

LETTERS OF LOVE CONSTITUTION

ARTICLE I: NAME & PURPOSE

Section 1: Name – The name of this club at OSU shall be “Letters Of Love.” The nickname of this club shall be “LOL”

Section 2: Purpose – The purpose of this club shall be:

- a. To provide emotional support to children battling cancer and other serious illnesses through handmade cards.
- b. To teach our members that they can change the world with small acts of kindness.
- c. To create a fun atmosphere where like-minded people can spread positivity.

Section 3: Non-Discrimination Policy –

- a. 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.
- a. As a student organization at The Ohio State University, Letters of Love 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 II: MEMBERSHIP: Qualifications and categories of membership

Section 1:

- a. Voting membership is limited to currently enrolled Ohio State students.
 - i. Non-student members are allowed to become members but only as non-voting associate or honorary members.
- b. 90% of the student organization must be current Ohio State students.
 - i. Active members and the Executive Committee are able to make decisions regarding membership of non-student members.
 - ii. Non-student members are able to be temporarily suspended with a majority vote.

ARTICLE III: METHODS OF REMOVING MEMBERS AND EXECUTIVE OFFICERS

Section 1:

- a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.
- b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.
- c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organizations advisor, may vote to temporarily suspend a member or executive officer.

ARTICLE IV: DUTIES OF OFFICERS

Section 1: President – it shall be the duty of the President to:

- a. Preside and lead at meetings
- b. Vote only in case of a tie
- c. Correspond with Letters of Love Global to stay up to date with organization-wide events.
- d. Correspond with ASNAU and do club paper-work
- e. Appoint committee chairpersons subject to the approval of the Executive Committee
- f. Serve as an ex-officio member of all committees except the nominating committee
- g. Perform such other duties as ordinarily pertain to this office
- h. Maintain a current roster of membership
- i. Issue notices of meetings and conducts the general correspondence of the club

Section 2: Secondary Leader – It shall be the duty of the Vice-President to:

- a. Preside in the absence of the President

- b. Serve as chairperson of the Program Committee
- c. Keep a file of the club's records

Section 3: Treasurer – It shall be the duty of the Treasurer to:

- a. Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- b. Keep an itemized account of all receipts and expenditures and make reports as directed
- c. Record the minutes of decisive meetings
- d. Report fundraising event details to the head of fundraising for Letters of Love Global.

Section 4: Advisor – It shall be the duty of the Advisor to:

- a. Oversee the student organization
- b. Supervise the monthly meetings
- c. Facilitate discussions between Admin and Executive members
- d. Be aware of the student organization's activities and provide guidance as needed.
- e. Be aware of the student organization's financial situation and any major expenditures.
- f. Help the student leaders set goals for their organization.
- g. Assist with problem-solving and conflict resolution.

ARTICLE V: Election/Selection of Organization Leadership

Section 1: Elections shall work as follows:

- a. Executive committee will make decisions on elections & who will be able to be nominated
- b. Members must have a 2.0 GPA or higher to be considered eligible for office

ARTICLE VI: EXECUTIVE COMMITTEE: Size and composition of the Committee

Section 1: Responsibility –

- a. Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section 2: Membership –

- a. This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section 3: Meetings –

- a. This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: STANDING COMMITTEE

Section 1:

- a. The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE VIII: ADVISOR: Qualification Criteria

Section 1:

- a. The advisor must be a full-time member of The Ohio State University faculty and staff.
- b. The advisor must be informed on what is going on within the student organization.
- c. The advisor must fulfill their roles mentioned in Article IV, Section 4.

ARTICLE IX: MEETINGS & EVENTS OF THE ORGANIZATION

Section 1:

- a. Regular meetings shall be held monthly during the regular school year.
- b. The Executive Committee must meet once between each meeting to plan future meetings and events.
- c. A student must attend 50% of meetings & events in order to be eligible to keep membership in the club.

ARTICLE X: ATTENDEES OF EVENTS OF THE ORGANIZATION: Required events and their frequency

Section 1:

- a. The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.
 - i. The Executive Committee has the right to vote and remove a member if there are actions that go against our organization's constitution, the Code of Student Conduct, university policy, or federal, state or local law.

ARTICLE XI: METHOD OF AMENDING CONSTITUTION

Section 1:

- a. Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent

general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

ARTICLE XII: METHOD OF DISSOLUTION OF ORGANIZATION

Section 1: If the student organization experiences dissolution, it shall–

- a. Remove the organization information from the website.
- b. The student organization will work with Ohio State University.
 - i. All remaining assets will go back to Ohio State University.