

Organization Purpose

HARVEST provides aid to impoverished and developing communities around the world to allow for economic growth and prosperity for future generations. This includes the development of sustainable agricultural and infrastructure systems, as well as the fostering of social connections and economic opportunities within these communities.

The specific objectives and purpose of this organization shall be:

- a. to establish sustainable farming methods in areas suffering from food insecurity, drought, deforestation, and desertification.
- b. to build roads, sanitation systems, sustainable sources of energy, and other necessary infrastructure in developing or impoverished communities.
- c. to create methods of income for individuals suffering from a lack of economic opportunity in developing or low-income areas of the world.
- d. to provide systems of education and healthcare in communities lacking such opportunity.

Article I – Parliamentary Authority

Section 1. Meeting Procedure

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.

Article II- Membership

Section 1. General Membership Order

The membership of the organization shall consist of the members of the Board of Directors, other leaders who may be chosen by the Board of Directors, and general member affiliates.

Section 2. 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.

Subsection A. Sexual Misconduct Policy

As a student organization at The Ohio State University, ___(Organization Name)___ 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, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article III- Election / Appointment of Government Leadership

Section 1. Number, Tenure, Requirements, and Qualifications

The number of Directors shall be fixed from time-to-time by the Directors but shall consist of no less than four (4) nor more than thirty (30) including the following officers: the President, the Vice-President, the Secretary, and the Treasurer.

- a. The members of the Board of Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified. All members of the Board of Directors and Advisory Council must be approved by a majority vote of the members present and voting. No vote on new members of the Board of Directors, or Advisory Council, shall be held unless a quorum of the Board of Directors is present as provided in Section 6 of this Article.
- b. Each member of the Board of Directors shall be a member of the Organization and shall hold office for up to a four-year term. There is no limit on the number of terms an individual may serve as an Officer, given that they are reelected before each term.
- c. It is expected that members of the Board of Directors attend multiple meetings throughout the year, and that they provide a twenty-four-hour notice to the Secretary when they will not be able to attend a meeting. Members who are absent for five (5) or more meetings may be removed from the board with a two-thirds (2/3) vote of the Board of Directors taking place during the fifth meeting in which that individual is absent.

Section 2. Forfeiture

Any member of the Board of Directors who fails to fulfill any of his or her requirements as set forth in Section 2 of this Article shall automatically forfeit his or her seat on the Board. The Secretary shall notify the Director in writing that his or her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 2 of this Article are not entitled to vote at the annual meeting and are not entitled to the procedure outlined in Section 14 of this Article in these Bylaws.

Section 3. Vacancies

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

Section 4. Compensation

Members of the Board of Directors shall not receive any compensation for their services as Directors.

Section 5. Informal Action by Directors

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by two-thirds (2/3) of all of the Directors following notice of the intended action to all members of the Board of Director.

Section 6. Special Elections

This section outlines the procedures for conducting special elections under unique circumstances in HARVEST. Special elections may be necessary to address urgent matters or unforeseen situations that require immediate attention and member input.

Subsection A. Determining the Need for a Special Election and Notification

The need for a special election may arise due to significant changes in the organization's circumstances, emergencies, or matters of critical importance that cannot wait until the next regular election cycle. The governing body or a specified committee shall assess the situation and decide whether a special election is necessary based on the urgency and impact of the matter.

The organization shall promptly announce the need for a special election through official communication channels, providing a clear explanation of the circumstances that warrant the special election. Members shall be notified of the date, time, and purpose of the special election well in advance, allowing them sufficient time to prepare and participate.

Subsection B. Nomination Process:

If the special election involves filling vacant positions or addressing specific issues, the nomination process shall be adapted to suit the urgency of the situation. Nominations may be accepted through expedited means such as email or a designated online platform. The time frame for submitting nominations shall be adjusted to accommodate the urgency.

Subsection C. Voting Process:

The voting process for a special election shall be streamlined to ensure timely decision-making. The organization may utilize electronic voting platforms or in-person voting at a designated location, whichever method allows for efficient and accurate collection of votes within the time constraints.

Subsection D. Vote Counting and Transparency:

The counting of votes shall be conducted promptly and diligently by the election committee or a neutral party. The results of the special election shall be announced as soon as the counting is completed, allowing the organization to address the urgent matter without unnecessary delay.

Subsection E. Implementation of Decisions:

The outcomes of the special election shall be treated with the same level of significance as those of regular elections. Elected candidates or approved measures resulting from the special election shall be integrated into the organization's operations or bylaws promptly, as applicable.

Comprehensive records of the special election process, including notifications, nominations, voting results, and any relevant communications, shall be maintained.

The organization shall ensure transparency by providing access to these records to members upon request, reinforcing the accountability of the process. This special elections section reflects HARVEST'S commitment to addressing urgent matters or unforeseen circumstances through a defined and expedited process. By following these procedures, the organization aims to make timely decisions while upholding the principles of fairness and inclusivity in its governance.

Article IV- Executive Committee (if needed)

The Executive Committee of the Board shall be the President, Vice-President, Secretary, and Treasurer. All executives must have the status of active members of the Board.

Section 1. President

The President shall preside at all meetings of the Advisory Board and of the Executive Committee, and all meetings of the members. The President shall have the following duties:

He/She shall preside at all meetings of the membership.

He/She shall serve as the Chairperson for the Executive Committee.
He/She shall represent the face of the organization.
He/She shall assume any additional roles that must be filled.
He/She shall oversee the hiring and management of staff.

Section 2. Vice-President

The Vice-President shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter. The Vice-President shall have the following duties:

He/She shall preside at all meetings of the membership in the absence of the President.
He/She shall serve as a liaison between the Board of Directors and the other members, volunteers, and external individuals.
He/She shall support the efforts of the organization by taking on additional responsibilities as needed.

Section 3. Secretary

The Secretary shall attend all meetings of the Advisory Board and the Executive Committee, and all meetings of the members. The Secretary shall have the following duties:

He/She shall record all votes and minutes of all proceedings in a book to be kept for that purpose. He/She in concert with the President shall make the arrangements for all meetings of the Advisory Board, including the annual meeting of the organization.
He/She shall send notices of all meetings to the members of the Advisory Board and shall take attendance for the meetings.
He/She shall perform all official correspondence from the Advisory Board as may be prescribed by the Advisory Board or the President.

Section 4. Treasurer

The Treasurer shall have the following duties:

He/She shall serve as the Chairperson of the Finance Committee.
He/She shall present a complete and accurate report of the finances raised by this Advisory Board at any time upon request to the Advisory Board.
He/She shall be responsible for managing the organization's bank account
He/She shall assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
He/She shall be responsible for all financial and tax-related documents.
He/She shall perform such other duties as may be prescribed by the Advisory Board or the President under whose supervision he/she shall be.

Article V- Standing Committees (if needed)

Section 1. Committee Formation

The board may create committees as needed, such as fundraising, housing, public relations, data collection, etc. The President appoints all committee chairs. Individuals may hold positions in up to three (3) committees at any given time.

Section 2. Executive Committee

The four (4) officers serve as members of the Executive Committee. Except for the power to amend the Articles of Inorganization and Bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors and is subject to the

direction and control of the full board.

Section 3. Finance Committee

The Treasurer is the chair of the Finance Committee, which includes a minimum of five (5) and a maximum of ten (10) other board members at any given time. The Finance Committee shall be responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership and the public.

Section 4. Marketing and Communications Committee

The Chief Web Designer is the chair of the Marketing and Communications Committee, which includes a minimum of three (3) and a maximum of five (5) other board members at any given time. The Marketing and Communications Committee shall be responsible for designing and maintaining the website and social media platforms as well as carrying out all marketing tasks assigned by the Executive Committee.

Article VI - Adviser/Advisory Board Responsibilities

Section 1. Adviser/Advisory Board

An Adviser/Advisory Board may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board. Adviser/Advisory Board members may attend said meetings at the invitation of a member of the Board of Directors. The Adviser/Advisory Board shall possess the desire to serve the community and support the work of the Organization by providing expertise and professional knowledge.

Article VII - Meeting Requirements

Section 1: Membership Requirements

Subsection A. Attendance Requirement:

Members of HARVEST must actively participate in the organization's activities and are required to attend a minimum of ten (10) meetings or events per semester to maintain their membership status. These meetings and events include but are not limited to:

- i. Volunteer days organized by HARVEST.
- ii. Attendance at workshops hosted by HARVEST.
- iii. Participation in informational sessions arranged by HARVEST.
- iv. Any other events or activities organized by HARVEST.

Failure to meet the attendance requirement may result in the member's membership status being reviewed by the Executive Board.

Subsection C. Academic Standing Requirement:

Members must maintain good academic standing with their respective universities throughout their membership in HARVEST. Good academic standing is defined as maintaining a cumulative grade point average (GPA) that meets or exceeds the minimum academic standards set by the university/institution the member attends.

Subsection D. Exceptions to Membership Requirements:

If a member encounters difficulties in meeting the attendance or academic standing requirements due to legitimate reasons such as personal emergencies, illness, or other exceptional circumstances, they are required to notify the Executive Board as soon as possible. Exceptions to the attendance and academic standing requirements can be considered at the discretion of the Executive Board upon receipt of a written request from the member explaining their situation. The Executive Board will review each case individually and may grant exceptions on a case-by-case basis.

The decision of the Executive Board regarding exceptions to membership requirements may be final.

Subsection E. Notification of Exception Decision:

Upon review of the member's request for an exception, the Executive Board will communicate its decision to the member in writing within a reasonable timeframe. If an exception is granted, the member will be provided with specific conditions or alternative requirements to maintain their membership status.

Subsection F. Member Removal Process:

Failure to meet attendance or academic requirements will lead to a review of members status by the Executive Board. If no exemption is granted, the member will be removed from the roster and will no longer receive communications from, or tasks within, the organization. If the member is removed, they may still attend events hosted by HARVEST, but will no longer be a member of the organization and will have no influence in the planning or hosting of said events or other internal workings of the organization.

Article VIII - Method of Amending By-Laws

Section 1. Bylaws

The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

Article IX - Adoption of Bylaws

We, the undersigned, are all of the initial directors or incorporators of this organization, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the twelve (12) preceding pages, as the Bylaws of this organization.

ADOPTED AND APPROVED by the Board of Directors on this 24th day of September, 2023.



Sarah Spencer, President — HARVEST



Merafe Endalew, Vice President — HARVEST



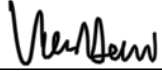
Michelle Wang, Secretary — HARVEST



Camille Paoletta, Treasurer — HARVEST



Amal Hassan, Incorporator — HARVEST



Vansh Jani, Registered Agent — HARVEST

Sujan Manandhar, Advisor — HARVEST