Save A Child’s Heart Constitution and By- Laws

**Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.**

Section 1: Name**:** Students for Save A Child’s Heart

Section 2 - Purpose: The fundamental purpose of our organization is fundraising and advocating for the international non-profit organization *Save A Child’s Heart.* Through these efforts, students will have the opportunity to discover the lives of children on a global perspective by learning about the countries Save A Child’s Heart is currently working with. Students will also have the opportunity to get more involved on campus and in the city of Columbus through our campus and Columbus involvement. Students have the opportunity to take on various levels of leadership positions through the organization and will also gain experience working on a team during our general meetings.

Section 3 - Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

**Article II - Membership: Qualifications and categories of membership.**

Section 1: Membership: Voting membership is limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but must serve as non-voting associate or honorary members.

Section 2: Categories of Membership: Membership can involve becoming an Officer, a Chair, a Liaison, or a general members.

**Article III - Organization Leadership: Classifications of Leadership, Titles, terms of office, type of selection, and duties of the leaders.**

Section 1: Classification of Leadership: Board members include the Executive Committee, Chair Holders, and Liaisons.

Section 2: Titles: Executive President, Executive Vice President, Executive Treasurer, Executive Secretary, Marketing/Social Media Chair, Big Event Chair, Campus Outreach Chair, Columbus Outreach Chair, Merchandise Fundraising Chair, Grant/Fund Application Chair, Greek Liaison

Section 3: Terms of Office: All Executive Leadership Positions are held for 2 full academic years unless an officer must or chooses to resign. Chair Holder Positions are held for 1 full academic year. Greek Liaison positions are held for 1 full academic year.

Section 4: The application for the Executive Committee member positions requires a statement of reason and interest and a resume. The application is to be reviewed by and voted on by the current executive committee members. All members at the final meeting vote on chair member and liaison positions for the following year. Applications for all positions must be sent in by application deadline, which is to be at least one month prior to the final meeting of the current academic year.

Section 5: Duties of the Leaders:

All leaders are expected to represent the organization in a positive light at all times. Leader’s attendance is crucial and must not miss more than one meeting per month. Leaders who miss more than one meeting per month will have their membership up for review.

*Executive President:*

-Completes and manages registration for the organization –Provides contact for and corresponds on behalf of the student organization -Presides over meetings of the organization -Calls special meetings of the organization -Facilitates executive board meetings -Prepares and files any report that is required -Appoints committee chair people -Maintains contact with the organization advisor -Maintains contact with SACH -Represents the organization to the university -Serves as spokesperson for the organization -Serves as signatory on financial account -Assists all executive officers and chair holders -Provides follow up to organizational tasks -Represents organization at official functions -Provides encourage and motivation to fellow officers and organization members;

*Executive Vice President:* -Assumes the duties of the president in his/her absence -Assists president in their duties -Helps run the process of constitutional updating and revisions -Represents organization at official functions;

*Executive Treasurer:*

Must complete Student Organization Treasurer Training. Must be on our organization’s non-university checking account along with the President and our staff advisor –Meets regularly with he advisor to discuss finances –requests all funds for the organization –Saves receipts and completes audit forms  -Is familiar with accounting procedures and policies -Serves as signatory on financial accounts -Pays organization bills -Collects any organization dues -Keeps all financial records of the organization -Prepares annual budget -Prepares all budget requests for funds -Prepares and submits financial reports to organization officers -Maintains a financial history of the organization;

 *Executive Secretary:* -Keeps record of all members of the organization -Prepares an agenda with president for the meeting -Notifies all members of meetings -Prepares organization’s calendar of events -Keeps and distributes agendas for each meeting of the organization -Creates email list serve -Maintains attendance at all meetings -Maintains organizational records, -Prepares and files any report that is required -Provides advisor with summary of financial records at the end of the academic year -Advise members on financial matters (i.e. vendors, ticket selling procedures) -Prepares purchase orders, requisition forms, or supply requests -Files reports on all stolen or lost equipment -Maintains an inventory of all equipment and its condition -Represents organization at official functions -Provides action items email to board members at conclusion of the meeting

 *Marketing/Social Media Chair:* -Creates and runs organization social media accounts -Creates event pages for organization/community events -Develops and implements other ways our organization can market SACH -Runs small team of general members at organization meetings -Responsible for coordinating campus chalking, flyers, bulletin ect. -Updates board on progress, requests, ideas, and any other information during board meeting

 *Big Event Chair:* -Runs small team of general members at organizational meetings -Handles a large portion of event planning and coordinating by working with team to develop ideas -Looks into pros and cons of different event ideas and details -Updates board on progress, requests, ideas, and any other information during board meeting

 *Campus Outreach Chair:* -Runs small team of general members at organizational meetings -Plans percentage nights (i.e. Insomnia, chipotle, etc.) -Plans on campus minor fundraisers (i.e. bake sales, tables, etc.) -Brainstorms and implements other ways to get our organization involved on campus -Updates board on progress, requests, ideas, and any other information during board meeting -Assists president and marketing directing in areas needed

*Columbus Outreach Chair:* -Runs small team of general members at organizational meetings -Looks for possible sponsors and donors in the community -Helps president with outreach to those people/companies and attends meetings if necessary -Looks for events we can participate in within the community to advocate or fundraise ourselves -Looks for alumni we may be able to reach out to -Updates board on progress, requests, ideas, and any other information during board meeting

 *Merchandise Fundraising Chair:* -Runs small team of general members at organizational meetings -Works with SACH to get fundraising merchandise -Works on anything related to merchandise production

 *Grant/Fund Application Chair:* -Works on organization’s grant process –Leads organization’s applications for funds -Updates board on progress, requests, ideas, and any other information during board meeting –Works with treasurer on getting applications completed –ensures we meet deadlines for applications and that we take appropriate and timely steps

 *Greek Liaison:* -Does chapter walks when needed and gets the Greek community update on our organization -Updates board on progress, requests, ideas, and any other information during board meeting

**Article IV – Board Members: Description of duties**

All board members are expected to stay at general membership meetings for 20 minutes afterwards in order to attend the board meeting. Board members should always be actively participating and striving to make our organization more successful. General members should look to board members to answers questions and for guidance.

**Article VI – Method of Removing Officers and Members.**

General members and elected or appointed leaders are expected to meet certain standards and conduct themselves in a way that reflects well on the organization. Members should treat others in a respectful manner, contribute to the organization in a positive way, and should always be welcoming to new members. In the event that a member or leader does not meet those expectations, membership will be reviewed, considering the member’s or leader’s probationary membership status or removal from the organization. The organization’s non-discrimination policy protects members from removal based on those previously listed statuses. The executive committee conducts this review and presents the member in consideration to the board if necessary, in order to have their membership voted upon. A 2/3 vote is required for removal of a member and should only happen in extreme circumstances. This procedure does not follow for the election of the new president. The most recent president will select who will replace him/her.

**Article VII – Advisor(s) or Advisory Board: Qualifications Criteria.**

Advisors of student organizations must be members of the University faculty or Administrative & Professional staff. Responsibilities and expectations of advisors should be clearly and adequately described. Advisor’s must meet all University standards as listed on the Student Organization “Advisors” section of their webpage. Advisors are expected to serve as a listener, mentor, motivator, teacher, and financial advisor. Advisors should meet with President bi-weekly and Executive Committee/ Board as needed. Advisors are encouraged to attend all organization functions. Advisors should also provide assistance to president in terms of setting organization goals. Planning agenda for meetings, explaining university policies when relevant to the discussion, review university policies with the executive officers and general membership as needed, initiate ideas for discussion when he/she deems necessary, speak up during a discussion when s/he has relevant information, offer advice, help organization to prepare annual budget, help with process of officer role transitions, keep a copy of organizations official documents in his/her office, recommend programs, speakers, seminars, etc., and veto a decision when it violates a stated objective, the organization’s constitution, by-laws, or university policy, ensure the organization’s members receive relevant announcements from the university.

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

Meetings are bi-monthly on Wednesday evenings from 6:30pm – 7:30pm. All board members are expected to stay for 20 minutes at the conclusion of the meetings. General members are encouraged to attend all meetings, but membership shall be revoked after 2 months without attendance. All board members should attend every meeting. Conflicts should be discussed and reviewed by the President and Vice President. If lack of a leader’s attendance is negatively affecting the effectiveness of the organization, that leader’s membership will be up for review as stated above.

**Article IX – Method of Amending Constitution:**

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Person requesting proposal must meet with President and Advisor to discuss the process and work on getting it to a voting point. Approval requires at least two-thirds of voting members present (and to conduct any business an organization must have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members).

**Article X – Method of Dissolution of Organization**

In the instance where dissolution is debated, the organization must be completely debt-free. If this prerequisite is met, a vote must be held during a special meeting called upon the President or at a general meeting. During this meeting, the quorum must be met and a vote of 2/3 is required for the dissolution to pass. Any remaining assets will go towards the Save A Child’s Heart Foundation.