**Constitution and By-Laws Guidelines for Student Organizations**

***Article l - Unhoused Community Advocacy and Networking (U-CAN)***

**Section 2 - Purpose:**

*The U-CAN organization aims to utilize community engagement to empower homeless women and children in the Columbus community through collaboration, advocacy and networking. The goal of the organization is to implement programs focused on minimizing disparities in healthcare accessibility through education on various healthcare topics including skin, breast and reproductive health.*

**Section 3 - Non-Discrimination Policy:**

*“The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.*

*Ohio State 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.”*

*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.*

*As a student organization at The Ohio State University, U-CAN 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.***

*II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a simple majority vote of the Executive Committee.*

***Article III – Methods for Removing Members and Executive Officers***

III.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.*

III.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.*

*III.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 organization’s advisor, may vote to temporarily suspend a member or executive officer.*

***Article IV - Organization Leadership:***

**All leaders will collaborate with the best interest of the organization and all decisions will be established via simple majority rule.**

**Co-Presidents:** Primary contact for U-CAN, by managing email address and other social media accounts.

**Treasurer**: Collaborate with Primary leaders to manage funding and set budget for each event.

**Advisor**: Offer insight and guidance on elevating ongoing collaborations. Additionally, if for unforeseen circumstances members are unable to come to a consensus or reach a majority vote, the advisor will function as a tiebreaker.

***Article V- Election / Selection of Organization Leadership***

*Elections will occur in the spring with any active member eligible for office by nomination from current members or by self-nomination. Voting by ballot for officer election, appointment and ratification procedures by online survey. If special circumstances, such as resignations, occur, a new officer will be appointed at the discretion of the Executive Committee.*

***Article VI - Executive Committee: Size and composition of the Committee.***

*The Executive Committee (like a board of trustees or directors) represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. The Executive Committee is composed of the organization leaders and chairpersons of the standing committees.*

***Article VII - Standing Committees (if needed): Names, purposes, and composition.***

*These committees serve the organization leadership, the Executive Committee, and general membership. Standing committees are permanent and designed to carry out the basic functions of the organization and chairpersons of these committees are appointed by the organization leadership*.

***Article VIII – Advisor(s) or Advisory Board: Qualification Criteria.***

*Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The advisor will oversee and help facilitate in supporting the organization’s mission.*

***Article IX – Meetings and events of the Organization: Required meetings and their frequency.***

Required meetings and events and their number should be specified in the governance documents and should reflect the organization’s expectations for all members. For example:

*IX. Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term except for summer.*

***Article X – Attendees of Events of the Organization: Required events and their frequency.***

*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.*

***Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.***

*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***

*The requirements and procedures for dissolution of UCAN include notification of the Office of Student Activities and a donation of any organization assets to a non-profit organization as voted upon by the UCAN members. Upon the official dissolution of the organization, Student Activities staff will be contacted to remove organization information from the website.*