

Club Constitution

Habitat for Humanity Campus Chapter

The Ohio State University

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Article I: Name

The official name of the organization shall be the Habitat for Humanity Campus Chapter at The Ohio State University (“Habitat”). It shall be referred to in this document as OSU-H4H.

In all dealings with the Internal Revenue Service, the official name of the organization is Habitat for Humanity International, Ohio State University H4H-OSU Chapter.

Article II: Purpose

Section 1: Mission

OSU-H4H works to reduce substandard housing by connecting OSU students to opportunities to raise funds, serve their community, and form friendships that support collective acts of altruism.

Section 2: Goals

OSU-H4H has these main goals:

1. To aid with the construction and repair of affordable housing in the Columbus Area.
2. Support the Mid-Ohio Restores.
3. Raise Funds to support OSU-H4H and H4H Mid-Ohio.
4. To inspire advocacy for issues related to substandard housing.
5. To establish a sense of community in the organization.

Article III: Membership

Section 1: Membership

Members must attend at least one meeting per year and must have some affiliation with Ohio State University.

Section 2: Nondiscrimination clause

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.

Section 3: Member Removal

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

Section 4: Committees

General body members who have paid dues (amount variable year to year) are eligible to join a Volunteering Committee, Social Committee, or Fundraising Committees. Each Committee will be directed by the appropriate executive board member(s) and overseen by the president and vice president.

Article IV: Officers and Officer Duties

Section 1: Candidates for Vacant Positions

Current officers will receive the first offer for a vacant position. If more than one current officer wants a given position, there will be an anonymous vote among the officers, excluding those interested in the positions, to decide who will fill the vacancy.

New officer candidates should be current members of Habitat, which is defined as having paid the dues and attending at least one event. Each officer must be enrolled 1 of 3 semesters and be in good standing with the Ohio State University.

Section 2: Acquiring New Officers

Sub-Section 1: Application Requirements

Prospective candidates must fill out an application designed by current officers to indicate their interest. This application must include the applicant's resume name, email address, Habitat events attended, involvements, and reason for wanting to be an officer member. Additional questions may be included in the applications based on the current officer's discretion.

Sub-Section 2: Application Timeline

- February 3rd: Applications for new positions have been posted for general body members to apply.
- February 17th: All applications for board positions are due. (Can be extended based on current officer's discretion)
- March 1st: All applications have been reviewed and interview times have been scheduled with all applicants.
- March 31st: All interviews have been conducted.
- April 1st: Offers for board positions have been sent to chosen applicants.

Sub-Section 3: Interviews

If there are less than five applications received, all applicants will be interviewed by current officer members. Otherwise, the five best applicants will be interviewed.

Sub-Section 4: Choosing Future Board Members

Returning officers will vote on which applicants to accept. Graduating or non-returning officers will not vote.

Sub-Section 5: Unanticipated Vacancies

In the case of unanticipated vacancies occurring, applications should be posted the second week of the following semester. Applications, interviews, and the sending of offers should all be conducted within a month.

If a position needs to be filled **before the following semester**, a full board meeting should be held to delegate the division of responsibilities to all board members until a new board member is selected. Applications should be made available to the general body as soon as possible, with subsequent interviews and selection of replacements.

Section 4: Board Positions

President:

The president functions as the chief executive officer of OSU-H4H. They will fulfill the following responsibilities:

- Preside over the meetings and plan meeting agendas;
- complete paperwork, including the yearly 990-N form
- Appoint new officers in the case of vacancies with the approval of the executive board
- Provide the organization with a solid vision for the future
- Aid any officer position as needed
- Organize objectives for board members.
- Serve as a liaison with Ohio Union Student Organizations and KBK Center, Habitat for Humanity International, and Habitat for Humanity Mid-Ohio.
- Serve as a de facto member of the Habitat for Humanity Mid-Ohio Board and attend their bimonthly meetings. If he/she cannot attend the meetings, then regular interaction with Habitat for Humanity Mid-Ohio executive members must be attempted.

Treasurer/Vice President (“VP”)

The VP will fulfill the following responsibilities:

- Maintain reliable records of the organization’s funds, applying to the University for operating/programming funds, and performing the annual audit for submission to the University. This includes retaining physical copies of receipts. The audit will be completed immediately following the academic year during which the treasurer was in office.
- Create the annual report each May and submit it for review by the President before forwarding said report to H4H Mid-Ohio
- Manage members, including the collection of dues.
- Serve as President if needed.
- Create one newsletter per week via email to send to all general body members. **All board members must submit a list of events/updates that should be on the newsletter 24 hours prior to the scheduled time of sending the newsletter.**

Social-Outreach Chair

The Social-Outreach chair will be responsible for all communication with external organizations within or associated with the University. This will include the following responsibilities:

- Planning events with other clubs or student organizations associated with Ohio State University, or the University itself. These events may include the following:
 - Philanthropic events
 - Social Events
 - Fundraising Events
 - Recruitment Events
 - Note: The social media chair is not in charge of managing interactions with external businesses or organizations not associated with the University.

- Survey Interactions with KBK center and ensure the club and its board members are participating in events that may benefit the club.
- Manage the club's social media (Facebook, Instagram, Twitter, and osu.edu website). Responsible for cataloging club events as well as providing current information related to the club on all social media accounts.

If another chair wishes to plan any event in coordination with university-related organizations, they must get approval from the Social Outreach chair. The Social Outreach chair must either delegate coordination of the event to a given chair or coordinate the event themselves. They must also include the Social Outreach Chair in any email threads, group chats, or other forms of communication.

Volunteer Coordinator(s)

The volunteer coordinator(s) will be responsible for overseeing all club-related volunteer events. This includes the following responsibilities:

- E-mail correspondence with H4H MidOhio regarding Habitat-related volunteer events (builds, restores, etc.).
- Initiating planning and coordination of volunteer events with organizations outside of Habitat and the University.
- Creation of sign-ups for volunteering events.
- Arranging transportation to and from the work site.
- At least one volunteer coordinator must be on-call during all volunteer events to handle any issues arising during the event. This starts 30 minutes before the event and ends 30 minutes after the event.
 - In the event no coordinators are available during an event, they must give the President and VP at least a week's notice to assign another board member to be on call.
- Attend at least two club-related volunteer events per semester.
- At least two volunteer opportunities per month should be planned if possible.

Fundraising Chair(s): The Fundraising Chair must

The fundraising chair(s) will be responsible for overseeing all club-related fundraising events. This includes the following responsibilities:

- Set yearly fundraising goals. Must include at least two fundraising events per semester.
- Investigate grant opportunities outside of Ohio State University
- Initiating communication with parties outside the University in order to host social events (i.e. reserving locations, procuring refreshments, etc.)

Social Chair(s)

Social chairs will be responsible for all social events for the club in effort to build a welcoming community for all members of the club. This includes the following responsibilities:

- Plan general body or officer member socials. At least two social events per semester are expected.
- Maintain contact with the community, interacting and maintaining relationships with other student organizations and public businesses in order to discuss possible collaboration events.
- Assist the Fundraising Chair(s) in the planning and execution of fundraising events.
- Initiating communication with parties outside the University in order to host social events (i.e. reserving locations, procuring refreshments, etc.)

Trip Coordinator

The Trip Coordinator will plan, manage, and execute all club-related trips. This includes the following responsibilities:

- Oversee and coordinate all Collegiate Challenge, Global Village, or Alternative Break Trips for partnering with Habitat affiliates from different regions.
- Plan and book any necessary items related to travel, lodging, etc. for club trips.
- Oversee completion of waivers and adherence to university policies during any club-related trips.
- Create a budget for each club trip.
- Ensure methods are in place for the collection of fees and deposits.
- Ensure a contract is created and signed by all participants of the Trip. This contract must include a mission statement, rules, and guidelines for all trip-goers. It must also include actions to be taken if the contract is violated by anyone.
- **One trip per school year should be planned, if possible.**

If the Trip Coordinator cannot attend the trip, another board member must agree to oversee/chaperone the trip instead. The chaperone, whether it be the Trip Coordinator or otherwise, will be responsible for the following:

- Ensuring the safe travel and return of all trip members.
- Ensuring that University, Habitat for Humanity, and club policies are followed during the course of the trip.
- Maintaining the planned budget during the trip.
- Responsible for overseeing or approving every event involving club members during the course of the trip.

If no board members are able to chaperone a trip, the trip cannot take place and must be canceled.

Requirements of All Positions

All board members must always abide by the following requirements:

- Attend at least two events per semester; one of which must be a volunteer event.

- Social events are not included in this requirement.
- Participate in the board GroupMe or group chat.
- Respond to all club communications (group chat, email, etc.) pertinent to their role in a timely manner (within 48 hours).
- Participate in and take pictures of club events to the best of their ability (even if it does not directly involve their position)
- CC President and Vice President in all emails to external organizations or businesses regarding the club.
 - Also CC the Social Outreach chair on any emails to University-related organizations.

Failure to Fulfill Responsibilities

If at any point, a board member fails to fulfill the responsibilities required by their position after a written warning from the President, they are subject to suspension ([Article V, Section 2](#)) or impeachment ([Article V, Section 3](#)).

Article V: Vacancies and Impeachment

Section 1: Vacancies

Upon a vacancy of any officer by any means, a majority vote of the officers of Habitat for Humanity at the Ohio State University shall be necessary to fill such a vacancy, or the president shall appoint someone to hold the vacancy until elections are held. A director elected to fill such a vacancy shall hold office for the unexpired term of his/her predecessor.

Section 2: Suspension

If at any time a board member does not uphold the requirements of their role, a vote will take place with all the members of the board excluding the member whose suspension is being voted upon. If a simple majority is reached (greater than 50% of votes), the member will be removed from the board for the remainder of the school year. After the member's suspension, the current President and Vice President must agree to allow the member to rejoin the board. If an agreement is not reached, the member will not be allowed to rejoin.

Section 3: Impeachment

A petition stating the charges against an officer, and signed by at least one-half of the officers, shall be required to bring charges against an officer of Habitat. A vote to impeach the officer shall be held two weeks following the submission of the petition. A two-thirds majority vote of the officers shall be required to impeach an officer.

Section 4: Conflict of Interests

If at any time, a board member decides they have a conflict of interest involving the suspension or impeachment of a board member, they have the option to exclude themselves from voting on said suspension or impeachment. Once excluding themselves from the vote, they cannot reverse their decision and cast a vote in the decision which they originally abstained from.

Article VII: Advisor(s)/Faculty Sponsor(s)

The Chapter shall have at least one Chapter Advisor who is a faculty or staff member at Ohio State University and who shall be appointed unanimously by the Board. The Chapter Advisor shall support the existence of the chapter as a representative of the school, be a consistent contact for the chapter with the ability to identify active members, have a general idea about Chapter events and activities, and be available to give advice and act within current guidelines provided by student activities.

Article VIII: Meetings

Section 1: General body meetings

The Chapter shall hold a meeting of its general body members, including committee members, monthly. Participation in meetings is expected. To be respectful of everyone's time, officer members shall stay on task.

Section 2: Committee meetings

Each semester, the board will have a vote to determine whether to hold committee meetings during the upcoming semester. A simple majority is required for the decision.

Committees will include Volunteer, Social/Fundraising, and Trip Committees. Each committee will be led by up to two board members and made up of general body members. Committees will aid in the planning and/or execution of club events.

Each committee meeting will be run by the perspective club chairs and shall be overseen by the President and Vice President. Participation in meetings is expected. To be respectful of everyone's time, officer members shall stay on task.

Section 3: Board meetings

Officers will decide on meetings on a semester basis. At least one meeting per month is recommended. It is recommended that the following expectations for board meetings as follows are established:

- President
 - Present any updates to the board involving the club as a whole, The Ohio State University, or H4H Mid-Ohio.
 - Assign each board member a list of responsibilities to be completed by a certain date (most often will be the next board meeting).
- Vice President/Treasurer
 - Present the current financial status of the club along with any needed actions or adjustments to stay within budget.
- Board Members
 - Prepare a summary of progress on club tasks/projects, including accomplishments and setbacks.
 - Present plans for the continuation of tasks with any recommendations.

Article IX: Fundraising/Finances

Section 1:

The fiscal year of the chapter shall begin on September 1 of each year and end on the following May 31.

Section 2:

All funds received as gifts (whether designated or undesignated), contributions, or grants from individuals, private or public corporations or foundations shall be deposited in appropriate banking accounts maintained by the Chapter and dispersed in accordance with the policies and procedures determined by the Board in accordance with this Constitution and the rules and regulations of the University and all applicable governmental laws, including Section 501 (C) 3 of the Internal Revenue Code of 1986.

Section 3:

The disbursement of funds must be authorized by a two-thirds vote of the duly elected and qualified officers. In the event of an emergency, the Habitat Treasurer or President may authorize the disbursement of funds. Checks written on behalf of Habitat must be signed by either the Habitat Treasurer or President. All organization bank accounts will be held under the name of the Habitat Treasurer, President, and Adviser.

Article X: Amendments

Section 1:

The executive board shall have the power to alter, amend, or repeal this constitution or adopt new amendments by a two-thirds vote of the duly elected and qualified officers, provided that the amendments at no time shall contain any provision inconsistent with the rules and regulations of the University, with Habitat for Humanity International, Inc., or with any applicable governmental law, rule, or regulation including Section 501 (C) 3 of the Tax Code.