

STUDENTS SUPPORTING PEOPLE WITH DOWN SYNDROME

Constitution

Article I. Name

The official name of the organization will be **Students Supporting People with Down Syndrome**.

Article II. Purpose

The purpose of **Students Supporting People with Down Syndrome** shall be to heighten awareness, educate students, and advocate on behalf of individuals with Down syndrome and their families while incorporating volunteerism. SSPDS will also provide campus-wide information about research, training, and service activities.

Article III. Organizational Overview

Section I. Membership

Membership in **Students Supporting People with Down Syndrome** shall be open to any interested faculty, staff, alumni, and other professionals, and 90% of the membership will be currently enrolled students. The voting membership is limited to currently enrolled Ohio State students. Faculty, alumni, and other professionals are only permitted to be non-voting associate members. Membership is considered “active” only if said member has attended 60% of club meetings and/or events. Executive Officers must be enrolled for at least one semester 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.

Section II. Nondiscrimination Policy

Students Supporting People with Down Syndrome and its members shall not discriminate against individuals for reasons 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 basis in accordance with [the guidelines](#).

Section III. Executive Officers

The Executive Officers of **Students Supporting People with Down Syndrome** shall be the President, Vice President, Treasurer, and Secretary. Executive Officer positions may be filled by actively enrolled undergraduate and/or graduate students.

Section IV. Executive Officer Positions

The duties of the President shall include:

- A. Coordinating and running monthly meetings of the club.
- B. Acting as the chief spokesperson of the club.
- C. Calling emergency meetings.

- D. Ensuring that all changes of the Executive Officers are reported to the appropriate University officials.
- E. Becoming familiar with pertinent University policies and procedures.

The duties of the Vice President shall include:

- A. Assisting the President with the fulfillment of his/her duties.
- B. Appointing all Committee Chairpersons.
- C. Providing support for the development of club activities planned by the committees.
- D. Working with the Treasurer to establish budgets for committees which are created.
- E. Becoming familiar with pertinent University policies and procedures.

The duties of the Treasurer shall include:

- A. Keeping a record of all financial transactions.
- B. Meeting with the Advisor on a regular basis to review account balances and financial transactions.
- C. Preparing all budgets, financial budget requests/appeals, etc.
- D. Working with the Vice President to establish budgets for committees which are created.
- E. Maintaining detailed membership records, including the amount of dues collected from each member.
- F. Becoming familiar with pertinent University policies and procedures.

The duties of the Secretary shall include:

- A. Keeping and distributing detailed minutes of all meetings.
- B. Maintaining and monitoring the club's Gmail account, including preparing and distributing any club announcements.
- C. Becoming familiar with pertinent University policies and procedures.

Section V. Faculty Advisor

Students Supporting People with Down Syndrome will have at least one Faculty/Staff Advisor who is a member of the faculty or administrative and professional staff. The advisor will be certified by the Office of Student Affairs every two years by completing Student Organization Advisor Certification.

Section VI. Election/Impeachment

Executive Officer and Committee Chair elections will consist of the following three-step process: 1. Nominations, 2. Elections, 3. Run-off elections (if needed)

- A. Nominations and elections will be held in April at the general meeting of the membership. Actively enrolled undergraduate and/or graduate students may serve as Executive Officers and/or Committee Chairs. Candidates can be nominated for more than one position and they may nominate themselves for a position if they are not nominated by another member. Any active club member may nominate himself/herself and/or a fellow club member to any of the club Executive Officer positions or Committee Chair positions, *with the exception of the President and Vice President positions*. Only members holding an Executive Officer or Committee Chair

- position, in the previous academic calendar year, shall be eligible to run for Presidency or Vice Presidency. [The President and Vice President election policy is subject to change in the event that no individual previously holding an executive officer or committee chair position wishes to run for the office of presidency and/or vice presidency*].
- B. Elections will consist of each candidate speaking up to two minutes, followed by questions from the club membership. Only active members present at the meeting shall cast a vote, and only these votes shall count toward the computation of the 50%+1 required margin for each election to office. The order of elections shall be as follows: Treasurer, Secretary, Committee Chairpersons (if needed), Vice President, and President. Election results will be announced via email within the week. The President-elect, Vice President-elect, and Faculty Advisor have final discretion of voting outcomes.
 - C. In the event that no candidate receives at least 50%+1 of the vote of the currently active club members, a run-off election shall be held between the two candidates receiving the most votes.
 - D. In the event that an elected candidate cannot fulfill his/her position, the runner up will fill the vacancy and assume the role.
 - E. In the event that an Executive Officer or Committee Chairperson is judged to be deficient in his/her duties (as decided by a unanimous agreement of the remaining club Executive Officers, Committee Chairpersons, and Advisor), he/she may be removed by a two-thirds vote of the club's membership. The advisor shall oversee the impeachment process to ensure a fair and democratic process. [If no one wishes to run for either the President or Vice President positions, then the Executive Officers and Committee Chairs must nominate a member of the club to fill the position*].
 - F. In the event that a general member is judged to be detrimental to the club or has misbehaved in regards to the club's purpose (as decided by a unanimous agreement of the club Executive Officers, Committee Chairpersons, and Advisor), he/she may be removed by a two-thirds vote of the club's membership. The advisor shall oversee the removal process to ensure a fair and democratic process.

Article IV. Committee Chairs

The Executive Officers shall decide on an annual basis which committees need to be established in order to advance the club's position on campus and plan club events. Undergraduate and/or graduate students may serve as committee chairs. All committee chairs will be appointed by the Vice President. All appointments must be approved by a majority of the club's membership.

Section I. Duties of Committee Chairs

The duties of all Committee Chairs shall include:

- A. Coordinating and chairing committee meetings, as needed.
- B. Keeping the Executive Officers and Advisor abreast of the plans and intentions of the committee.
- C. Becoming familiar with pertinent University policies and procedures.

Article V. Meetings

The club shall meet at least once per month. A listing of meeting dates shall be established by the Executive Officers and shall be emailed to all members at the beginning of the semester. These dates will also be posted on the club's official website.

Section I. Emergency Meetings

In the event that an emergency meeting of the club needs to be held, the President shall have the authority to call such meetings. All Executive Officers must agree in advance to the emergency meeting and at least 24 hours' notice must be provided via e-mail to all active members. Communication of emergency meetings will be the responsibility of the Secretary.

Article VI. Disbursement of Funds

All disbursements of funds must be approved by the Treasurer. Reimbursement for expenditures will only be accepted for members who have retained an original, *itemized* receipt and a description of the expense incurred. Any expenditure in excess of \$200 must be approved by a majority of the club Executive Officers.

Article VII. Amendments

Amendments may be made to this constitution at any time by a two-thirds vote of the active club membership. Amendments may be proposed by any active member, Executive Officer, Committee Chairperson, or Advisor. The proposed amendment shall be presented via e-mail to the active club membership no later than five days before the meeting where the amendment will be debated. Upon receiving a two-thirds affirmative vote in favor of a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the Student Activities Office for review/approval.

By-Laws

Article I. Parliamentary Authority

The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization. Robert's Rule of Order states, "though the minority shall be heard and absentees protected, the majority will decide."

Article II. Membership Dues

The Treasurer will make an annual decision as to whether or not membership dues shall be required. In the event that the Treasurer decides membership dues are required, a five-dollar membership fee shall be charged every semester. In addition to maintaining a 60% attendance rate, all "active" members are required to pay their annual dues. The Treasurer will keep close records of members who have paid their dues in full.

Article III. Method of Amending By-Laws

By-laws shall be amended by a two-thirds vote of the active club membership. Amendments may be proposed by any active member, Executive Officer, Committee Chairperson, or Advisor. The proposed amendment shall be presented via e-mail to the active club membership no later than five days before the meeting where the amendment will be debated. Upon receiving a

two-thirds affirmative vote in favor of a by-law amendment/revision, the President shall submit the amendment/revision in writing to the Student Activities Office for review/approval.