

UNICEF at Ohio State

The United Nations Children's Fund at The Ohio State University

An affiliate of the United States Fund for UNICEF

MISSION:

**To promote health, education, equality and protection for the world's children
through educating, advocating, and fundraising.**

CONSTITUTION OF UNICEF at Ohio State

Article I: Name

The name of this organization shall be UNICEF at Ohio State, an acronym for the United Nations Children's Fund at The Ohio State University.

Article II: Purpose

The purpose of UNICEF at Ohio State shall be to encourage OSU students to understand the needs and rights of children around the world, and realize that each person can make a great difference by fundraising, educating, and advocating.

Article III: Non-Discrimination Policy

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: Membership

All UNICEF at Ohio State meetings are open to every eligible member. The requirements for membership include a sincere interest in the mission of UNICEF at Ohio State. Additionally,

Membership shall be limited to regularly enrolled Ohio State students, faculty, and/or staff members.

Only currently enrolled Ohio State University students may be members. Others, such as faculty, staff, and alumni, are encouraged to become non-voting associate members or honorary members.

All official members will register as volunteers for the U.S. Fund for UNICEF at volunteers.unicefusa.org

Article V: Dues and Payments

There are no dues required for membership into this organization.

Article VI: Executive Board

This organization shall be made up of a steering committee of at least five members with the positions of: President, Co- or Vice President, Treasurer, Secretary, and Programming Chair. To be eligible for an

officer position, the executive board will be the deciding committee. The incoming President and Vice President will be selected by the executive board with the help of the advisor based on applications with the candidate's name omitted. Current executive board members who are re-applying for a position will be excluded from the discussion of that position. The remaining positions of the various directors will be selected by the executive board with help from the advisor. Should the Executive Board conclude that a general election is more applicable to the size and quality of the organization, an election can be implemented with the consensus of the entire Executive Board.

All officers must attend all meetings and events (this includes any event other than a general membership meeting). Officers are responsible for arranging a separate meeting with the President or Vice President to make up for missed meetings and events. Failure to meet this requirement more than three times will result in a 1:1 meeting with the President, and removal from an officer position is a possibility, pending approval from 2/3 of the Executive Board.

The removal of an officer for any reason besides lack of attendance will require a consensus of the other Executive Board members. Replacement procedures for this position will be the same as regular officer transitions.

Article VII: Meetings

The executive board will be responsible for selecting a regular meeting time according to the schedules of the general membership. The general organization shall meet biweekly Wednesdays at 6pm and the Executive Board will meet biweekly as well. If a special meeting is required, any member may request the president to set an additional meeting time. If the president decides this matter cannot be handled during the regularly allotted meeting time, s/he may call a special meeting as long as s/he has ascertained that 2/3 of the membership has been made aware of the "special" meeting. There will be at the very least seven meetings each semester.

Article VIII: Quorum

Quorum will be met whenever there are at least an officer and three or more members present at a regularly scheduled meeting time. If the meeting occurs outside of the regularly scheduled time, there must be at least one half of the membership present to establish quorum.

Article IX: Handling of Money

Immediately after a fundraising event, any donations shall be counted by a member of the Executive Board and verified by another Executive Board member who will count the money again. The amount and the date of collection will be noted by the President, Treasurer, and Vice President(s). Any cash amount over ten dollars must be deposited within three days of the time it was collected. Any cash amount under ten dollars must be deposited within one week of the time it was collected. If the cash amount is over sixty dollars, it must be divided amongst at least two parties who will deposit it. Any party taking a cash amount over ten dollars to the bank to be deposited must consist of a minimum of two people, one of which must be the President or Treasurer. A party taking less than ten dollars in cash to the bank may

consist of one person. Any deposit must be made with the teller during regular bank business hours. ATM deposits are not permitted. After a deposit has been made, the party that made the deposit must retain a receipt from the bank detailing the deposit and the receipt must be shown to all Executive Board members at the next Executive Board or General Membership meeting. The Treasurer and Vice President(s) will then make note of the receipt, and the Treasurer will retain the receipt as a record. Additionally,

Checks are to be deposited within one week of the date collected. Checks may be deposited by one person, who will retain the receipt and present it as described in the article above.

Parties taking cash to the bank will be discreet while transporting it. Cash is not to be carried in plain view.

It is recommended that parties taking cash to the bank do so by vehicle whenever possible. It is further recommended that parties taking cash to the bank are dropped off directly in front of the bank.

It is recommended that parties walking with cash take main roads whenever possible.

In the event that an Executive Board member does not follow any of the above mandatory guidelines, that member will be considered on probation, with the terms of probation to be determined by the rest of the Executive Board by reaching a consensus. All Executive Board members except for that one which has been found to be in violation of the rules set forth by this article must agree as to the terms of the probation of the member who is in violation. If an Executive Board member is found to be in violation of this article twice, they will immediately be terminated from the Executive Board with no option to serve on this organization's Executive Board again.

Article X: Amendments

Amendments to this constitution shall be made by a 2/3 majority vote of the membership present at the time the amendment is brought to the floor. Amendments will be brought to the floor by a member of the Executive Board noted in Article V. General members may propose an amendment by submitting it to the Executive Board fourteen days in advance.

Article XI: Ratification

This constitution shall be ratified when it receives a 2/3 majority vote of all general members.

Article XII: Disbursal of Assets

If this organization should cease to exist, the executive board shall disburse all assets to the United States Fund for UNICEF. Should no officers be available, the Director of the Student Activities Office shall be authorized to make the disbursal.

By-Laws

Section 1: Membership:

Any student of good character, who is officially enrolled at least part-time status, as defined by Ohio State University, may be elected to voting membership to UNICEF at Ohio State. Faculty, staff, and alumni may become non-voting associate members or honorary members. Membership shall become inactive when the above academic requirements cease to be met during the academic school year. An academic school year shall be defined by Ohio State University. The responsibilities of general members will be determined by themselves, in committee meetings, and during general meetings. Each member shall also attempt to participate in at least one committee and its activities.

We shall adopt criteria which will serve as minimum membership requirements for all members and prospective members of UNICEF at Ohio State. Criteria shall be adopted by majority vote of the organization's steering committee.

The criteria for students seeking membership shall include:

Club meeting attendance requirements: Attend 50% of meetings each semester and attend at least two events

Fulfillment of any other requirements as set forth by the organization

Section 2: Termination of Membership

Termination of membership will arise after any member fails to meet the requirements set forth in Section 1 of the by-laws. Those members will then be given pending or inactive member status until requirements are met.

Section 3: Duties of the Executive Body

The officers enumerated below shall serve mainly as a steering committee. The majority of the work should be done in committees and the officers will serve mainly as a coordinating body for the efforts of the committees. The officers shall meet weekly at a time before the regularly scheduled meeting to establish an agenda for the meeting. The individual duties will be as follows:

President & Vice President

Schedule meeting & events

Work together to organize agendas for each meeting

Oversee the Directors, step into any position when necessary

Manage officer transitions

Secretary

Manage listserv and update contact list for the email account

Send out email communications before events or meetings

Keep track of member attendance at meetings

Maintain a positive and frequent appearance on UNICEF at Ohio State's Instagram

Always look at UNICEF website and other social networking sites to stay updated about UNICEF

Treasurer

Attend Treasurer training at the Union before the beginning of the 2023-2024 school year

Manage and apply for Operating and Programming Funds

Keep a running record of each fundraising event and fundraiser total

Organize Fundraising events

Coke grants should be put in two weeks out

Programming Chair

Stay updated with current events

Promote community service opportunities on campus and around Columbus

Inform members periodically about updates and how they can help give a voice to the children of the world.

Network with other student organizations

Plan collaborative events

Organize events to recruit new members that are not part of other orgs

Focus on Welcome Week, involvement fairs, May Week, Treat or Treat etc.

Recruit schools (for Trick or Treat fundraiser), businesses, etc. to donate money/materials/food

Section 4: Meetings

Meetings will be conducted in a semi-formal manner. Members must be recognized to speak and the meetings will be run according to the pre-established agenda. Items may be placed on the agenda by speaking to the Executive Chairperson ahead of time. After the general business has been conducted, committees may meet.

Section 5: Amendments

Amendments to the By-Laws may occur when passed by a 2/3 majority vote of the members present at the meeting at which the amendment is proposed. Any member may submit an amendment proposal to the steering committee, which will have fourteen days in which to present it to the floor.