

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

Section 1: Name: Undergraduate chapter of Healthy LifeStars at Ohio State University

Section 2 - Purpose: The mission of Healthy LifeStars is to motivate and educate kids to live active, healthy lives now and in the future. Through the Ohio State chapter we will move forward with the StepATHon initiative to challenge teams to take the most steps and raise the most money to raise awareness of the epidemic of obesity.

Section 3 - Non-Discrimination Policy: Healthy LifeStars is committed to fostering, cultivating and preserving a culture of diversity, equity, and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our members invest in their work represents a significant part of not only our culture, but our reputation and achievement as well.

We embrace and encourage our members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our members unique.

Healthy LifeStar's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; professional development and training; social and recreational programs; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all members.
- Teamwork and member participation, permitting the representation of all groups and member perspectives.
- Work/life balance through flexible schedules to accommodate members' varying needs.

Additionally, all members are expected to adhere to the University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

Article II - Membership: Qualifications and categories of membership.

Section 1 – Qualifications of Membership: All members will be expected to align with the mission of Healthy LifeStars, as well as adhere to the Non-Discrimination policy. Members must show passion and interest in advocating for healthy and active children and the topic of fighting childhood obesity through meeting attendance and completion of fundraising responsibilities during the annual StepATHon event.

Section 2 – Categories of Membership:

1. Student Membership: Current students enrolled at The Ohio State University.
2. Professional School Membership: Members of Ohio State's professional school programs, such as medical, dentistry, and other various aligning graduate programs are free to join as professional members of the organization and participate in fundraising and awareness events. These members may not hold executive positions.

Article III – Methods for Removing Members and Executive Officers

III.a. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University 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.

III.b. Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two thirds affirmative vote of the executive board.

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

All roles will be voted upon at the end of the Spring semester and the new officer will hold this position the following Fall and Spring Semesters, completing one term during an academic year.

President

- a. Oversee organization.
- b. Facilitate meeting agendas.
- c. Ensure mission and policies are being adhered to.
- d. Resolve conflicts between members and other executive positions.
- e. Approve final decisions made my organization.

Vice President

- a. Organize and create StepAThon deadlines and responsibilities.
- b. Work with President to make final decisions.
- c. Student membership contact
- d. Administrative duties.

VP of Finance

- a. Align with national chapter on budget and funding for events.
- b. Organize fundraising events.
- c. Keep track of team fundraising for StepAThon.

VP of Marketing

- a. Work with Finance on marketing for fundraising events.
- b. Plan promotional emails for StepAThon teams.
- c. Promote awareness and activity on campus for involvement.

- d. Collaborate with External Affairs on how best to achieve campus involvement.
- e. Create informational infographics and flyers.

VP of External Affairs

- a. Head communication between various student organizations for participation in StepAThon and other related events.
- b. Work closely with Marketing to achieve maximum campus involvement.
- c. Plan any events needed for recruitment.
- d. Maintain student organization database.

Article V - Executive Committee (if needed): Size and composition of the Committee.

We will have no executive committee.

Article VI - Standing Committees (if needed): Names, purposes, and composition.

The standing committee will consist of all other general members involved in the organization and their role is to support the VP's with fundraising, recruitment, and awareness events. These members will be at attendance of all general body meetings, however will be subject to different responsibilities depending on necessity. This committee will be directed by the Vice President who will handle all formal questions and concerns. The Vice President will also be tasked with assigning responsibilities as they are needed, to specific members.

Article VII – Adviser(s) or Advisory Board: Qualification Criteria.

Advisers of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an adviser who is not a member of the above classifications, a co-adviser must be chosen who is a member of these University classifications. Additionally, the advisor for the Undergraduate chapter of Healthy LifeStars must be approved by our campus representative from the national organization.

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

All members are expected to attend all meetings, with 2 excused absences per semester. If a member must miss a meeting they are responsible for setting up a time to meet with either the Vice President or President to obtain necessary information and tasks for that week. During the spring semester the entire team will meet weekly for 1 hour, and biweekly for 1 hour during the fall. The executive board will meet outside of these hours when necessary. Throughout the month and week of the StepAThon, the team will meet twice a week.

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

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be 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-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting

membership of the organization, present or not. The constitution should not be amended easily or frequently.

Article X – Method of Dissolution of Organization

Dissolution of the organization will only be done by a vote of two-thirds of the voting members of the organization. Any debts will be covered through the liquidation of remaining assets before these assets are transferred to the Healthy LifeStars national organization. Any remaining accumulated assets shall be forfeited to the Healthy LifeStars national organization at the time of organization dissolution. Any remaining assets after this process will then be transferred to Healthy LifeStars national organization.

By Laws

Article I- Membership

The procedure for becoming a member will involve either attending a meeting, or the prospective member may contact a current member indicating an interest in volunteering with the organization. At this point, the individual will be considered a member once they are assigned tasks in support of the StepAthon Fundraising.

Article II- Election / Appointment of Government Leadership

Elections will be held annually in April, the week after the StepAthon. For each position, members will have the opportunity to list themselves as a candidate to take over the role. If there is already a member in an executive position, and no member runs against them, the initial executive will retain their role. Once a candidate lists themselves as running for a position, ballots will be taken from all present members via a google forms survey. Ballots will be counted by both the president and vice president and reviewed by all members of the executive board if desired. For each executive positions, the winning candidate will be determined by a majority vote of ballots

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).