Constitution and By-Laws for the International Justice Mission at The Ohio State University

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

**Section 1: Name**

The name of this organization shall be International Justice Mission at The Ohio State University, hereafter referred to as IJM at The Ohio State University.

**Section 2: Affiliation**

IJM at The Ohio State University represents members who are The Ohio State University students, faculty, or staff, that are concerned about issues of injustice and desire to raise awareness about IJM and the reality of injustice on their campus. IJM at The Ohio State University was not created by International Justice Mission (IJM) or the University. It is recognized by IJM as a registered Campus Chapter, which is founded and run by college and university students to contribute to the work of IJM at their respective institutions. It is also independent of the University and is responsible for its own contracts, acts, or omissions. The Chapter does not claim to represent the views or opinions of the University (or the state of Ohio). A member(s)’s personal opinions (aside from ones that IJM explicitly expresses as a whole) are not representative of the organization or of the University.

**Section 3: Purpose**

The purpose and goals of this organization are to raise awareness on our campus and in our community about the reality of modern-day slavery, to raise our voices on behalf of the victims of injustice through advocacy and prayer, and to raise funds to enable IJM to bring rescue to victims of modern-day slavery. This organization is open to all students at The Ohio State University but mostly targets undergraduate students.

**Section 4: Non-Discrimination Policy**

This organization is a non-partisan and non-ethnic group. It 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 in accordance with The Ohio State University’s Non-Discrimination policy statement outlined in the Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment 1.10.

As a student organization at The Ohio State University, IJM at The Ohio State University 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.

### Article II: Qualifications and Categories of Membership

**Section 1: Requirement for Membership**

As required by the Guidelines for Student Organizations, a minimum of 90% of the membership of this organization must include current students of The Ohio State University. Active members and executive committee can make decisions regarding the membership of community and other non-student members.

**Section 2: Length of Term for Membership**

Membership will take effect when an interested party confirms membership on the organization roster. Active membership continues for one academic school year or until an individual has been removed by the organization.

**Section 3: Requirements for Continued Membership**

Members are required to uphold the objectives and purpose of the organization and to comply with the University policies. This is the only requirement for membership.

**Section 4: Specifications for the Removal of Members from the Group**

If any member fails to uphold the purpose and objectives of the organization, does not meet membership requirements, or does not comply with University policies, he/she may be held accountable and in jeopardy of losing their membership. Reason for removal of member must be presented to the executive committee. Written notification shall then be presented with reason for removal to the member in question. The member in question has the right to speak to the board on their own behalf. A vote will be taken, and he/she may be removed by a 2/3 majority. Community or other non-student members may be temporarily suspended with a majority vote of the executive committee.

### Article III: Organization Leadership

**Section 1: Officer Positions and Terms**

The University required officer positions include: President, Vice President, and Treasurer. These officers are elected to serve a one (1) academic school year term. These positions are included in the executive committee. Optional officer positions may be created by the executive committee to serve the organization. Optional officers are elected to serve a one (1) academic school year term. The duties and titles of these offices will be created and established below.

**Section 2: Officer Responsibilities**

These members’ duties may include but are not limited to:

* + **President:** lead IJM at The Ohio State University; very active in all events; plan and run the general and officer meetings; make room reservations; oversee and coordinate the activities of the Chapter; monitor the use of funds; communicate with new and continuing members; collaborate with other organizations and clubs; serve as the representative for the Chapter to the college campus (school administration/faculty, student government, etc.) and local community (churches, businesses, other schools); communicate frequently with the faculty advisor and IJM’s Director of Student Ministries.
	+ **Vice President:** assist the President in the development, implementation and evaluation of the vision and goals for the Chapter; very active in all events; communicate with new and continuing members; run meetings and take relevant actions in the absence of the President.
	+ **Secretary (Optional):** responsible for collecting and distributing the meeting agendas from the President and Vice President; maintain the record, minutes, and details of meetings; manage the list of Chapter members and their contact information; oversee the club e-mail and mailing-list accounts; responsible for dissemination of information to the group; create and update a calendar of events; e-mail mailing-list weekly about upcoming events and meetings; write and distribute the Chapter newsletter (if implemented). Other administrative responsibilities may be assigned as needed.
	+ **Treasurer:** develop the Chapter budget; develop strategies for fundraising; maintain the Chapter’s accounts; operate in full understanding of the principle of biblical stewardship and be able to teach others about stewardship.
	+ **Outreach Coordinator (Optional):** collaborate with other organizations and clubs; oversee, coordinate and implement advertising and public relations efforts for Chapter activities and recruitment.
	+ **Prayer Coordinator (Optional):** encourage individuals, small groups and the campus as whole to pray on a regular basis for the work of justice and the victims of oppression, especially those served by IJM; distribute the monthly Prayer Updates provided by IJM to the rest of the group.
	+ **Advocacy Coordinator (Optional):** collaborate with other organizations and clubs; help the Chapter, the campus and/or the community understand a) what constitutes injustice, b) specific injustices occurring in the world, c) God’s passion for justice and His heart for these victims, and d) things that can be done to seek justice and rescue the oppressed.
	+ **Fundraising Coordinator (Optional):** assist the President and Treasurer in managing financial account; develop and implement methods to raise funds for IJM and the IJM Campus Chapter (this can be done through special events, special offerings, and budget line-item gifts).
	+ **Communication Coordinator (Optional):** communicate with other organizations and clubs; inform organization members about meetings and events.

The duties described above may be changed by the present leadership team, provided all officers are in agreement. Amending the constitution for this purpose is not required.

**Section 3: Election of Officers**

The elections for officers for the forthcoming year will take place in the Spring semester no later than three weeks before finals. Any student member may campaign or be nominated for any position on the executive committee. The President must notify members of the election timeline and nomination process at least two weeks prior to the election meeting. Nominations may be sent in advance to the President or taken during the election meeting. Nominees will be given time to present themselves during the election meeting. Members of the organization may ask candidates relevant questions to their position. Discussion may occur after the questioning period. Voting shall commence afterwards.

Elections will be conducted by ballot. The candidate for each office receiving a majority vote of members present at the elections meeting will be considered the victor. If no candidate receives a majority vote, then there will be a run-off between the two candidates with the most votes. The candidate who receives the most votes will be the victor. If a tie still remains, the highest-ranking outgoing officer not involved in the run-off will make the final decision. New officers take office after the last meeting of the semester in which the elections take place and remain in office until the next election.

If a position remains unfilled after the election process, the newly elected President may appoint a member to the position or re-assign duties to another officer. In the event that a required officer position becomes vacant, an election to fill that position will automatically occur. In the event that the President’s position is vacated, the Vice President takes on the interim responsibilities of the President until the next election cycle. All other vacant officer positions will be nominated by the membership and voted on in accordance with the process outlined above. In this case, the victor will take office immediately following the election and will fulfill the term of the officer that is being replaced.

**Section 4: Removal of Officers**

If an officer fails to maintain enrollment in the University, he or she shall resign immediately. If it is believed that an officer fails to uphold the purpose and objectives of the organization, to fulfill the duties of the office, to meet membership requirements, or comply with University policies, he or she may be removed from office. The decision to impeach an officer on the basis of misconduct shall be based on guidelines set forth in the Bible; misconduct includes, but shall not be limited to, stealing from/during fundraising events, stealing from the club account, using club funds inappropriately, tampering with or altering financial records, disrespecting fellow club members and faculty advisor(s), damaging the reputation of IJM, evading officer responsibilities, and breaking one or more of the local, state, or federal laws and University policy and procedures presently in place or hereafter enacted. The officer in question must receive at least two written notifications. Then, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case. The Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be heard. If at least two-thirds of the voting members present a vote for removal, the officer shall be removed immediately, and the position filled in accordance with the process outlined above.

### Article IV: Advisor(s)

A full time The Ohio State University faculty or staff member can serve as Advisor to the organization. Nominations for Advisor will take place within the executive committee. An Advisor will be chosen within a month of a vacancy. The executive committee will choose the Advisor by a majority vote and invite him/her to serve as Advisor for the academic year. During officer elections, the organization will vote on whether to continue the Advisor appointment or not. The vote must be a majority of those voting in order to retain the Advisor for the next academic year.

The duties of the Advisor include meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and policy. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the executive committee. The committee will meet with the Advisor to discuss the concerns. After this meeting, the executive committee will vote on whether to remove the Advisor. If there is a majority vote, the Advisor will be removed. If the Advisor steps down, is removed, or is not re-appointed, the executive committee will follow the process outlined above.

The impeachment process is as follows: first, all current officers, including the defendant officer, must agree on a date and time for a meeting (full and timely attendance is required of every officer for that meeting); second, the meeting shall begin with one officer initiating a motion to question and discuss the defendant officer regarding his/her misconduct (at least one other officer must move to second the motion); third, the defendant officer shall provide his/her final statements before exiting the room to allow for a closed voting session among the rest of the officers; fifth, one officer shall call for a motion to vote to impeach the defendant officer and at least one other officer must move to second the motion; finally, a closed voting session shall take place and the result shall be formally announced to the defendant officer once he/she is called back into the room.

### Article V: Meetings

The president and executive committee shall determine the time and place of General Meetings by majority vote. The executive committee shall determine the frequency, time, and place to meet for Executive Meetings by a majority vote. Members shall be notified with reasonable notice of the time and place before a meeting occurs. Special meetings may be called upon by the President and require at least 48 hours’ notice to all members. The officer transitions meeting will be held after the election of new officers but before the official transition.

### Article VI: Financial Account

Absolutely no member of IJM at The Ohio State University can permanently keep any money paid (i.e. for the purchase of fundraising items), any monetary (or otherwise) donations given, or any sponsorship money given to the group. Any found in violation of this will be asked to immediately leave the group and compensate for any losses. A member may, however, accept and give money or donations directly to the President, Treasurer, or Fundraising/Special Events Coordinator(s).

The President, Treasurer, or Fundraising/Special Events Coordinator(s) (or any other officer who may oversee the group budget and financial records) cannot, under any circumstance, tamper with or alter the financial records. Any found in violation of this will be asked to immediately leave the group and compensate for any losses. Any changes to the financial record must be discussed with and agreed upon by all officers, provided the changes are reasonable and/or necessary, in accordance with the actual funds existing, and not to the personal benefit of any individual officer(s).

Those who have made donations can view statements prepared by either the President, Treasurer, or Fundraising/Special Events Coordinator(s) explaining the exact appropriations of the funding, if they so wish. Anonymous donations are accepted.

### Article VII: Amendments

Amendments to the Constitution shall be submitted by members of this organization to the executive committee in writing for consideration. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any vote on changes in the Constitution. A two-thirds vote of members present will be required for adoption. Amendments are subject to the approval of the Office of Student Life.

### Article VIII: Ratification

As drawn up, fully agreed upon, under oath to comply with, and ratified on August 22 of 2019 by the following officers:

* + Jonathan Richmond (President)
	+ Lauren Godfrey (Vice President)
	+ Grace LeFevre (Treasurer)