

Operation Smile at The Ohio State University
Constitution

Vision statement: Operation Smile at The Ohio State University is committed to creating a community of driven student advocates to raise awareness for children born with craniofacial anomalies.

I. Article I – Name & Purpose

- a. The name of this organization shall be the "Operation Smile at The Ohio State University".
- b. The purpose of the Operation Smile OSU shall be to mobilize a community of caring and motivated Buckeyes to raise awareness and funded craniofacial surgeries to repair cleft conditions
- c. Operation Smile OSU shall be composed of an Advisor, Executive Board (President, Vice President, Treasurer, Secretary, Director of Logistics, Director of Marketing, Social Chair, Board Members) and any other interested Ohio State University student who wishes to be act as a member.
- d. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU 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.
- e. Operation Smile at The Ohio State University does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, or any other bases under the law, in its activities, programs, admission, and employment. Equal access to Operation Smile events is extended to all persons as Operation Smile promotes equal opportunity through a positive and continuing affirmative action program.

II. Article II – Structure and Executive Board Responsibilities

- a. Meeting attendance:
 - i. Members will attend meetings every week. Attendance will be taken and used for record keeping purposes. Executive members will be required to attend weekly executive meetings.

- b. Agenda creation:
 - i. The President and Vice President shall be in charge of creating the agenda for both general body and executive meetings. The meeting agenda shall be available for all members.

- c. Programming guidelines:
 - i. Programs should follow all university rules and costs should not exceed the budget allotted by the Treasurer. In other regards, the committee or member who is heading the project has free reign over the scope of the program.

- d. Roles
 - i. President:
 - 1. The President shall write the agenda for and run general body meetings and executive meetings and is responsible for day-to-day interaction with group members. The President shall be responsible for maintaining contact with the Advisor and national affiliates of the Operation Smile Organization. The President shall be responsible for making sure all tasks given to the Executive Board and General Body members get completed in a timely manner.

 - ii. Vice President:
 - 1. The Vice President shall be responsible for, but is not limited to, meeting with the president at least once a week to organize for events and plan the weekly general body meetings, being available to help set up events, and also attending weekly facilitator and executive board meetings. Additionally, the Vice president will facilitate the general body meetings in concert with the President, which includes updating the club on need to know information, facilitating club votes, and organizing brain storming and event planning time for the club.

iii. Director of Logistics:

1. The Director of Logistics shall be responsible for filling BEN requests and requesting Coke Grants for the events. The Director of Logistics shall be responsible for booking rooms and meeting spaces and contacting event coordinators ahead of events to organize A/V needs and event set up.

iv. Secretary:

1. The Secretary shall be responsible for managing emails and all media contact for the club. They shall keep a record of attendance for all members. The secretary shall record notes during meetings and distribute them to members at the conclusion of the meeting.

v. Treasurer:

1. The Treasurer of the organization shall be responsible for keeping a record of financial transactions and approving purchases. The Treasurer shall also be responsible for creating a budget and presenting our budgets to the proper University funding programs.

vi. Director of Marketing:

1. The Director of Marketing shall be responsible for developing and implementing a marketing plan for club activities/events, and a marketing plan for attracting new club members. The Director of Marketing shall be responsible for running all social media accounts. The Director for Marketing shall be responsible for contacting local newspapers/businesses, making posters/flyers, and getting approval for flyers to be hung in residence halls.

vii. Social Chair:

1. The Social Chair shall be responsible for organizing team socials and ensuring that everyone in the club is having a good experience. The Social Chair shall be responsible for creating ice breakers for the club at the beginning of each semester. The Social

Chair shall also be responsible for implementing new ways to recruit and maintain new members.

viii. Committees:

1. When the organization grows large enough, the club shall be split into committees. Each committee will have a team leader and each committee may initiate and be responsible for their own fundraising projects.

III. Article III - Terms of Office and the Selection Process, Removal of Officers

a. Regular Appointment:

- i. New executive officers shall be elected every year at the middle of Spring Semester so that they can be trained by current executive members throughout the semester.

b. Election Process:

- i. The application process will be two-fold. First, applicants will fill out an application which will consist of a document outlining the applicant's qualifications and three essay questions that applicants will answer. From the applications, the current executive board will have the discretion to remove any applicants who are seen as not taking the process seriously, by unanimous consent. Elections shall be held at the general body meeting in Spring semester. Only individuals who satisfy membership requirements may vote.

c. Candidate Qualifications:

- i. To qualify to run for office, an applicant must have maintained membership status for at least one semester. Applicants running for President or Vice President must have at least 1 full academic year of experience in the student organization to run.
 1. Exception:
 - a. An applicant who does not meet these qualifications may call a meeting with the Executive Board to plead their case on why they should be able to run for an Executive Board position.

d. Training:

- i. Once elected, new executive members will schedule training through the Ohio Union and will attend all executive meetings to observe current members.

e. "Special cases" – termination:

- i. An executive member may be removed from office before his or her term is concluded if he or she engages in any behavior that causes them to be disciplined by the university, if the advisor for the club deems he or she is not fulfilling the duties of the office, or by a three-quarters vote of total membership, with ballots taken in secret. Removal of an officer should only be undertaken in extreme circumstances.

IV. Article IV – Membership Requirements

a. To be considered a member of Operation Smile OSU an individual must:

- i. Pay dues of \$10 per semester or \$20 for the academic year
- ii. Attend at least four meetings per semester or volunteer at two or more events

V. Article V - Funds

- a. This club shall be funded by the donations of outside organizations and the revenue gained from fundraising events held during the year. The club shall retain such funds as is deemed necessary for holding its next event, and the rest shall be donated to Operation Smile for surgeries on children born with cleft lips and palates in developing countries.