g., President) or define the leadership structure if another system is used (e.g., spokesperson by consensus).

**President**

**Vice President**

**Treasurer**

**Volunteer Coordinator**

**The President reserves an exclusive right to add executive board members throughout the year as deemed necessary. The current executive board may also choose to adopt or eliminate a role by majority vote.**

What officers constitute an executive committee?

**All officers**

Describe the process and required majority of votes by your active, voting membership by which officers will be elected or selected.

**In order to run for President, a candidate must first signal their intent to run for office, either in person during a meeting or in writing to the President.**

**Then, a vote will be held during an in-person or online org meeting, and the candidate with the highest number of votes by the membership (there will be one vote per member) or the choice of the current President will lead to selection. If there are no executive board members, or the org has too few members to conduct a meeting, HF-USA may appoint a President.**

**The current President of the Org may also appoint and approve elections for executive board roles if they determine there to be limited resources to conduct an election (one in which the general body votes in the next board).**

**Other officers are voted in by the membership or directly appointed by the President.**

What time of year will selection occur?

**Selection should happen early the following year, but can happen at the organization’s earliest convenience.**

How long do officers serve?

**Officers serve a one-year term.**

Which officer serves as the primary signatory?

**The president serves as the primary signatory.**

How will officers be removed or replaced?

**The President may remove an officer from the executive board if they so deem it necessary to maintain the smooth operation of the org. Executive board members may also resign at any point during their tenure. If there is a sudden vacancy in the executive board during the course of an executive board member’s term, the President will be responsible for appointing a replacement within two weeks of the vacancy. If there are at least three remaining executive board members, the President may choose to leave the role vacant or remove it.**

**Humanity First USA retains the right to remove the president for a lack of cooperation. In such a case, a new election could be held and/or a direct appointment would be made.**

**A process beginning with nomination of prospective officers by the executive board, which will be based on the individual’s previous activity, evident leadership ability, and expressed interest of the applicant - will be used to replace officers. Then an interview process will be held to evaluate the most suitable individual.**

ARTICLE V – Removing Members

**A movement to remove a member can be proposed by any board member. The board must then vote on the proposal in a meeting. If majority votes in favor, the member will be removed.**

**The President may also remove members if they deem it necessary to maintain the smooth operation of the Org.**

ARTICLE VI - Meetings

How often will the group meet?

**The group will meet between one and three times a month.**

Who will call the meetings?

**The executive committee or the President will call the meetings.**

What is quorum?

**Quorum is two persons or presence of the President.**

Will there be a call for special emergency meetings?

**There will be a call for special emergency meetings. The President will announce it in an official mode of communication, such as (but not limited to) email, Groupme, or text message.**

How will you notify people of emergency meetings?

**People will be notified of emergency meetings via phone, email, Facebook, and word of mouth.**

ARTICLE VII - Constitutional Amendments

Who can propose an amendment?

**An amendment can be proposed by any member of the Executive board.**

How are they proposed?

**Any executive member may present an Amendment by submitting it in writing to the President and notifying the rest of the executive board.**

**The President may approve an amendment, or, if they choose not to approve, it may return to the executive board and pass with a 2/3-majority vote.**

**The President may also choose to block an amendment if they believe it is not in the best interest of the Org.**

**Once the amendment is approved by the President or the board, it will be sent to Humanity First USA for approval. Once final approval is given, it will be ratified into the constitution effective immediately.**

What is the required period of time between the proposed amendment and a final vote?

**The required period of time between the proposed amendment and a final vote is at least two weeks.**

How will you notify active members that an amendment is going to be voted upon?

**Active members will be notified that an amendment is going to be voted upon via email and word of mouth. An amendment will need a 2/3-majority vote from the active membership in order to pass.**

[REQUIRED AMENDMENT CLAUSE]

**All amendments, additions or deletions must be filed with the Center for Student** **Leadership.**

[REQUIRED AMENDMENT STATEMENT]

**All amendments, additions or deletions must be filed with the Office of Student**

**Affairs, within one week of adoption.**

FUNDRAISING AMENDMENT

**Funds that the Org raises for local administrative costs will not be tax-deductible or in the jurisdiction of HF-USA. Any funds that the Org would like to raise for specific humanitarian mission or program shall be pre-approved by Humanity First USA, and the method of such fundraising shall be done through HF-USA’s fundraising guidelines. Approved methods include, but are not limited to,**

**1) raising funds through the** [**www.humanityfirst.org**](http://www.humanityfirst.org) **website and**

**2) the direct mailing of checks to HF-USA at**

**Humanity First USA**

**300 E. Lombard Street, Suite 840**

**Baltimore, MD 21202**

ARTICLE VIII – Dissolution

How will dissolution be decided?

**Insufficient volunteers to conduct basic activities**

What is the required majority of votes to dissolve the group?

**Unanimous vote of executive board.**

What will you do with the unspent funds?

**Give to HFUSA to the extent permissible.**