

Constitution and By-Laws for Never Walk Alone

Article I - Name, Status, & Purpose

Section I – Name:

The Organization is the Ohio State University (OSU) chapter of Never Walk Alone (NWA).

Section II – Status:

NWA is a student organization benefitting from active, registered student organization status with OSU.

Section III – Purpose:

The purpose of NWA is outlined by the acronym C.A.R.E.:

Connect: NWA connects students to others struggling with mental health and creates a support network that students can utilize in times of distress.

Assist: NWA assists students in utilizing mental health resources offered by the university and aids in spreading information on the topic of mental health.

Raise Money: NWA raises money for mental health organizations at OSU and the Columbus, Ohio area.

End the Stigma: NWA ultimately aims to end the stigma surrounding mental health, thus positively impacting the community both in and around OSU.

Article II – Adhering to University Policies

Section I – Student Organization Membership:

OSU Student Organizations are to be student initiated, student lead, and student run. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students.

More information on OSU's Student Organization Registration Guidelines can be found here:
<https://activities.osu.edu/posts/documents/student-organization-registration-guidelines-updated-may-2021.pdf>.

Section II – Non-Discrimination Policy:

NWA 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. NWA membership shall not be denied to any person based on these statuses, nor shall removal from the Organization.

More information on OSU's Non-Discrimination Statement can be found here:
<https://policies.osu.edu/assets/policies/Policy-AAEEO.pdf>.

Section III – Sexual Misconduct Policy:

NWA 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.

Section IV – Code of Conduct:

This 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. This includes, but is not limited to, behaviors that do not align with this constitution, the Code of Student Conduct, university policy, or federal, state, or local law. Behavioral issues will be dealt with on a case-by-case basis and will follow

University policy on dealing with disruptive or distressed individuals. Additional resources for dealing with these situations can be found at: oaa.osu.edu/assets/files/documents/911handout.pdf

Article III – Executive Board

Section I – Positions:

The Executive Board of the organization shall consist of: President, Vice President, Treasurer, Secretary, University Outreach Chairperson, Social Media & Graphic Design Chairperson(s) and Diversity, Equity, & Inclusion (DEI) Chairperson. The Executive Board must have one Faculty Advisor. The Executive Board holds the right to create new positions when necessary.

Section II – Purpose:

It shall be the purpose of the Executive Board to direct and coordinate all proceedings of the Organization.

Section III – Term Limits:

The Executive Board term starts at the start of the Spring Semester and ends at the end of the Fall Semester. Winter Break acts as a transition period, during which voting and transition of power is conducted (see Article VI).

Section IV – Qualifications:

To run for a position as an Executive Board Chairperson, Candidates must meet the following requirements. If any candidate does not meet these requirements, they will not be listed on the ballot. Any exceptions be must petitioned prior to the election and reviewed by the sitting Executive Board.

- Candidate must attend OSU.
- Candidate is required to have been a General Body Member of NWA for at least one semester prior to running, or the candidate is already an Executive Board Chairperson.
- A Presidential Candidate must be an incumbent Chairperson or have previously served as an Executive Board Chairperson in a previous term.

Section V – Executive Board Meetings:

Executive Board meetings shall be held on the alternate weeks of general meetings during the academic school year. These meetings are open to all members of NWA looking to become involved or learn more about executive board positions. Attendance for any other purposes will require an email to the President at least 3 days in advance.

Section VI – Communication: Chairpersons are required to respond to text and/or email communication within 48 hours (excludes extenuating circumstances and otherwise communicated situations).

Section VII – Attendance:

Chairpersons must attend all General Body and Executive Board meetings. Exceptions include, but are not limited to, academic, health, familial, or religious reasons. If absences become excessive or reason for absence is uncertain, the Faculty Advisor will be asked to communicate one-on-one with said Chairperson.

Chairpersons are allotted three unexcused absences without penalty per semester. If unexcused absences exceed three per semester, Chairperson is put on Probation (See Section VIII).

Section VIII – Probation:

Chairpersons shall be put on Probation if they have violated the NWA Constitution, the NWA GroupMe Community Guidelines, and/or University Policy. If a Chairperson is put on Probation, they must meet with the President, Vice President, and Faculty Advisor. Failure to schedule a meeting with the President and Vice President within two weeks of the start date of their Probation will result in removal from the executive board. These issues will be addressed on a case-by-case basis.

Article IV – Chairperson Requirements & Expectations

Section I – President:

It is the responsibility of the President to lead the organization through our mission and principle of C.A.R.E., oversee the growth/general direction of the organization, and act as a liaison between university officials (USG, Professors) and our organization. Ultimately, the president speaks for all by synthesizing the ideas and feelings of the collective group and making just decisions accordingly. The President shall lead group meetings, both General Body meetings (when there is not another member specifically assigned for that meeting) and Executive meetings. They will also oversee the

transition of one Executive Board to the next from election to implementation and event planning and implementation (i.e. delegating tasks, ensuring everyone is doing their jobs, sending reminders, etc.).

Section II – Vice President:

It shall be the duty of the Vice President to preside in the absence of the President, and permanently assume the role of President if the sitting President is removed or resigns for any reason. Additionally, the Vice President must reserve rooms for General Body meetings, assist all the Chairpersons where needed, and help organize and lead meetings. The Vice President shall work closely with the President throughout their time on the Executive Board.

Section III – Treasurer:

It shall be the duty of the Treasurer to receive and transfer all funds of the Organization and to keep an itemized account of monetary transactions. The Treasurer is to provide the President, Vice President, and Faculty Advisor with a record of all transactions for review and to ensure all tax documents are in order (filing as needed). It shall also be the duty of the Treasurer to financially oversee the Organization’s fundraising activities while communicating with the University Outreach Chairperson in regard to fundraising events. The Treasurer must attend the required training session through the Union and complete the asynchronous training module on the Student Organization Management site.

Section IV – Secretary:

It shall be the duty of the Secretary to record attendance and notes for all general and executive meetings, to keep a record of the names and e-mail addresses of all members, and to carry on all correspondences between the General Members and the Executive Board. In addition to recording attendance, the secretary must also relay all PowerPoint presentations to absent members, as well as send notes to the general GroupMe following meetings to provide a synopsis of the content discussed.

Section V – University Outreach Chairperson:

The University Outreach Chairperson shall be responsible for securing campus connections with professionals, as well as forming sustainable partnerships with educators in the mental health field. They will work with the President and Vice President to obtain guest speakers for discussion panels and presentations. Additionally, they are responsible for printing posters in the KBK Resource Room and hanging those posters around campus.

Section VI – Social Media & Graphic Design Chairperson(s):

The Social Media & Graphic Design Chairperson(s) are responsible to design and create graphics used to publicly advertise this organization via Instagram, physical posters on campus, etc. It is also the duty of the Social Media & Graphic Design Chairperson(s) to run the social media accounts (most importantly Instagram and GroupMe), and monitor the Facebook and Email, making sure the club’s communications are professional and caring. Priority is given to candidates for this position who have experience in digital art or social media graphic creation.

Section VII – Diversity, Equity, & Inclusion (DEI) Chairperson:

It shall be the duty of the Diversity, Equity, & Inclusion (DEI) Chairperson to promote equity and inclusion in all communications, meeting topics, and discussions. In addition, the DEI Chairperson will strategize to encourage diversity within the general body, especially in conjunction with the Social Media & Graphic Design Chairperson(s). Lastly, the DEI Chairperson will write, edit, and/or update any diversity statements put out by the organization.

Article V – Election of Officers and Chairpersons

Section I – Executive Board Application:

Individuals running for an Executive Board position must add their information to the Executive Board Application document sent out in the GroupMe by the current Executive Board. This asks for their name, major, year, preferred position(s), campus involvement, leadership experience, and reason for running. There is a set time frame in which individuals are allowed to add their information to be considered to be on the ballot. The deadline for adding information varies each year and will be communicated via GroupMe.

Section II – Petitioning Ineligibility:

In the case that members are not eligible to run for an Executive Board position according to the requirements outlined in Article IV, the individual may petition their case to the Executive Board at the Executive Board meeting immediately prior to elections. Members may still submit an Executive Board Application prior to petitioning. Exceptions will be considered by the Executive Board on a case-by-case basis.

Section III – Voting Procedure:

After the Executive Board Application deadline, a link will be sent via GroupMe listing each candidate whose information was on the Application by the deadline (excluding those who are ineligible and did not petition their case). This link will be to a Google Survey where members can vote for one person for each position. The Google Survey requires that voters sign in before voting to ensure only one vote per person. Voting ends at 11:59pm one week after being sent to members via GroupMe. After voting has closed, results shall be shared via GroupMe regarding the newly elected officials. In the case that there is a tie, the tie will be broken by an additional vote from the current Executive Board between the two (or more) candidates involved in the tie.

Section IV – Transition of Power:

The new executive board will start their term at the beginning of the following academic semester (Spring Semester). However, the first two Executive Board meetings in the new term will be attended by the old Executive Board and the newly elected officers. During these two meetings, the previous officers will share all relevant information and materials of their office with the new officers, thereby acquainting them with their responsibilities.

Section V – Vacancies:

Vacancies occurring in any office or chair, except for the office of President, shall be filled by a special election for the remainder of the term, or by a secondary leader who volunteers. In the event of a vacancy in the office of President, the Vice President shall succeed to the office and a special election shall be held for a new Vice President. Exceptions may be made at the discretion of the Executive Board.

Article VI –Advisor:

Section I – Purpose:

Advisors serve as a connection between student organizations and the University. With the exception of key registration requirements, the advisor's role is different for each student organization. A review of, and mutual agreement on, the advisor's role(s)–listed in Article VII of the Constitution–should take place annually between the Executive Board and the advisor.

Section II – Qualifications:

Advisors of student organizations must be full-time members of the University; they must be faculty members, administrative staff, and/or 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.

Section III – Requirements:

Per the Student Organization Registration and Funding Guidelines, advisors are required to:

- Complete advisor training every two years.
- Submit online approval of the organization's registration every year. This indicates that the advisor agrees to serve in that role for the upcoming year and agrees to the reporting responsibilities within the Campus Safety (Clery) Act.
- Submit online approval of the organization's goals every year.

In negotiation with the organization, advisors may be asked to:

- Review and submit online approval for operating and programming funds requests.
- Attend organization meetings and events.
- Help prepare the organization's budget.
- Review and edit organization communications.
- Interpret university policies and processes.

For additional guidance on advisor roles, see the [Advisor/Student Organization Agreement](#).

Section IV – Term Limit & Vacancies:

There is no term limit for the Faculty Advisor(s). The Faculty Advisor(s) must notify the Executive Board at least 30 days before the Organization Registration Deadline that occurs in April. In the event of a vacancy of office, the Executive Board shall be responsible for electing a new advisor.

Article VII – General Body Membership:

Section I – Qualifications & Requirements:

Membership is open to students attending the University (undergraduate, graduate, etc.). Honorary Membership is

open for non-students (faculty, alumni, professionals, etc.). Honorary Members are not permitted to vote in Executive Board Elections. To join the organization, members must be members of the Never Walk Alone GroupMe and attend at least one meeting per academic year.

Section II – Meetings:

Meetings shall be held bi-weekly during the academic year. The date, time, and location of meetings will be decided by the Executive Board at least one week in advance. Summer meetings shall be held at the discretion of the Executive Board. The Executive Board shall have the power to change the date, time, or location of meetings if deemed necessary provided that an advanced notice of the change is circulated as soon as possible to all members.

Article VII – Method of Amending Constitution:

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 X – Method of Dissolution of Organization:

Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website. Should any organization assets and debts exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally.

By-Laws

By-laws are less difficult to change but are more permanent than simply passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

Article I - Method of Adding & Amending By-Laws

Method of amending by-laws is similar to amending the Constitution; however, by-laws are apt to change more often than the constitution. By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

Article II – General Body Membership

Section I – Membership Dues:

There are no dues associated with membership of this organization.

Section III – Member Suspension:

Members may be suspended from the organization with a majority vote of the Executive Board after violating the NWA Constitution, the GroupMe Community guidelines, and/or University policies. Suspension from the organization results in the removal of the individual from the Never Walk Alone GroupMe. Individuals can be added back to the GroupMe after communicating with the sitting Executive Board and gaining a majority vote.