

CRIS Community Connectors at Ohio State Constitution

Article I: Name, Purpose, and Non-Discrimination Policy

This organization will be called CRIS Community Connectors at Ohio State, or CCOSU.

CCOSU will be affiliated with CRIS. CRIS stands for the Community Refugee and Immigration Services, a non-profit resettlement agency based in Columbus, Ohio, and particularly CRIS' Community Connectors program (CRIS CC), in which mentors support New American youth socially, emotionally, and academically.

The purpose and objectives of CCOSU are to:

- Mobilize passionate, hardworking students for the Community Connectors program on Ohio State's campus.
- Establish a campus presence for CRIS in order to create connections with other Ohio State student organizations in pursuit of increasing outreach efforts.
- Organize fundraisers to raise money for CRIS Community Connectors as well as the CRIS non-profit as a whole.
- Bring awareness to CRIS' main objectives and the community they reach (policy, global affairs, etc.)

CRIS Community Connectors at Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender, gender identity or expression, genetic information, HIV/AIDS status, military status (past, present or future), national origin, race, religion, sex, sexual orientation, protected veteran status, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent or any other basis under the law, in its activities and programs.

CCOSU is also committed to protecting the privacy and integrity of our populations served and making sure they are not being exploited.

CCOSU is a nonpartisan club.

CRIS Community Connectors at Ohio State will convene at the start of Autumn Semester each academic year.

Article II: Membership - Qualifications and Responsibilities of Membership

Membership Eligibility

Any student of The Ohio State University may become a member. Recruitment occurs during the beginning of each semester, but new members are welcome to join throughout the duration of each semester.

Members should aim to:

1. Attend at least 2 meetings per month from the time of their first meeting
2. Attend at least 1 fundraiser or outreach event
3. Attend at least 1 social event

The purpose of these recommendations is to make sure CCOSU members are devoted to helping the New American population CRIS serves.

Members who achieve the above will be able to:

- Vote during leadership elections*
- Vote for Constitution amendments
- Run for a leadership position*
- Attend the Members Social at the end of each semester (not exclusive)

*Exceptions are made on a case-by-case basis that must be approved by the current leadership council.

Membership Responsibilities

Members will be asked to participate by:

- Running and/or attending events hosted by CCOSU
- Contributing to fundraising efforts led by CCOSU and CRIS
- Assisting in outreach
- Attending volunteer events hosted by CCOSU
- Attending external events on behalf of CCOSU

*Members are not required to donate funds during events.

Membership Removal

Members can be removed if they conduct themselves in a manner deemed detrimental to the purpose of the organization or if they are in violation of the Ohio State University Student Code of Conduct. This includes, but is not limited to:

- Any behavior that violates CCOSU's non-discrimination policy or makes any individual feel unwanted in the organization
- Any behavior that impedes the success of any fundraising/outreach/social event
- Any behavior that is deemed exploitative towards the populations CRIS serves

Members can be removed from the organization through a majority vote by the Leadership Council. The person in question must be offered a meeting before the vote to defend their actions.

A member can call for another member's removal by discreetly submitting a membership indictment form to the leadership council or contacting the leadership council directly. The accused member will be called in to defend themselves, after which the leadership council will vote on whether to indict the member.

Article III: Leadership - Qualifications and Responsibilities of Leadership

Leadership Eligibility

Any undergraduate student of The Ohio State University may join the leadership council. Students will have the opportunity to be elected as a leader at the end of each academic year (therefore the end of spring semester).

Leadership Council terms last an academic year (Fall and Spring semesters).

To be eligible for election at the end of the academic year, students will have to:

- Have membership requirements outlined in Article II during the semester that elections take place.
- Submit a general interest form to the leadership council by the deadline set by the President
- Submit potential speech that abides by given guidelines by the deadline set by the president.
- Attend the full election*

*If candidates cannot attend the full election due to extenuating circumstances they may speak to the President prior to the election.

Leadership Responsibilities

Responsibilities of all leaders include:

- Fulfilling the duties required by their position description
- Attending a monthly leadership council meeting scheduled by the Vice President (as well as additional meetings scheduled as needed)
- Take meeting notes during LC meetings
- Fulfilling the leadership duties during a transition
- Communication among the rest of the Leadership Council in order to efficiently execute club operations.
- Monthly check-ins with the President to ensure proper direction and set goals.
- ADD MORE?

Leadership Meetings:

- Mandatory attendance (outside of extenuating circumstances)
- Absences must be reported to President at least 48 hours before the meeting takes place
- Vice President must take meeting notes throughout meeting
- Bring updates regarding each position

Responsibilities of leaders during a transition:

The former leader must provide to their successor:

- An updated job description
- A meeting to fully transition their successor into their new role in order to answer questions and explain duties in detail
- Any documents that the former leader deems necessary or helped them with their position
- Be available to aid transition into the fall semester by answering questions

There are 6 leadership positions on the CCOSU Leadership Council:

- President
- Vice President
- Treasurer
- Outreach Chair
- Fundraising Chair
- Social Chair

Job Descriptions of the CCOSU Leadership Council:

President

- Plan and lead all meetings
- Communicate with CRIS director
- Communicate with CCOSU advisor and leadership council
- Set/monitor goals (with help from council)
- Hold members and leadership council accountable for reaching goals of the club
- Fulfill annual registration requirements
- Update Constitution at the beginning of the term (with the help of LC)
- Facilitate event planning and fundraising planning

- Complete presidential paperwork and training (modules and in-person) (provided through Ohio State Student Organization portal)
- Read and respond to emails regarding the club (including Student Organization Insider)
- Offer information and guidance on next steps for potential new mentors for CRIS Community Connectors
- Lead CRIS mentorship information meetings

Vice President

- Assist President with planning general body meetings
- Read and synthesize Student Org Insider emails
- Check club email (read and respond to inquiries, etc.)
- Send recap emails to general body after every general meeting
- Send recap messages to Leadership Council after LC meetings
- Serves as acting president in the absence of The President
- Schedule monthly leadership council meetings (beginning of each semester)
- Coordinate with outreach chair for communication with external organizations
- Handle and serve as arbiter in the event of internal organization conflicts/issues
- Assist in logistics of event planning

Treasurer

- Manage and allocate club funds in accordance with needs of the club
- Manage the CRIS club bank account and properly transition their successor into managing the bank account.
- Work with Fundraising Chair to project budgets for the upcoming semester
- Calculate budget for events
- Calculate revenue and profit earned from fundraisers
- Apply for Ohio State Student Organization grants by the given deadlines.
- Draft proposals for external funding
- Communicate with CRIS director and LC about allocation of donations
- Read emails regarding the club (including Student Organizer Insider)

Outreach Chair

- Coordinate with external organizations/classes/scholars groups/etc. to collaborate for future events
- Coordinate with external organizations/classes/scholars groups/etc. to organize speakers to come talk about CRIS and CCOSU.
- Prepare speakers with materials/presentations to be given in public settings
- Lead brainstorming for outreach events
- Lead outreach initiatives (ex. tabling, flyers, etc.)

Fundraising Chair

- Lead brainstorming for fundraising events
- Communicate with the Treasurer to make plans for budgets and fundraising goals for the semester.
- Lead fundraising events, including managing necessary paperwork
- Communicate with different organizations about possible collaborations and contributions
- Set and detail fundraising goals for individual members as well as LC

Social Chair

- Plan and lead social events outside of meetings
- Plan interactive activities for members to participate in during and outside of meetings
- Manage weekly news stories for meetings if needed
- Work with social media CRIS fellows to generate content about CCOSU events and news
- Ask for approval of those in photos to post (all people featured in photos must consent to having their picture posted and disseminated)
- Abide by CRIS branding guidelines for all generated content
- Manage CCOSU Instagram account, @cc.osu
 - Post regularly
 - Promote CCOSU as well as CRIS
 - Respond to Direct Message inquiries

Elections

Elections will be held at the end of each academic year. Members interested in applying will have to submit applications by the date established by the President. Members can indicate their interest in running for multiple positions on the application of intent. The leadership council will review the application and approve the candidates. Approved candidates will then be able to run during the elections. Speeches are given per position, not per candidate. Therefore, a candidate running for multiple positions must prepare a separate speech for each position. Speeches will last 5 minutes and there will be a 2-minute Q & A period afterwards. Opposing candidates will be asked to step out of the room for this 2-minute Q & A period. Members cannot win multiple positions. In the event that a candidate wins multiple positions, they will be asked for their preference, and the candidate with the next highest number of votes will assume the position that is not wanted by the winning candidate. All eligible voters MUST be present during the entire election before they can vote at the end. Results will be announced after everyone has voted.

Removal of Leaders

Leaders can be removed if they conduct themselves in a manner deemed detrimental to the purpose of the organization or if they are in violation of the Ohio State University Student Code of Conduct. This includes, but is not limited to:

- Any behavior that violates CCOSU's non-discrimination policy or makes any individual feel unwanted in the organization
- Any behavior that impedes the success of any fundraising/outreach/social event
- Any behavior that is deemed exploitative towards the populations CRIS serves

Furthermore, leaders can be removed if any member of CCOSU feels that the leader is not sufficiently fulfilling their role's responsibilities. Members can submit a leadership indictment form or contact the leadership council directly with concerns. Leaders in question will be granted a meeting with the leadership council to assess the situation and future directions. Meetings can also be scheduled with the President and CRIS director. If no improvements are made in an outlined period of time, the removal process will commence. A recall election will take place to replace a removed leadership council member.

If a Leadership Council Member decides that they cannot sufficiently meet the requirements of their role due to extenuating circumstances communicated to the President and would like to step down, another election will take place to fulfill their role. The departed leader must still fulfill the transition requirements.

In accordance with the rules of the Office of Student Affairs, all officers must be enrolled for at least three quarters or semester equivalent within the current academic year, meet minimum GPA requirements as determined by the Office of Student Affairs, and not be on academic or disciplinary probation or suspension.

Article IV: Advisors - Requirements and Responsibilities

There shall be at least one faculty or staff advisor for the organization. An advisor must be a full-time member of the Ohio State University faculty or Administrative and Professional staff. A Co-Advisor may be appointed if deemed necessary by the Executive Board.

Advisor selection shall take place during the Spring Semester of each year. The President must nominate a suitable advisor, which will then be voted on by the Executive Board. A co-advisor can be nominated by the Executive Board, but must be approved by the club advisor.

The advisor is required to meet with the leadership council at least once a semester, and must fulfill the advisor requirements as established by the Ohio State University (such as completing training). The advisor is welcome to attend any and all organization meetings and events.

If a leadership council member decides that the advisor is not sufficiently fulfilling their duties, they may nominate another advisor. The leadership council will then vote whether to replace advisors.

Article V - Meetings and Events

General meetings are open to any students and staff of the Ohio State University. They will be held at the discretion of the Leadership Council at various times and places. The agenda for the meeting will be determined by the Leadership Council.

Every semester, there must be:

- One CRIS Community Connectors Information Night to explain the mentorship program
- One new member social event
- One other social event
- Two fundraising events (can work with outreach)
- Two outreach events (can work with fundraising)

Article VI - Method of Amending Constitution

At the beginning and end of every academic year, the Leadership Council will be tasked with updating the Leadership Council job description. This can be done without a vote as long as all leaders approve.

To amend any other part of the constitution, the amendment must be approved by majority vote open to all members. The President may then change the constitution.

The constitution must be accessible to all members. All amendments must be announced to all members.

Article VII - Method of Dissolution of Organization

In the event that CRIS Community Connectors at Ohio State ceases to be an active student organization, all remaining operating and programming funds from The Ohio State University shall be returned to the university. All money raised by the student organization shall be donated to CRIS Community Connectors.

