**CONSTITUTION AND BY-LAWS**

**Article 1**

**Section 1 - Name:** Mwanafunzi at The Ohio State University College of Social Work

**Section 2 - Purpose:** Mwanafunzi’s purpose is to promote the spirit of solidarity among Ohio State students by collectively creating activities within the College of Social Work that promote academic support and excellence for Black social work students. Additionally, the group's purpose is to provide opportunities for social work and other students from related fields to increase the enrollment and retention of Black students and serve as a resource to the greater Columbus Black community.

**Section 3- Non-Discrimination Policy:** This organization does not discriminate based on 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, Mwanafunzi 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.](%20https%3A/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**

The organization's voting membership should be limited to currently enrolled Ohio State students. Other non-student members, such as faculty, alums, professionals, etc., may become members, but only as non-voting associates or honorary members.

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

III.a. 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. A special election to replace a removed officer will follow procedures stated in ***Article V- Election / Selection of Organization Leadership*.**

III.b. 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.c. 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 suspend a member or executive officer temporarily.

**Article IV - Organization Leadership**: Required leadership positions, including Primary Leader (President), Secondary Leader (Vice President), and Treasurer, will be elected or appointed by the Standing Executive Committee and/or general membership. The Advisor position will be appointed by the College of Social Work and/or requested by the organization's voting membership, including Standing Executive Committee (e.g., President, Vice-President, and Treasurer).

Required leadership positions will serve a term of one academic school year before being eligible for reelection and/or reappointment. Their duties are as follows:

President

1. To preside over all regular and special meetings.

2. To announce in proper sequence the business that comes before the chapter or following the prescribed order of business, agenda, or program, and with the existing order of the day.

3. To recognize and regulate members who are entitled to the floor.

4. To authenticate by his/her signature all acts, orders, and proceedings of the chapter when necessary.

5. The President shall be social work student enrolled at The Ohio State University.

6. The President shall appoint any office left vacant by termination in the middle of tenure.

Vice-President

1. To assist the President in performing his/her duties and preside in the absence of the President.

2. The Vice-President shall be chairman of the Executive Committee.

3. The Vice-President shall be a social work student at The Ohio State University.

Treasurer

S/he shall be responsible and accountable for the receipts, deposits, withdrawals, and disbursements of all funds of the Association in conjunction with the President and the Secretary. During regularly scheduled meetings, the treasurer shall provide monthly budget reports to the student body.

Secretary

1. S/he shall keep records of all incoming and outgoing correspondence.

2. S/he shall present to the body all correspondence.

3. All news entered by other members must be submitted in writing to the secretary to be presented to the body of the organization.

4. S/he shall send notices for regular and special meetings.

5. S/he shall keep records of all proceedings of the organization. These records shall be recorded in a ledger.

6. At each meeting, the secretary shall read from the ledger the minutes of the previous meeting.

Historian

1. S/he shall offer means to connect alums to existing members for guidance, mentoring, and assistance.

2. S/he shall keep a descriptive and pictorial arrangement of the events in which the organization has participated.

Advisor

S/he shall aid Executive Committee in the completion of organizational and leadership position duties, including but not limited to presiding over all regular and general meetings, chairing executive meetings in the absence of VicePresident, ensuring the collection of historical data, and assisting with obtaining, managing, and allocating organizational funding.

**Article V- Election / Selection of Organization Leadership:** Voting and/or appointments for Executive Committee members will occur once a year. Officers will be elected in the Spring Semester: the organization's voting membership should be limited to currently enrolled Ohio State students who are members of Mwanafunzi.

(1) Applications for Officer positions shall be submitted by a date to be determined by the President.

(2) The Executive Board shall interview each applicant within seven (7) days following the application deadline.

(3) A majority vote of the Executive Board Members present at the Officer Selection meeting is required to elect each Officer candidate. In a tie, the President will make the final decision.

(4) The names of the newly elected Officers must be announced to all applicants within seven (7) days following interviews and to the General Assembly at the next scheduled meeting.

Spring semester elections will be a transitional period for new leadership and/or reconstruction of existing leadership. The rules contained in Roberts' Rules of Order shall govern this organization in all cases to which they are applicable unless they are inconsistent with the Constitution and by-laws and special rules of this organization.

**Article VI - Executive Committee:** The size and composition of the Committee will consist of the President, Vice President, Treasurer, Secretary, Historian, and Advisor. The Executive Committee may also appoint and/or elect ex-officio positions from related student organizations or Mwanafunzi’s previous leadership members to sit on the Executive Committee.

The Executive Committee represents the general membership, conducts the organization's business between general meetings of the membership, and reports its actions at the general meetings.

**Article VII - Standing Committees (if needed):** A standing committee will be permanent and designed to carry out the basic functions of the organization. For example, fundraising committee. The organization's leadership will appoint the chairpersons of such committees.

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

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. Suppose a person serves as an advisor who is not a member of the above classifications. In that case, a co-advisor who is a member of these University classifications must be chosen. The responsibilities and expectations of advisors should be clearly and adequately described.

**Article IX – Meetings and events of the Organization:** Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term except for summer.

**Article X – Attendees of Events of the Organization:** 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 aligned with the organization's Constitution.

Additional information and resources on assisting disruptive or distressed individuals can be found at: [oaa.osu.edu/assets/files/documents/911handout.pdf.](file:///C%3A%5CUsers%5Cmeshelemiah.1%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CAZBZRIR1%5Coaa.osu.edu%5Cassets%5Cfiles%5Cdocuments%5C911handout.pdf)

**Article XI – Method of Amending Constitution:** Any proposed amendments should be presented to the organization in writing and 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-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 XII - Method of Dissolution of Organization:** This organization may be resolved after dissolution is approved by the officers and by we vote of its members if notice of a vote on dissolution is furnished to the members at least sixty (60) days prior to the vote.Upon dissolution, the officers shall utilize the organization's assets, including those arising from dissolution and distribution. The balance, if any, shall be distributed equally among the contributing factors insofar as possible.