

Heart for the Unhoused at OSU
Constitution
The Ohio State University

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

Section 1: The name of this organization shall be Heart for the Unhoused at Ohio State

Section 2: Heart for the Unhoused at Ohio State aims to improve the health of the Columbus homeless community through medical education and connection to primary care. Our goals are three-fold: 1) to give socioeconomically disadvantaged individuals a better understanding of their current health, 2) to show them that they have the power to improve their health through achievable lifestyle changes, and 3) to inform them of primary care providers and other health resources within their geographic and economic reach.

Section 3: 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 II – Membership: Qualifications and Categories of Membership

Section 1: Members must be in good standing with the University. Members must apply during the Autumn Semester by filling out an application. The application will be open for two weeks following the first day of the academic semester. Interviews will be conducted by a committee of presidents and officers the following week. Members will be chosen based on the discretion of the interview committee and based on the needs of the organization.

Article III – Methods for Removing Members and Executive Officers

Section 1: 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.

Section 2: 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 committee.

Section 3: 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 temporarily suspend a member or executive officer.

Section 4: Members are expected to be in attendance for all meetings throughout the semester but are able to miss 2 meetings for any cause. They are to fill out an absence form for each missed meeting. Missing three or more meetings will result in probation. Members are required to volunteer at one of Heart for the Unhoused at Ohio State's partnering organizations for 2-4 hours once a month. Failure to complete volunteer hours will result in probation. Members are expected to attend at least 2 outreach event during each semester. Failure to attend will result in probation. Typical method and removal for members is as follows: If member does not meet membership requirements and/or remains a non-participant for 1 semester, they will be placed on probation for the following semester (excludes summer semesters). If a member fails to complete membership requirements and/or remains a non-participant, they will be removed from the organization.

Section 5: Officers are expected to attend all meetings throughout the semester. Failure to attend requires prior notation or immediate emergency. All officers are expected to volunteer at one of Heart for the Unhoused at Ohio State's partnering organizations for 2-4 hours once a month. Failure to complete volunteer hours will place their position in jeopardy. Officers are expected to attend greater than 50% of outreach activities. Failure to complete this requirement will place their position in jeopardy. Typical method and removal for an officer is as follows: If the officer does not complete above requirements by the end of each semester, organizational advisors/presidents will determine the fate of the officer. The officer is able to be demoted or removed from the organization based on their contributions.

Article IV – Organization Leadership

Section 1: Co-Presidents

- a) The Co-presidents shall be responsible for scheduling and presiding over all general member and executive board meetings.
- b) The Co-presidents shall maintain a close affiliation between its members and advisor.
- c) The Co-presidents shall oversee officer selections and transitions.
- d) One Co-president will focus on internal affairs. This co-president will serve to oversee all internal communication, member relations, and advancing leadership development.
- e) One Co-president will focus on external affairs. This Co-president will serve to oversee all external communication and projects to ensure all enterprise is performed smoothly.

- f) Co-president tasks may often overlap but tasks will be allocated as effectively as possible.

Section 2: Treasurer

All email communication must be cc'ed with Co-Presidents.

- a) The treasurer shall receive and transfer all funds for the organization.
- b) The treasurer shall keep an itemized account of all monetary transactions.
- c) The treasurer shall provide the executive board with a financial report twice each semester.
- d) The treasurer shall submit a budget plan each semester by the first executive meeting to be approved by the executive board.
- e) The treasurer shall be in charge of all fundraising including, but not limited to, communication with businesses and sponsorships.
- f) The treasurer shall work closely with the president and work to support any and all needs of the organization.

Section 3: Officers

- All email communication must be cc'ed with Co-Presidents.
- Co-presidents will share work with all officers and assist in any tasks that may require them
- a) Director of Social Determinants
 - Responsible for handling resource donations (basic hygiene, clothing, etc.)
 - Responsible for coordination regarding social determinant volunteer opportunities
 - Responsible for email correspondence in relation to social determinant projects (i.e. Community Care Coach)
 - Will work closely with Director of Liaisons and Treasurer to further initiatives
- b) Director of Outreach
 - Responsible for working with treasurer and creating fundraising events with small or large companies around Central Ohio
 - Responsible for strategic planning to direct locations and initiatives for future Heart for the Unhoused Outreach
 - Responsible for email correspondence with small and large companies
 - Will work closely with treasurer and Director of Liaisons
- c) Director of Marketing
 - Responsible for all marketing duties related to events, volunteering, outreach, etc.
 - Responsible for running all social media platforms
 - Responsible for creating items for marketing (posters, flyers, clothing, business cards, etc.)

- Will work with all leaders of the organization and direct their work based on what is needed at any given time
- d) Director of Liaisons
- Responsible for overseeing all work completed by liaisons and ensuring quality control with external organizations
 - Responsible for working with liaisons to initiate, complete, and document volunteer events for all members of the organization
 - Responsible for overseeing all liaison communication
 - Will work closely with Director of Outreach, Director of Social Determinants, and Treasurer
- e) Director of Nutrition
- Responsible for managing all volunteer opportunities related to nutrition
 - Responsible for securing food for donation, events, and for screening clinics
 - Responsible for email correspondence regarding all nutritional-related items
 - Will work closely with Treasurer and other officers as needed
- f) Director of Healthcare Resource Guides
- Responsible for managing all healthcare guides with the expectation of having at least 3 completed every semester
 - Responsible for coordinating follow-up care (will work with Director of Social Determinants)
 - Responsible for tracking the utilization of the resource guides
 - Will work closely with all officers based on when guides are necessary
- g) Secretary
- Responsible for creating weekly slideshows
 - Responsible for all member-related email correspondence and tracking member absences
 - Responsible for organizing all organization files/items
 - Will work closely with all officers and members of the organization

Article V – Election / Selection of Organization Leadership

For Presidential Election

- Presidents are to hold their position until they are not affiliated with The Ohio State University or until they decide to step down. Should a president step down, the treasurer will take an interim presidential position and retain duties of both roles until the following presidential election
- Presidential elections will be held annually during the first week of March. Applicants must previously hold a position as an officer or treasurer for Heart for the Unhoused at Ohio State for one academic school year. Members may not apply to be president. The

Applicants must fill out an application and undergo an interview process. Interviews will be held by past president(s) and advisor(s). The interview committee will decide on one or two candidates for Presidency (based on the number of vacancies). A vote will take place at the subsequent meeting after candidate selection and 70% of the organization must vote yes for candidates to be elected as president.

- In case there are not enough candidates for the number of vacancies at the presidential position, liaisons are able to apply to be President. In case no liaison is interested in applying to be President, the position is open to all members.

For officer and treasurer election

- Officers and treasurers are to hold their position until they are not affiliated with The Ohio State University or until they decide to step down. Should an officer step down, the officer that is stepping down may appoint one of their committee members to be an interim officer until the following officer election.
- Officer Elections will be held annually during the first week of March. Members must be a part of the organization for one calendar year before applying to be an officer. A current officer is able to hold their previous position or attempt to take a new officer role (if they do leave their previous officer position, they are not guaranteed an officer role). All Presidents and holding officers will take part in the selection. All applicants are to complete an application and identify 3 preferred officer positions. An interview process will take place and the interview committee will decide the best fit for each officer position while also taking preferences into consideration. A vote will take place at the subsequent meeting after officer selections and 70% of members of the organization must vote yes for candidates to be elected as officers.

Creating a new officer position

- A new position will be enacted by the president. The new position will be open to all members or officers that have been with the organization for one academic year. All members are to apply and an interview process will take place. The interview committee will consist of current officers. Presidents will approve or disapprove of the officer appointee.

Article VI – Executive Committee: Size and composition of the Committee.

Section 1: The Executive Committee shall contain the positions of the President, Treasurer, Advisor, and officers. There are 2 presidents, 1 treasurer, 1-3 advisors, and 7 officers.

Section 2: Voting powers are as follows: Advisors have veto power over Presidents and officers. When a vote is administered, all officers and presidents will be involved. The vote is determined based on a point system. All officers' votes have the equivalent of one point, and all presidents' votes have the equivalent of two points. Presidents must have the support of at least 3 officers in order for an order to go into effect (Need a minimum of 8 votes to complete any action for any party).

Article VII – Standing Committees: Names, purposes, and composition.

Each committee member must work in accordance with directions from their committee director. Officers will direct goals and initiatives for each semester. Officers will have specific positions for each committee member that are to be decided during the first month of the Autumn semester over the course of a calendar year (unless the member graduates, leaves the organization, or is selected for a leadership position). Committees will be created at the start of each Autumn semester after member interviews and members from previous years are able to hold their position. Committees will follow committee size based on ranges listed below.

- 1: Nutrition Committee (8-12)
- 2: Social Determinant Committee (12-20)
- 3: Liaison Committee (12-20)
- 4: Healthcare Guide Committee (6-10)
- 5: Fundraising Committee (2-4)
- 6: Marketing Committee (2-4)

The organization will be limited to a maximum of 70 members.

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

Section 1: The Advisor must be a faculty member or a member of the Administrative and Professional staff at The Ohio State University. If the advisor is not a faculty member, a co-advisor that follows the above guidelines shall assist the advisor.

Section 2: The advisor shall be given the following duties

- a) The advisor shall be an effective communicator, working especially closely with the president and other executive committee members.
- b) The advisor shall be willing to attend meetings if requested by the executive board.
- c) The advisor shall give guidance on the organization's goals and assist in the completion of them when needed.
- d) The advisor shall assist the executive board in the recruitment of guest speakers.

Section 3: If there are two or more advisors for the organization, each advisor will take a specific role.

- Advisor 1 will be focused on medical/clinical aspects of the organization. This includes but is not limited to working with the mobile screening clinic, working with graduate students, continuing medical outreach to advance screening clinics, keeping track of patient information, providing new opportunities for students, etc.
- Advisor 2 will be focused on social determinant aspects of the organization. This includes but is not limited to resource connections, internal organization education and development, providing new opportunities for students, working with outreach and social determinant directors to further Heart for the Unhoused at Ohio State initiatives, etc.
- Any additional advisors are able to focus on other parts of the organization, such as legal matters, outreach, etc.

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

Section 1: General body meetings are to be held once every week. Meetings will be canceled on leadership discretion in case a meeting is not needed or if there is inclement weather, health risk, or any other complications resulting in the cancellation of a meeting. All members are required to attend the meeting. Failure to attend meetings will result in sanctions as highlighted in Article III.

Article X – Attendee Conduct.

Section 1: Attendees of events must conduct themselves in a responsible manner that reflects well on the organization and university. This includes being respectful of all students, faculty, staff, and property. Behavior that violates this organization's constitution, the Code of Student Conduct, university policy, or federal, state, or local law will result in disciplinary action determined by the Executive Committee. This discipline can result in removal from the event and expulsion from the club.

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

Section 1: Amendments to this Constitution can be made by the discretion of the president. Approval for any amendment shall be motioned by one of the Executive Committee members and seconded by another. At this point, the amendment will go to a vote. A passing vote of two-thirds will ratify this amendment, and it shall be added to the Constitution in a timely manner. Organization members wishing to make an amendment shall present their amendment at an Executive Committee meeting, gaining two Executive Board members' approval for a vote to

occur: once again needing two-thirds approval at this vote to pass. Members may veto any amendment with a three-quarters vote in opposition to the vote of the Executive Committee.

Article XII – Method of Dissolution of Organization

Section 1: Dissolution of the organization requires a unanimous vote by the executive board along with 80% of all active club members. Any remaining funds will be proportioned back out to the members who contributed to the fund pool. Any remaining merchandise may be distributed however the executive board and remaining active members see fit. Upon the official dissolution of the organization, Student Activities staff will be contacted to remove organization information from their website.