

BuckeyeThon at The Ohio State University Constitution

Article I: Name

Section 1 The name of this organization shall be BuckeyeThon at The Ohio State University; hereinafter referred to as BuckeyeThon.

Article II: Mission

Section 1 The mission of BuckeyeThon is to create awareness and raise funds for children with cancer. As a member of the Office of Student Life at The Ohio State University, BuckeyeThon focuses on children being treated in the Hematology/Oncology Department at Nationwide Children's Hospital in Columbus, Ohio. BuckeyeThon works to achieve this mission through programs which enhance the student experience, promote the value of philanthropy, establish a spirit of service, and cultivate relationships between students, faculty, staff, and community members.

Article III: Membership

Section 1 All currently enrolled undergraduate students in good academic standing at The Ohio State University (good academic standing defined as a Cumulative Point Hour Ratio of at least 2.00, as stated in Rule 3335-9-23 of the Ohio Administrative Code, found also in The Ohio State University Code of Student Conduct) shall be eligible to apply for membership in BuckeyeThon.

Section 2 BuckeyeThon 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.

Section 3 All current members must maintain a Cumulative Point Hour Ratio of at least 2.00.

Article IV: Membership Requirements

Section 1 A BuckeyeThon member must be an undergraduate and maintain "good standing" as determined by Article II, Section 2 of the By-Laws and the Vice President of Membership.

Section 2 The Vice President of Membership shall be responsible for recording attendance. If a member does not fulfill the requirements for "good standing," the Vice President of Membership shall initiate the membership guidelines as described in Article III, Section 3 of the By-Laws, warning him/her/theirs of his/her/their situation.

Article V: Executive Board

Section 1 Members of the Executive Board include the President, the Executive Vice President, the Vice President of Advancement, the Vice President of Finance, the Vice President of

Membership, the Vice President of Programming, the Vice President of Strategic Engagement, the Chief of Staff, the Executive Director of Belonging and Education. and the BuckeyeThon Advisor(s) (Ex-Officio); hereinafter referred to as the Advisor(s).

Section 2 The President shall call and chair all BuckeyeThon General Body and Executive Board meetings. The Executive Vice President shall call and chair all BuckeyeThon Leadership Team meetings. The President shall act as the representative and spokesperson for BuckeyeThon in all external functions. The President shall maintain positive communication and relationships with many constituencies including, but not limited to, the Senior Vice President for Student Life, the Chief Executive Officer of Nationwide Children’s Hospital, and the administration and staff of Children’s Miracle Network Hospitals.

Section 3 If the President is not able, the Executive Vice President shall call and chair all BuckeyeThon General Body and Executive Board meetings.

Section 4 If neither the President nor the Executive Vice President is capable of performing their duties for any reason, the next Vice President to call and chair all BuckeyeThon General Body and Executive Board meetings is selected in alphabetical order according to their branch title.

Section 4 The Vice President of Advancement shall oversee all marketing and communications, team member strategies, and team relations.

Section 5 The Vice President of Finance shall oversee all financial planning, budgeting, assessment strategies, and development.

Section 6 The Vice President of Membership shall record all meeting attendance, oversee the membership selection process, guide the new member education curriculum and guide current General Body development.

Section 7 The Vice President of Programming shall oversee all event strategies including, but not limited to, the dance marathon.

Section 8 The Vice President of Strategic Engagement shall oversee all youth philanthropy and family relations.

Section 9 The Executive Director of Belonging and Education shall work with Executive Board and Leadership Team members to cultivate an atmosphere of belonging and continuous learning and development within BuckeyeThon.

Section 10 The Chief of Staff shall create all Leadership Team, and General Body meeting agendas and take Executive Board, Leadership Team, and General Body meeting minutes. In addition, the Chief of Staff shall assist the other Executive Board members as needed. The Chief of Staff shall serve as parliamentarian to ensure that all meetings adhere to Parliamentary

Procedure, obey Robert's Rules of Order as stated in the membership handbook, follow the agenda, and start and end at the specified time. The Chief of Staff shall also be responsible for all revisions to the Constitution and Bylaws.

Section 11 If the President is not capable of performing his/her duties, the Executive Vice President shall assume interim duties, and the new President shall be selected according to the process in Article VI of the Bylaws.

Article VI: Leadership Team

Section 1 The Leadership Team of BuckeyeThon shall consist of the Executive Board, the Directors, and the Advisor(s).

Section 2 Members of the Executive Board include the President, the Executive Vice President, the Vice President of Advancement, the Vice President of Finance, the Vice President of Membership, the Vice President of Programming, the Vice President of Strategic Engagement, the Executive Director of Belonging and Education, the Chief of Staff, and the Advisor(s).

Section 3 Voting members of the Leadership Team shall be the Vice President of Advancement, the Vice President of Finance, the Vice President of Membership, the Vice President of Programming, the Vice President of Strategic Engagement, and the Director of each standing committee. The President shall only vote in case of a tie. The Chief of Staff, Executive Vice President, Executive Director of Belonging and Education and Advisor(s) shall serve as non-voting members of the Leadership Team.

Section 4 The Directors shall include one Director for each standing committee as defined in Article VIII of the Bylaws.

Section 5 The term of office for all Leadership Team Members shall be one year. Incumbent Leadership Team Members must reapply via the Leadership Team application process.

Section 6 No members of the Leadership Team may hold more than one office, nor may they serve as Program Coordinators.

Section 7 The Executive Board shall facilitate the development and implementation of the strategic plan for BuckeyeThon.

Section 8 The Directors shall lead their committees in the implementation of the strategic plan.

Section 9 Specific responsibilities for each Leadership Team member are in Article V of the Bylaws.

Article VII: Committees

Section 1 Each committee shall be determined by Article VIII of the Bylaws, be composed only of BuckeyeThon membership, and be led by a Director.

Section 2 The Vice President of Membership shall oversee the committee placement process while taking into consideration each member's preferences.

Section 3 Each active General Body Member of BuckeyeThon must belong to one and only one committee.

Article VIII: Executive Board Selection Process

Section 1 The Executive Board Selection process shall be called by the President beginning with applications being released during or before the ninth week of Autumn Semester.

Section 2 Any active member of BuckeyeThon may submit an application for a position on the Executive Board, given that he/she is an active member during that term and has been an active member for a minimum of fifteen weeks.

Section 3 Qualified applicants will interview before a Selection Board.

Section 4 The Selections Board shall include outgoing members of the Executive Board who will be assuming alumni status at the completion of the academic year, the BuckeyeThon Advisor(s), and one of the following: a staff member from The Ohio State University, Nationwide Children's Hospital, or Children's Miracle Network Hospitals. If an outgoing member from the Executive Board is not yet assuming alumni status, a Director from his/her branch, who is assuming alumni status, must sit on the Selection Board to make certain the branch is represented. If there is not a Director who is assuming alumni status, a General Body Member from the branch, who is assuming alumni status, must sit on the Selection Board. The Advisor(s) shall choose this Director or General Body Member.

Section 5 The Chief of Staff shall be appointed by both the President-select and the Executive Vice President-select and approved by the Vice Presidents-select. All active members, including new members undergoing new member education, can be appointed to the Chief of Staff position.

Section 6 The term of office shall begin with the Transfer of Powers in the Spring, with the date being decided upon by the outgoing President, and it shall end with the Transfer of Powers the following Spring, with the date being decided upon by the President. Transfer of Powers must occur by the first General Body Meeting in April. Newly selected Executive Board Members will go through an active transition period between their selections and their installations.

Section 7 Applicants that are not selected for a position on the Executive Board may submit their intent to apply for a position as a Director.

Article IX: Director Selection Process

Section 1 The Director Selections Process shall be called by the President beginning with applications being released during or before the ninth week of Autumn Semester.

Section 2 Any active member of BuckeyeThon may submit an application for Director positions, given that he/she is an active member during that term and has been an active member for a minimum of fifteen weeks.

Section 3 Qualified applicants will interview before a Selection Board.

Section 4 The Selections Board shall include outgoing and incoming members of the Executive Board and the BuckeyeThon Advisor(s).

Section 5 The term of office shall begin with the Transfer of Powers in the Spring, with the date being decided upon by the outgoing President, and it shall end with the Transfer of Powers the following Spring, with the date being decided upon by the outgoing President. Transfer of Powers must occur by the first General Body Meeting in April. Newly selected Leadership Team Members will go through an active transition period between their selections and their installations.

Article X: Anti-Hazing Policy

Section 1 Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Section 2 All incidents of hazing will be investigated by the Advisor(s) and the President. Should further actions be deemed necessary, the Office of Student Life's Department of Student Conduct will be involved.

Article XI: Meetings

Section 1 The BuckeyeThon General Body will meet no less than thirteen times during each semester.

Section 2 The BuckeyeThon Leadership Team will meet no less than thirteen times during each semester.

Section 3 The BuckeyeThon Executive Board will meet no less than thirteen times during each semester.

Article XII: Rules of Order

Section 1 BuckeyeThon and its committees shall be governed by Robert's Rules of Order, except in matters specifically provided for by the BuckeyeThon Constitution and Bylaws.

Section 2 A simple majority of the voting membership in “good standing” shall constitute a quorum for voting purposes at a meeting of the entire BuckeyeThon General Body.

Article XIII: Alcohol Policy

Section 1 BuckeyeThon will not organize or market/promote fundraisers directly related to alcohol sales that are not family appropriate. Family appropriate is used to describe an event that Nationwide Children’s Hospital families can attend with their children. An example of a family appropriate event involving alcohol is the Faculty/Staff Benefit Dinner or a Wine Tasting Event.

Section 2 Third-party fundraisers involving alcohol may be organized by student groups. However, BuckeyeThon may only be included in the marketing of the event if the following criteria are met:

- a.** The event is advertised as a “[BuckeyeThon Team Name]’s Fundraiser for BuckeyeThon,” and NOT as an Ohio State University, Nationwide Children’s Hospital, or Children’s Miracle Network Hospitals fundraisers.
- b.** Money raised from the event is NOT directly related to the sales of alcohol. If the sale of any alcoholic beverage directly contributes to the funds raised at an event OR drinks are provided at a discounted rate, see Section 3.
- c.** All liability for the event is removed from BuckeyeThon, The Ohio State University, Nationwide Children’s Hospital, and Children’s Miracle Network Hospitals.

Section 3 Third-party fundraisers involving alcohol where the sale of any alcoholic beverage directly contributes to the funds raised must follow these guidelines:

- a.** BuckeyeThon, The Ohio State University, Nationwide Children’s Hospital, and Children’s Miracle Network Hospitals are **NOT** mentioned in any advertising or promotion for the event.
- b.** The event is marketed solely as a “[Student Organization Name] Fundraiser.” If all the aforementioned guidelines are followed, funds raised at these events are allowed to be accepted as donations to BuckeyeThon and may be credited to the fundraising team’s total.

Section 4 All BuckeyeThon members must not be under the influence of any substance, unless prescribed for a medical purpose, while attending and/or volunteering at a BuckeyeThon, Nationwide Children’s Hospital, or Children’s Miracle Network Hospitals sanctioned event. Failure to adhere to this policy will result in the member submitting a Letter of Intent to the Vice President of Membership in order to maintain active membership in BuckeyeThon.

Article XIV: Embezzlement

Section 1 Any stealing or financial discrepancy shall be handled by the Executive Board, Advisor(s), and the Office of Student Life Business Manager.

Article XV: Dissolution

Section 1 Any money that remains after dissolution of the Organization shall be donated to Nationwide Children's Hospital. Dissolution shall be handled by the Advisor(s) and the Office of Student Life Advancement Business Manager.

Article XVI: Sexual Harassment Policy

Section 1 As a student organization at The Ohio State University, BuckeyeThon 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 XVII: Minor Participants Policy

Section 1 As a sponsored student organization at The Ohio State University, BuckeyeThon expects its General Body Members to adhere to University Policy 1.50 (Non-Discrimination, Harassment, and Sexual Misconduct), which can be found here: <https://hr.osu.edu/wp-content/uploads/policy150.pdf>. This policy promotes the safety and welfare of minors who participate in activities and programs with minors entrusted to the university's care.

Section 2 All General Body Members are expected to attain and follow *Care, Custody, or Control* by completing FBI/BCI Background Check, Standards of Behaviors, and *BuckeyeLearn* training "*Activities and Programs with Minor Participants Policy Training*". These three requirements must be completed during the first semester as a General Body Member.

Section 3 General Body Members must annually renew "*Activities and Programs with Minor Participants Policy Training*" on *BuckeyeLearn*. Any questions or concerns regarding this *Minor Participants Policy* can be directed to the Youth Policy Coordinator at (614) 688-8643 or minorspolicy@osu.edu.

Article XVIII: Mental Health Statement

Section 1 As an official program of The Office of Student Life at The Ohio State University, BuckeyeThon is committed to the welfare and success of each of its members. As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating, and/or lack of motivation.

Section 2 The Ohio State University offers services to assist students with addressing these and other concerns they may be experiencing. If you or someone you know is suffering from any of the above conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS locations can be found on the 4th Floor of the Younkin Success Center and on the 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766, and 24-hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at <http://suicidepreventionlifeline.org>. Also, the OSU Student Advocacy Center is a resource to help students navigate OSU and to resolve issues that they encounter at OSU – visit <http://advocacy.osu.edu>.

Article XVIII: Constitutional Amendments

Section 1 The Constitution shall be amended by a three-fourths vote of the BuckeyeThon General Members who are in “good standing,” provided that a written notice of the proposed amendment is presented in writing to the Chief of Staff at least two meetings prior to the vote. If a member does not cast a vote, it is considered an abstention.

Section 2 The Chief of Staff may, without a formal amendment, make formatting and grammatical changes to the Constitution and Bylaws.

Section 3 The Bylaws shall be amended by a simple majority using the same process as amending the Constitution.

Section 4 No amendments to the Constitution shall take effect unless duly approved by the Vice President for Student Life or his/her designee.

Article XIX: Constitutional Review

Section 1 The Constitution and Bylaws shall be reviewed every two (2) years. The Chief of Staff shall convene an Ad-Hoc Committee and oversee its progress. The Chief of Staff shall be responsible for ensuring all edits and revisions are made.

Article XX: Constitutional Adoption

Section 1 The Constitution shall be officially adopted. It shall take effect upon the approval by the Vice President for Student Life or his/her designee.

BuckeyeThon at The Ohio State University Bylaws

Article I: New Membership Selections

Section 1: During New Membership Selections, each prospective member must submit an application for membership containing information that the Vice President of Membership deems necessary for selection purposes.

Section 2: The New Member application will be available at 12:01am on the day of the Autumn Semester Involvement Fair.

Section 3: The Membership Selections Board will be the Advisor(s), the Vice President of Membership, the President, the Executive Vice President, and one of the following: a BuckeyeThon alumnus/a, an active General Body Member, excluding Leadership Team Members, a staff member of Nationwide Children's Hospital, a staff member of Children's Miracle Network Hospitals or a staff member from The Ohio State University. The additional Selections board member shall be chosen at the discretion of the Membership Selections and Education Committee and the Vice President of Membership.

Section 4: The Director of Membership Selections and Education, at the earliest opportunity, shall schedule interviews with applicants before the Membership Selection Board, at which time the prospective member's interest and abilities shall be assessed.

Section 5: Membership Selections shall be based on a selection process including, but not limited to, attending an information session, completing an application, and attending an interview. The applicant's interest in and enthusiasm for BuckeyeThon and The Ohio State University will also be assessed.

Section 6: The Vice President of Membership, with the approval of the Executive Board, will determine the number of applications to be accepted for membership into BuckeyeThon to maintain the desired size of the organization.

Section 7: An applicant may reapply for membership at the next available application opportunity. If rejected for a second time, an applicant has the right to appeal their rejection to BuckeyeThon in a BuckeyeThon General Body meeting within three weeks of selections being

made, for a necessary three-fourths vote to accept their membership. This applicant must have made it to the interview stage and must have met with the Vice President of Membership before appealing.

Article II: Membership Guidelines

Section 1: The criteria to be used to establish a member's "good standing" shall be determined by the Vice President of Membership. The Vice President of Membership shall submit the determined criteria for "good standing" to the Executive Board for approval no later than the second week of the fall semester. It is the responsibility of the Vice President of Membership to inform members of these criteria.

Section 2: Criteria for "good standing" shall include, but is not limited to the following:

- Maintaining a 2.0 Grade Point Average per academic term.
- Attending all general body and committee meetings.
- Fulfilling the positional and membership volunteer requirements presented by the second to last meeting in the Spring semester for the following academic year. [L] [SEP]
- Attending the events as outlined in the membership requirements, from the second to the last meeting in the Spring semester for the following academic year. [L] [SEP]

Section 3: Members with a scheduled class, midterm, or exam during any BuckeyeThon function must give the Vice President of Membership and their respective Director written notice to maintain "good standing." Members who provide written notice shall be excused at the discretion of the Vice President of Membership. All notices of an absence must be given to the Vice President at the earliest opportunity.

Section 4: Members with a personal emergency during any BuckeyeThon function shall let the Vice President of Membership and their respective Director know as soon as possible. [L] [SEP]

Section 5: Each new member shall have the responsibility to participate in the New Member Education program during the semester of acceptance into BuckeyeThon. The Vice President of Membership and Director of Membership Selections and Education, with the Executive Board and approval of the Advisor(s), shall prepare and utilize a curriculum for new member orientation. [L] [SEP]

Article III: Membership Status [L] [SEP]

Section 1: Active members are defined as members who have successfully completed the New Member Education curricula and gone through the induction ceremony.

Section 2: Active members will be expected to maintain "good standing," will have voting rights, and will be counted for quorum. [L] [SEP]

Section 3: Active Members who do not meet the criteria for “good standing” at the midpoint of the semester shall receive a notice, requesting a Letter of Membership Intent for the review period.

Section 4: If a member sustains two consecutive review periods of not being in “good standing,” fails to submit a Letter of Membership Intent within one week of receiving their notification, and/or has their Letter of Membership Intent rejected by the Executive Board, the member will automatically be placed on inactive status and will lose voting privileges.

Section 5: Members choosing to leave the organization for any reason must contact the Vice President of Membership. They will be considered inactive and will no longer have voting rights. Members may declare themselves inactive at any point in time, regardless of their membership duration or positions held. The Vice President of Membership will assess whether the member would like to be onboarded into the Alumni Society once they are in inactive status.

Section 6: Inactive status will automatically be placed on members that are not in “good standing” for two review periods, take a leave of absence for one semester, or leave the University for personal reasons.

Section 7: Inactive members that choose to reactivate must submit a letter of membership intent to the Vice President of Membership. The Executive Board will review the member’s history and letter of membership intent to vote for reactivation and decide with a majority vote.

Article IV: Leave of Absence

Section 1: A leave of absence is available to those who are not expecting to be able to fulfill membership requirements in a particular semester.

Section 2: Members who are on a leave of absence do not have voting privileges.

Section 3: Members in “good standing” from the previous semester must submit to the Vice President of Membership a written request for a leave of absence, no later than the second week of the current semester.

Section 4: The Vice President of Membership will meet with the member to determine his/her role within the organization.

Article V: Leadership Team Responsibilities

Section 1: The President shall:

- Serve as the leader and primary contact for the Organization [LSEP]
- Call and chair all Executive Board and General Body Meetings.
- Organize, attend, and ensure documentation of weekly meetings with Advisor(s)

- Collaborate with the 5 Vice Presidents, the Executive Vice President, and Advisor(s) to create organizational goals and an execution plan to achieve those goals.
- Complete President’s Training as required by the Student Organization Guidelines. [SEP]
- Serve in direct report capacities to the following Ohio State University entities: the Senior Vice President for Student Life, Assistant Vice President for Student Life, Director of Student Philanthropy, Ohio Union Administration and Staff, and any other entities that the Director of Student Philanthropy may deem necessary. [SEP]
- Serve in direct report capacities to the following Nationwide Children’s Hospital entities: the Chief Executive Officer, President of Nationwide Children’s Hospital Foundation, Vice President of Annual Giving, Director of Annual Giving, Hematology/Oncology Administration and Staff, and any other entities that the Associate Director of Student Philanthropy may deem necessary.
- Serve in direct report capacities to Children’s Miracle Network Administration and Staff.
- Develop strong working relationships with other Student Organizations. [SEP]
- Represent BuckeyeThon in the planning of receptions for Signature Events.
- Maintain BuckeyeThon’s Signature Event Status (if applicable).
- Provide reports, as requested, to the Council on Student Affairs.
- Call and chair the BuckeyeThon Advisory Board meetings.
- Oversee the creation of the Annual Report.
- Organize the annual Leadership Team Retreat. [SEP]
- Plan the annual BuckeyeThon Banquet.

Section 2: The Executive Vice President Shall

- Chair all Leadership Team Meetings.
- Attend weekly Executive Board Meetings.
- Attend weekly General Body Meetings.
- Organize, attend, and ensure documentation of weekly meetings with each Vice President.
- Oversee and advise BuckeyeThon’s internal operations.
- Chair General Body Meetings when the President is not able to.
- Actively advise the Chief of Staff.
- Work with the President to plan travel for Children’s Miracle Network Dance Marathon Leadership Conference.

Section 3: The Vice President of Advancement shall:

- Actively advise the Director of Marketing and Communications, the Director of Team Member Strategy, and the Director of Team Relations.

- Organize, attend, and ensure documentation of weekly meetings with the Director of Marketing and Communications, the Director of Team Member Strategy, and the Director of Team Relations.
- Attend weekly Executive Board Meetings.
- Attend weekly Leadership Team Meetings. [L] [SEP]
- Attend weekly General Body Meetings.

Section 4: The Vice President of Finance shall: [L] [SEP]

- Actively advise the Director of Assessments, the Director of Business Operations, and the Director of Development.
- Oversee all financial operations.
- Oversee the creation of the annual budget. [L] [SEP]
- Manage the “Total Calculator.”
- Organize, attend, and ensure documentation of weekly meetings with the Director of Assessments, the Director of Business Operations, and the Director of Development.
- Attend weekly Executive Board Meetings.
- Attend weekly Leadership Team Meetings. [L] [SEP]
- Attend weekly General Body Meetings.

Section 5: The Vice President of Membership shall: [L] [SEP]

- Actively advise the Director of Membership Development and the Director of Membership Selections and Education.
- Organize, attend, and ensure documentation of weekly meetings with the Director of Membership Development and the Director of Membership Selections and Education.
- Oversee the Member Selection and New Member Education programs.
- Attend weekly Executive Board Meetings.
- Attend weekly Leadership Team Meetings.
- Attend weekly General Body Meetings.

Section 6: The Vice President of Programming shall: [L] [SEP]

- Actively advise the Director of Dance Marathon and the Director of Events.
- Organize, attend, and ensure documentation of weekly meetings with the Director of Dance Marathon and the Director of Events.
- Attend weekly Executive Board Meetings.
- Attend weekly Leadership Team Meetings.
- Attend weekly General Body Meetings.

Section 7: The Vice President of Strategic Engagement shall: [L] [SEP]

- Actively advise the Director of Youth Philanthropy and the Director of Family Relations.
- Actively advise appropriate parties regarding *Care, Custody, or Control* between minors protected under BuckeyeThon programs, the internal team, and the public.
- Organize, attend, and ensure documentation of weekly meetings with the Director of Youth Philanthropy and the Director of Family Relations.
- Attend weekly Executive Board Meetings.
- Attend weekly Leadership Team Meetings.
- Attend weekly General Body Meetings.

Section 8: The Chief of Staff shall: ^{[[L]]}_{[[SEP]]}

- Take Leadership Team, Executive Board, and General Body Meeting minutes ^{[[L]]}_{[[SEP]]}
- Ensure that all meeting minutes are uploaded to the appropriate BuckeyeThon Teams and/or Canvas pages.
- Serve as Parliamentarian and enforce Robert’s Rules of Order.
- Maintain order in General Body Meetings.
- Oversee all updates and revisions to the Constitution and By-Laws.
- Oversee the submission and implementation of BuckeyeThon Internal Request Documents (BIRDs).
- Maintain the BuckeyeThon office within the Keith B. Key Center for Student Leadership and Service.
- Be responsible for booking all meeting space for BuckeyeThon meetings ^{[[L]]}_{[[SEP]]}
- Serve as the primary contact for the Ohio Union Events staff on all BuckeyeThon space requests and reservations. ^{[[L]]}_{[[SEP]]}
- Maintain member roster.

Section 9: The Director of Team Member Strategy shall: ^{[[L]]}_{[[SEP]]}

- Lead the Team Member strategy committee
- Oversee the creation of the Team Member recruitment plan, fundraising plan and fundraising education plan.
- Lead the implementation of Team Member strategy and coordinate the logistics of registration week and Team Member fundraising initiatives.
- Actively collaborate with the Team Relations committee and Executive Board to implement campus-wide recruitment and fundraising plans through the Team Captain Program.
- Formulate a strategy and sustainable vision for this committee and its positions.

Section 10: The Director of Team Relations shall: [L] [SEP]

- Lead the Team Relations committee.
- Implement initiatives to engage the Ohio State community in BuckeyeThon’s mission, programs, and events.
- Foster Team Captain relationships. [L] [SEP]
- Foster relationships with various student organizations to create and organize team collaborations.

Section 11: The Director of Development shall: [L] [SEP]

- Lead the Development committee.
- Develop and steward relationships with corporate partners.
- Steward relationships with former corporate donors.
- Secure donations for BuckeyeThon events.
- Develop and implement campaigns.
- Develop partnerships with BuckeyeThon alumni (if applicable).

Section 12: The Director of Dance Marathon shall: [L] [SEP]

- Lead the Dance Marathon committee.
- Oversee all aspects of the Dance Marathon including catering, entertainment, layout, morale, schedule of events, and volunteers.
- Actively collaborate with Ohio Union Event staff and other University partners to plan and coordinate the Dance Marathon.

Section 13: The Director of Events shall: [L] [SEP]

- Lead the Events Committee.
- Oversee the planning and implementation of BuckeyeThon’s signature events. Signature events are large-scale events held for varying purposes throughout the year to ignite all of campus for a specific purpose.
- Oversee the planning and implementation of BuckeyeThon’s targeted events. Targeted events are small-scale events held to target and ignite a specific demographic on campus for a specific purpose.

Section 14: The Director of Family Relations shall: [L] [SEP]

- Lead the Family Relations Committee.
- Cultivate and develop professional relationships with Nationwide Children’s Hospital and Champion Families.
- Oversee the continued implementation of the Buckeye Buddies Program.

Section 15: The Director of Business Operations shall: [L] [SEP]

- Lead the Business Operations Committee.
- Manage purchase requests for all committees.
- Collaborate with committee Directors to track and manage committee budgets.
- Organize all Canning initiatives.
- Oversee the counting, organizing, and documenting of all finances that funnel through ^(L)_(SEP)BuckeyeThon (Donor Drive, Cash and Check donations, Canning, Committee Expenditures, etc.).
- Oversee all sales functions and operating budget fundraisers including merchandise and apparel.

Section 16: The Director of Assessment shall: ^(L)_(SEP)

- Lead the Assessment Committee. ^(L)_(SEP)
- Oversee the tracking and analysis of committees’ and organizational strategic objectives. ^(L)_(SEP)
- Oversee the maintenance and preservation of databases and historical data. ^(L)_(SEP)
- Oversee the continued improvement of data tracking and assessments to increase efficiency in tracking. ^(L)_(SEP)
- Collaborate with Leadership and Committee Directors to provide assessed and tracked ^(L)_(SEP)information to aid in decision making for those involved. ^(L)_(SEP)

Section 17: The Director of Youth Philanthropy shall: ^(L)_(SEP)

- Lead the Youth Philanthropy committee.
- Cultivate and develop relationships with Central Ohio area schools.
- Assist Youth Philanthropy schools in the planning of their own events.
- Plan, organize, and implement the leadership development of Youth Philanthropy students. ^(L)_(SEP)
- Serve as the primary Youth Philanthropy contact for Nationwide Children’s Hospital and ^(L)_(SEP)Children’s Miracle Network Hospitals.

Section 18: The Director of Marketing and Communications shall: ^(L)_(SEP)

- Lead the Marketing and Communications committee.
- Oversee the creation of a yearlong marketing strategy that falls in line with BuckeyeThon, The Ohio State University, Nationwide Children’s Hospital, and Children’s Miracle Network branding.
- Actively collaborate with the Student Life Marketing staff on effective marketing strategies including graphic designs, social media campaigns, and branding awareness.
- Create and distribute press releases for BuckeyeThon as deemed necessary by the Advisor(s), President, and Vice President of Advancement.

- Actively outreach to the University and community publications to spread awareness of BuckeyeThon events and initiatives. [L] [SEP]
- Oversee the following areas: Email communication, social media (Instagram, X (formerly Twitter, Facebook, etc.), videos, graphics, email communications, the BuckeyeThon website, and merchandise/apparel.
- Oversee the marketing of all BuckeyeThon events.

Section 19: The Director of Membership Development shall: [L] [SEP]

- Lead the Membership Development Committee. [L] [SEP]
- Oversee the development and implementation of all General Body Development programs including General Body Retreats and Professional Development programs. [L] [SEP]
- Continue implementation of BuckeyeThon traditions.
- Coordinate one General Body appreciation event per semester.
- Oversee Member Recognition Programs.

Section 20: The Director of Membership Selections and Education shall: [L] [SEP]

- Lead the Membership Selections and Education committee.
- Oversee the implementation of the new Member Application and Selection Process.
- Oversee BuckeyeThon membership info sessions.
- Oversee the implementation of the New Member Education Program.
- Coordinate, with the Vice President of Membership, the New Member Induction Ceremony. [L] [SEP]

Section 21: The Director of Community Outreach and Engagement

- Engage the great Columbus community and build relationships.
- Oversee programming and fundraising with the Columbus community.
- Work closely with other members of the Leadership Team to help support their events.
- Create a strategic plan to grow BuckeyeThon’s involvement with the community.

Section 22: All Directors shall: [L] [SEP]

- Attend weekly Leadership Team Meetings. [L] [SEP]
- Attend weekly General Body Meetings. [L] [SEP]
- Submit purchase requests and all Finance materials in accordance with the Finance Standard Operating Procedure guidelines. [L] [SEP]
- Submit Family Relations requests and materials in accordance with the Family Relations Standard Operating Procedure guidelines. [L] [SEP]

- Submit Marketing and Communications Public Relations requests and material in accordance with the Marketing and Communications Public Relations Standard Operating Procedure guidelines.
- Submit Development Corporate Relations requests and material in accordance with the Development Corporate Relations Standard Operating Procedure guidelines. [L] [SEP]
- Plan and execute programs as detailed in the Standard Operating Procedures.
- Adhere to all responsibilities and duties as set forth in the Constitution and By-Laws. [L] [SEP]

Section 22: All Leadership Team Members serve as a public face of BuckeyeThon, The Ohio State University, Nationwide Children’s Hospital, and Children’s Miracle Network Hospitals and are expected to positively and professionally represent these entities throughout the University, Columbus Community, and the Dance Marathon community. [L] [SEP]

Article VI: Succession [L] [SEP]

Section 1: In the event that a vacancy occurs in the office of the President, the Executive Vice President shall assume these interim responsibilities. If the Executive Vice President is unable to assume interim responsibilities, the Executive Board shall select, by majority vote, an Executive Vice President to fulfill these duties. [L] [SEP]

Section 2: During the Interim phase, applications for President shall be released and candidates will have one (1) week to complete and submit their application to the Advisor(s). [L] [SEP]

Section 3: Qualified candidates will interview before a Selections Board. [L] [SEP]

Section 4: The Selections Board shall consist of current Executive Board members and the Advisor(s).

Section 5: In the event that a vacancy occurs in the office of a Vice President or Director position, a selection process will be held to fill the seat. During the vacancy, applications for the vacant position will be released and candidates will have one (1) week to complete and submit their application to the President.

Section 6: Qualified candidates will interview before a Selections Board. [L] [SEP]

Section 7: The Selections Board shall consist of current Executive Board members and the Advisor(s).

Section 8: In the event that a vacancy occurs in the Chief of Staff position, the President and Executive Vice President shall appoint an eligible candidate, and the Vice Presidents shall approve the appointment.

Section 9: In the event that a vacancy occurs in an Assistant Director, Program Coordinator, and/or chair position, the position will be filled at the discretion of the respective Vice President and Director.

Article VII: Leadership Team and Alumni Society Removal Process

Section 1: It is at the discretion of the Advisor(s), President, Executive Vice President, and Vice President of Membership to determine if a member of the BuckeyeThon Alumni Society has not met the standards of expectation regarding their membership. Thus, this alumnus may be removed at the decision of the aforementioned individuals. The President of BuckeyeThon or the President of the BuckeyeThon Alumni Society shall initiate action for removal.

Section 2: In the event a Leadership Team Member is not fulfilling his or her responsibilities, the President shall initiate action for removal or acquittal. This process consists of a closed meeting of the Executive Board with all members present in which the issue or officer will be discussed. Following discussion, a secret ballot will be taken in which a four-fifths vote (of all five Vice Presidents) is necessary for removal.

Section 3: In the event that a Vice President is not fulfilling his or her responsibilities, the President shall initiate action for removal or acquittal. The President, Executive Vice President, and the Advisor(s) shall determine the appropriate action.

Section 4: In the event that the President is not fulfilling his or her responsibilities, the Advisor(s), Vice Presidents, and Chief of Staff shall determine the appropriate action.

Article VIII: Committees

Section 1: The standing committees and Directors shall be as follows:

- A. Development^{L}_{SEP}
- B. Dance Marathon
- C. Events
- D. Family Relations^{L}_{SEP}
- E. Business Operations^{L}_{SEP}
- F. Assessment^{L}_{SEP}
- G. Marketing and Communications^{L}_{SEP}
- H. Membership Development^{L}_{SEP}
- I. Membership Selections and Education^{L}_{SEP}
- J. Team Member Strategy
- K. Team Relations
- L. Youth Philanthropy
- M. Community Outreach and Engagement

Section 2: In conjunction with the Executive Board and each committee Director, the Vice President of Membership shall determine the number of committee chairs in each committee. This shall be presented to the Executive Board for approval by the first week of Spring semester.

Section 3: The application for committee chairs shall be released two weeks prior to Thanksgiving break.

Section 4: The application for committee chairs shall ask the applicant to rank his/her top four specific committees and answer all required questions.

Section 5: The application for committee chairs shall be due on the last Wednesday of Autumn semester.

Section 6: The Vice President of Membership shall create an organized document that entails each applicant and his/her top four positions by the beginning of the first week of winter break. This document shall be sent to the incoming Leadership Team immediately upon its finalization.

Section 7: On behalf of the incoming President, the current President shall convene and facilitate a meeting of the incoming Leadership Team in conjunction with the active Leadership Team prior to the transfer of powers.

Section 8: Committee chair positions will be released by the first two weeks of Spring semester.

Section 9: Committee chairs will assume their responsibilities after the transfer of powers.

The Constitution and Bylaws of BuckeyeThon was revised, voted on, and approved on February 13, 2019, with a vote of 72: yay, 9: nay, 1: abstain.

The Constitution of BuckeyeThon was amended, voted on, and approved on September 25, 2019, with a vote of 70: yay, 4: nay, 2: abstain.

The Bylaws of BuckeyeThon was amended, voted on, and approved on October 16, 2019, with a vote of 57: yay, 0: nay, 2: abstain.

The Bylaws of BuckeyeThon was amended, voted on, and approved on April 22, 2020, with a vote of 65: yay, 6: nay, 0: abstain.

The Constitution of BuckeyeThon was amended, voted on, and approved on August 30th, 2023, with a vote of 42: yay, 2: nay, 0: abstain