

# Constitution and By-Laws Guidelines for Buckeyes Against Cancer

## Constitution

### *Article I - Name, Purpose, and Non-Discrimination Policy of the Organization*

#### **Section 1- Name**

Buckeyes Against Cancer (BAC)

#### **Section 2 – Purpose**

Buckeyes Against Cancer is an organization that meets to compose care packages, crafts, and other donations to be delivered to hospital patients, specifically those currently undergoing cancer treatments at surrounding hospitals and cancer centers. Aside from creating packages, Buckeyes Against Cancer hosts various fundraising events throughout the year and meets twice each month to discuss members' ideas for how we can continue to help the affected community. Our organization is open to any undergraduate students at Ohio State who are interested in helping others.

#### **Section 3 - Non-Discrimination Policy**

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

Buckeyes Against Cancer does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, Buckeyes Against Cancer 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](mailto:titleIX@osu.edu).

### **Article II - Membership: Qualifications and Categories of Membership**

To become a member of Buckeyes Against Cancer, one must be an undergraduate student at The Ohio State University-Columbus campus. Buckeyes Against Cancer takes new members throughout the academic calendar year. There is a short application process for membership. All members of the Executive Committee will collaborate to decide if a prospective member is accepted into the organization. There are membership dues of \$10 for new members. The money composed from membership dues will be used to purchase materials for care packages and fundraising events. Members can also purchase BAC

T-shirts when on sale throughout the year. By participating in Buckeyes Against Cancer outreach events (composing care packages, fundraising, etc.), members can receive community service hours.

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

Any elected officer of Buckeyes Against Cancer may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a simple majority vote of the executive board in consultation with the organization's advisor.

Any general member of Buckeyes Against Cancer may be subject to removal if they do not meet the meeting attendance and dues requirements two semesters in a row after receiving a fair warning by the Executive Committee. Any general members may also be subject to removal if they violate the Student Code of Conduct, university policy, or federal, state, or local laws.

In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

### ***Article IV - Organization Leadership***

Each executive position will be elected for at the end of Spring and is required to remain in their position for an entire academic calendar year until elections occur again the following Spring. Along with the responsibilities of a general member, Executive Committee members must take up the following responsibilities based on their specific position.

*President* - The President is responsible for overlooking all meetings and events of Buckeyes Against Cancer. The president helps other executive members with their duties, organizes and leads meetings and events, and ensures that all Executive Committee members and officers are acting in a satisfactory manner. The President must also be up to date in the required Student Organization training.

*Vice President* - The Vice President is responsible for collaborating with the President in organizing and leading meetings and events. They take up the responsibilities of the President when the President is absent. The Vice President must also be up to date in the required Student Organization training.

*Treasurer* - The Treasurer is responsible for collecting membership dues, keeping an accurate account of all financial transactions within Buckeyes Against Cancer, and payment of all organization expenses. The treasurer also collaborates with other executive members to determine if different fundraising events are feasible for the organization based on the financial situation. The Treasurer must also stay up to date in their required Student Organization training.

*Historian* - The Historian prepares a summary of all the events and activities of Buckeyes Against Cancer throughout the academic calendar year. The Historian also keeps track of the attendance of members to the meetings to assure that each member is attending the necessary number of meetings per semester.

*Social Director* - The Social Director updates social media accounts and is responsible for presenting Buckeyes Against Cancer in a positive light. They also organize flyers, merchandise, and collaborate with the other executive board members on social decisions.

*Networking Director* - The Networking Director contacts people in order to organize fundraising events. They are also responsible for reserving rooms for meetings and locations for fundraising events. They also collaborate with the other executive members.

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

Elections will occur each Spring near the end of the semester. Elections will occur during one of the bi-monthly (twice per month) meetings. All members who have paid their dues can participate in voting in the elections. The voting will be done electronically during the meeting. Any member who has paid their dues, been a part of the organization for at least one semester and has attended the required number of meetings is eligible for running for an officer position. If an officer resigns or is removed for any reason during the academic calendar year, then elections will take place at that time to replace that specific officer.

#### ***Article VI - Executive Committee***

The Executive Committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. The Executive Committee is composed of the officers of Buckeyes Against Cancer (President, Vice President, Treasurer, Historian, Social Director, Networking Director).

#### ***Article VII - Standing Committees***

Standing committees can be formed if deemed necessary by the Executive Committee. A standing committee would be created if an Executive Committee member makes a proposal which would then be voted on by the rest of the Executive Committee members. A simple majority vote will be used.

#### ***Article VIII – Advisor***

The advisor of Buckeyes Against Cancer must be a full-time member of the University faculty or Administrative & Professional staff. The advisor is responsible for completing their Student Organization training at the required times. They are responsible for meeting with the Executive Committee at least once each semester to discuss goals and ensure that the Executive Committee is completing their required responsibilities based on the Buckeyes Against Cancer constitution. The faculty advisor is not required to attend every meeting and event, but they should try to make an appearance when possible to see the innerworkings of the organization.

#### ***Article IX – Meetings and events of the Organization***

Buckeyes Against Cancer will host meetings bi-monthly (twice per month) for the general body of members. The number of fundraising events will vary throughout the academic calendar year. The Executive Committee will also conduct meetings on their own to discuss the meetings and events of Buckeyes Against Cancer.

***Article X – Attendees of Events of the Organization***

Buckeyes Against Cancer 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. Events are open to all members of the organization who have paid their dues.

***Article XI – Method of Amending Constitution***

Any proposed amendments must be presented in writing by general members or Executive Committee members. The Executive Committee will then convene to discuss the proposed amendment. There must be a 2/3 majority vote between the Executive Committee members (and faculty advisor if he/she can be present) in order for an amendment to be approved and instituted. This constitution should not be amended easily or frequently.

***Article XII – Method of Dissolution of Organization Requirements***

Should any organization assets and debts exist, the Treasurer will decide the appropriate means for disposing of these assets and debts. The Executive Committee will vote whether they approve of the Treasurer's decision. It will be a simple majority vote. If the majority of the Executive Committee members disprove of the Treasurer's decision, the Treasurer must think of a different approach for disposing of the assets and debts. The voting process will then be repeated. If Buckeyes Against Cancer must undergo dissolution for any reason, Student Activities staff must be contacted to remove the organization information from the student organization website.

## **By-Laws**

### ***Article I – Parliamentary Authority***

The rules contained in Robert's Rule shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

### ***Article II- Membership Procedures***

Only undergraduate students at The Ohio State University-Columbus campus can join Buckeyes Against Cancer. To become a member, a short application form must be completed defining why the prospective member wants to join Buckeyes Against Cancer. This can be completed and accepted at any time during the academic calendar. All members of the Executive Committee will collaborate to decide if a prospective member is accepted into the organization. Once a member is accepted by the Executive Committee, they must pay membership dues of \$10. If a prospective member is unable to pay these dues, different arrangements can be made including extra fundraising that the prospective member can complete in order to have their fees waived. Members will then need to pay these dues each Fall semester of the following years that they are members of Buckeyes Against Cancer. No one will ever need to pay dues more than once in a single academic year no matter what time of year they become a member. The money composed from membership dues will be used to purchase materials for care packages and fundraising events. Members can also purchase BAC T-shirts when on sale throughout the year. If any member violates anything in the constitution, specifically those violations listed in Article III for general members of the constitution, they can be voted out of the organization by a simple majority vote from the Executive Committee and the faculty advisor.

### ***Article III- Election / Appointment of Government Leadership Elections***

Elections will take place near the end of each Spring semester beginning the following Spring after the first Spring that Buckeyes Against Cancer is an active student organization (Spring 2022). Elections will then continue to occur each Spring after Spring 2022. Any member who has paid their dues, been a part of Buckeyes Against Cancer for at least one semester and has attended the required number of bi-monthly (twice per month) meetings is eligible to run for an officer position. In one of our bi-monthly (twice per month) meetings, the members running for each executive position will need to complete a short statement/speech stating why they should be elected. All members present at the meeting who have paid their dues will then place their votes over an electronic platform and votes will automatically be counted. The elected executive members will start preparing for the following Fall semester over the Summer and then officially begin their positions that Fall. If any executive member should violate any parts of the constitution, they can be voted out of the Executive Committee. The Executive Committee (including the faculty advisor) can bring forward a request for removal of someone from the Executive Committee with a valid reasoning showing violation of any parts of the constitution, specifically the violations listed in Article III of the constitution. The entire Executive Committee (including the faculty advisor) vote for or against the removal of the accused member. It will be a simple majority vote. If the member is then removed based on the voting results, elections will immediately take place with the general body of Buckeyes Against Cancer to re-elect a member for said executive position. If any executive committee

member resigns from their respective position at any point in the year, re-elections for said executive position with voting from the general body will immediately take place at the time of resignation.

#### ***Article IV- Executive Committee***

Along with the responsibilities of a general member, Executive Committee members must take up the following responsibilities based on their specific position.

*President* - The President is responsible for overlooking all meetings and events of Buckeyes Against Cancer. The president helps other executive members with their duties, organizes and leads meetings and events, and ensures that all Executive Committee members and officers are acting in a satisfactory manner. The President must also be up to date in the required Student Organization training.

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#### ***Article VI - Advisor/Advisory Board Responsibilities***

The advisor of Buckeyes Against Cancer must be a full-time member of the University faculty or Administrative & Professional staff. The advisor is responsible for completing their Student Organization training at the required times. They are responsible for meeting with the Executive Committee at least once each semester to discuss goals and ensure that the Executive Committee is completing their required

responsibilities based on the Buckeyes Against Cancer constitution. The faculty advisor is not required to attend every meeting and event, but they should try to make an appearance when possible to see the innerworkings of the organization.

#### ***Article VII - Meeting Requirements***

All general body members of Buckeyes Against Cancer must attend at least three of the bi-monthly (twice per month) general body meetings per semester to continue membership. If they do not complete these requirements, they will be notified at the end of that semester as a warning that if they don't complete their requirements the following semester, they may be subject to removal from Buckeyes Against Cancer. By participating in Buckeyes Against Cancer outreach events (composing care packages, fundraising, etc.), members can receive community service hours. Executive Committee members must attend at least three of the general body meetings along with all the Executive Committee meetings scheduled throughout the semester. If an Executive Committee member must miss an Executive Committee meeting, they must otherwise be notified of the information covered in the meeting by the President.

#### ***Article VIII - Method of Amending By-Laws***

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 simple majority vote of the general membership (comprised of members who have all paid their dues for that year) present at the meeting the vote is taking place.