**V.O.I.C.E. Constitution**

ARTICLE I. Official Name of the Organization: V.O.I.C.E.

ARTICLE II. Mission Statement:
Our mission is to create a safe and supportive space for counseling students of color, including First Nations, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and/or Hispanic or Latino, to connect, share experiences, navigate challenges, and empower each other in their academic and professional journeys.

ARTICLE III. Criteria for selecting membership:

* Student Members - A student engaged in study in The Ohio State University’s Counselor Education Program may be admitted as an active student member upon application. Student members must remain in good academic standing with The Ohio State University.
* Faculty Members - Faculty of The Ohio State University’s Counselor Education Program may be admitted as an active faculty member upon application and endorsement by this organization’s faculty advisor.
* Alumni Members - An alumnus of The Ohio State University’s Counselor Education Program who was an active member of V.O.I.C.E. for at least one semester, may be admitted as an alumni member upon graduation from the University. Alumni members may hold status as active members only if they meet requirements and duties of active membership.
* Founding Members - The membership statuses of the two founding members of V.O.I.C.E. will change to “Founder Emeritus” after they graduate from The Ohio State University’s Counselor Education Master’s Program. The status of Founder Emeritus denotes lifetime active membership for V.O.I.C.E. The founding members will leave their contact information for the following exec boards, so they are available to ask questions and serve as a resource for access to alumni counselors of color for networking opportunities.
* Termination of Members - A member may be dropped from membership for any conduct that tends to injure V.O.I.C.E. or to adversely affect its reputation, or that violates principles stated in the ACA’s code of ethics, V.O.I.C.E.’s constitution or university policy. Removal will be decided by a majority vote from the executive board.
* Non-Discriminatory Statement: 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.

ARTICLE IV. Criteria for voting membership:
Only active members of V.O.I.C.E. qualify as voting members.

ARTICLE V. Duties and privileges of membership:
A. Duties: To maintain membership, members must attend at least one chapter meeting per semester. Announced chapter meetings shall have at least one week’s notice. Also, members must always represent our organization positively.

* Privileges: All currently enrolled Ohio State student members in good standing shall be eligible to vote and to hold office in V.O.I.C.E.
* Anti-Hazing Statement: This organization considers hazing to be a most destructive and degrading activity, which is inconsistent with the standards of this student organization. Hazing, defined as: Any planned/executed action or activity, by or against an active member, associate member, pledge or potential member or new member of an organization or group that inflicts physical or mental harm, distress, anxiety, or which may demean, degrade, embarrass or disgrace any person, regardless of location, consent or intention is prohibited. Examples of hazing include but are not limited to forced consumption of food, alcohol, drugs or any other substance, forced physical activity, deprivation of food or sleep, and physical acts such as branding or paddling. Students may not imply that a person would be shunned, removed, or not initiated for failing to participate in any form of hazing. Any action or situation that intentionally or unintentionally endangers a student, who is attempting admission into or has affiliation with any student organization, is prohibited. This organization recognizes the dignity of every individual and opposes all forms of hazing.
* Sexual Misconduct Policy: As a student organization at The Ohio State University, V.O.I.C.E. 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.

ARTICLE VI. Establishment of officers, duties, and authority:
The officers of V.O.I.C.E. shall be President, Vice President, Treasurer, Communications Director, and Doctoral Student Representative. Elections for President, Vice President, Treasurer, Communications Director, and Doctoral Student Representative will be held each Spring. All officer elections will be treated as crucial matters, and shall be voted upon as outlined in this constitution.

* **President**
	+ **The President shall:**
		1. Lead monthly organization meetings and exec board meetings
		2. Organize events, workshops, and initiatives, ensuring they align with the organization's goals and vision
		3. Ensure that the organization and its executive members are striving toward the achievement of the organization’s mission
		4. Attend faculty meetings and serve as a representative on faculty search committees
		5. Take on other officer positions if they become vacant
* **Vice President**
	+ **The Vice President shall:**
1. Assist the President in their duties and assume their responsibilities in their absence or as delegated.
2. Work closely with the President and other executive team members to ensure effective coordination of organizational activities and initiatives.
3. Contribute to the planning and execution of events, workshops, and initiatives, ensuring they align with the organization's goals and vision.
4. Assist in maintaining regular communication with organization members, faculty, and external stakeholders, disseminating information and updates effectively.
* **Treasurer**
	+ **The Treasurer shall:**
1. Keep track of all monetary transactions of the organization
2. Work closely with the President and other executive team members to ensure effective coordination of organizational activities and initiatives.
* **Communications Director**
	+ **The Communications Director shall:**
1. Create marketing flyers for the organization
2. Manage listserv and communication with organization members, including the monthly newsletter
3. Maintain event calendar
4. Develop strategies to engage and involve organization members, fostering a sense of belonging and encouraging active participation.
5. Work closely with the President and other executive team members to ensure effective coordination of organizational activities and initiatives.
* **Doctoral Student Representative**
	+ **The Doctoral Student Representative shall:**
1. Work in collaboration with the Vice President by assisting in maintaining regular communication with organization members, faculty, and external stakeholders, disseminating information and updates effectively.
2. Work closely with the President and other executive team members to ensure effective coordination of organizational activities and initiatives.
3. Collaborate with the Communications Director to develop strategies to engage and involve organization members, fostering a sense of belonging and encouraging active participation.

ARTICLE VII. Procedures for selection and removal of officers:

* Selection:
All officers must be current, regularly enrolled students in good standing at The Ohio State University. Elections for office positions will be held annually, and will require a majority vote for appointment to an office.
* Removal:
Officers shall be removed from office upon violation of active membership requirements, or failure to perform required duties as outlined in this constitution. Duties will be reviewed by the executive board and majority vote will be made to remove officers.

ARTICLE VIII. Frequency of meetings and programming:

1. Executive board chapter meetings will be held at least 3 times during summer of the upcoming academic year. Additional meetings may be arranged upon organizational need.
2. Executive board will hold at least one monthly meeting during the academic year while classes are in session.
3. Active members are invited to attend all officer meetings.
4. General body meetings will be held at least once a month during the academic year while classes are in session.
5. At least 2 networking events will be held during the academic year while classes are in session.

ARTICLE IX. Procedures for decision making:
Any member may present a proposal at any time. Officers of V.O.I.C.E. shall review this proposal and differentiate resolution between a crucial or non-crucial matter.

1. Crucial Matters - A minimum of 40% of active member votes must be cast in any crucial matter voting procedure during an announced chapter meeting. A crucial matter shall be ruled in favor of the simple majority.
2. Non-Crucial Matters - Non-crucial proposals will be communicated with all voting members one week prior to vote. During this week, voting chapter members will be provided a form to express their voting intention. The final vote will be taken in an officer meeting. For proposal approval, all officer votes must be cast, as well as an additional vote representing the majority intention of the voting chapter members.
Upon matter resolution, the verdict will be communicated with voting members immediately. Voting members shall be given 48 hours to contest said verdict.
	1. In the event of a contention, the matter will be deemed a crucial matter, and will be voted upon at the next announced chapter meeting.
	2. In the event of a tie at the aforementioned officer meeting, the matter will be deemed a crucial matter, and will be voted upon at the next announced chapter meeting.

ARTICLE X. Establishment of committees:
A. Committees will form based on the needs of V.O.I.C.E.
B. Membership will be determined by volunteer or presidential appointment.

ARTICLE XI. Provision for selection and replacement of faculty/staff advisor: Shall follow the aforementioned decision-making process for crucial matters.

ARTICLE XII. Process to consider/approve amendments to constitution and/or add bylaws and additional rules:
An amendment may be proposed at any officer meeting or may be proposed in writing to the officers of the organization. Allocation of the meeting’s time for discussion shall be provided. The proposal will be voted upon by officer members (present or not) to either ratify or reject the proposal. Decisions will be made based on a two-thirds majority ruling.

ARTICLE XIII. Method of Dissolution of Organization:

Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

ARTICLE XIV. Statement of ratification for this document:
This document has been ratified by 2/3rd of the officer members of V.O.I.C.E. on 7/6/2023.