**Constitution**

Drafted June 2023, Updated November 2024

***Article I:*** *Name*

**Section 1** The name of this organization shall be Magical Moments Foundation, a Chapter at the Ohio State University; henceforth referred to as MMF Ohio State or MMFOSU.

**Section 2** The purpose of our organization is to promote inclusivity, educate our community about children with facial differences, and to renew a sense of hope, joy, wonder, and empowerment in children with facial differences through our work to create magical experiences

**Section 3 – Non-Discrimination Policy** 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.

***Article II:*** *Mission*

**Section 1** We strive to promote inclusivity, educate our community about children with facial differences, and create meaningful professional development opportunities. Our ultimate goal is to renew a sense of hope, joy, wonder, and empowerment in children with facial differences through magical adventures and experiences.

***Article III:*** *Affiliation*

**Section 1** We are first, and foremost, a chapter of our national organization Magical Moments Foundation, and operate under the direction of its Board of Directors.

**Section 2** We have formed a partnership with The Ohio State University through the Ohio Union as a student organization, seeking to be an independent and completely student run organization.

***Article IV:*** *Membership*

**Section 1** MMF Ohio State shall not discriminate against persons 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 basis in accordance with these guidelines.

**Section 2** ​All currently enrolled undergraduate and graduate 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) shall be eligible for membership.

**Section 3** Membership shall also be open to all faculty and employees at The Ohio State University.

**Section 4** Any member of MMFOSU is expected to be in “good standing” within the organization, as outlined within the By-Laws.

**Section 5** The Vice President is responsible, along with the Secretary, for ensuring that all members are in “good standing” and dealing with each situation on an individual basis as outlined by the By-Laws.

**Section 6** MMF Ohio State and its members will adhere to the laws and policies of Title IX of the Education Amendments of 1972, as outlined by the Title IX compliance office at The Ohio State University. Any questions about Title IX and it’s affiliated policies in regards to MMFOSU, should consult the national branch of Magical Moments Foundation or the Office of Title IX Compliance.

***Article V:*** *Executive Board*

**Section 1** There will be an Executive Board, consisting of the Vice President, the Treasurer, the Marketing Chair, the Volunteering Chair, The Outreach Chair, the Fundraising Chair, and Secretary, chaired by the President of MMFOSU.

**Section 2** Voting members of the Executive Board shall be President, the Vice President, the Treasurer, the Marketing Chair, the Volunteering Chair, The Outreach Chair, and the Fundraising Chair. All additional persons on the Executive Board will be non-voting members.

**Section 3** Each member of the Executive Board shall have one vote. The President shall have veto power, which can be overruled by the Executive Board with a two-thirds majority and support from the Graduate Student Advisory Board.

**Section 4** Executive Board Members shall serve for a term of one calendar year and may reapply for an indefinite number of terms. This includes the founding members, who shall serve an indefinite term until resignation, but should still reapply for the betterment of the organization.

**Section 5** The President shall serve for a term of one calendar year, and may not reapply.

**Section 6** A general body member will be appointed to the Executive Board by the President, to serve as Secretary for one term.

**Section 7** The secretary shall have one vote in the Advisory Board, but will have no votes in the Executive Board. The secretary shall serve as an intermediary between the Executive and Advisory Boards and the General Body.

**Section 8** ​No members of the Executive Board may hold more than one office.

**Section 9** Should there be a split vote in the Executive Board, the tie-breaking vote will go to the advisory board.

***Article VI****: Branches & Committees*

**Section 1** Each committee in existence, according to the By-Laws, will be composed of MMFOSU members, and chaired by a member of the Executive Board or elected Chief.

**Section 2** The selection of committees and Chiefs occurs as outlined by the By-Laws.

**Section 3** One or more committees will be brought together, chaired by an Executive Board member to form a branch.

***Article VII:*** *Officers*

**Section 1** ​The President shall call and chair all MMFOSU General and Executive Board meetings and act as the representative and spokesperson in all external functions. The responsibilities of the President also include setting the agenda for general meetings and Executive Board meetings, while also acting as the liaison between Magical Moments Foundation (MMF) and the MMFOSU General Body by staying in communication with the Magical Moments National Chapter, the advisory board, and the Executive Board.

**Section 2** ​When the President is not available; the Vice President shall call and chair all general body and Executive Board meetings. In the event that the President is no longer capable of performing their duties, the Vice President shall assume the position of the President and a new Vice President shall be chosen according to the By­-Laws.

**Section 3** The Vice President shall be in charge of all organizational growth and membership development as well as overseeing research for the betterment of the organization and anything else as outlined in the By-Laws.

**Section 4** The Marketing Chair shall be in charge of managing all social media accounts, creating any graphics, managing MMFOSU’s official website, and any other responsibilities as outlined in the By-Laws.

**Section 5** The Treasurer shall be responsible for and manage the entirety of the finances, budgets, bank accounts, and oversee sponsorships and income.

**Section 6** The Volunteering Chair shall oversee all matters pertaining to volunteering events within the Ohio State University and broader Columbus community.

**Section 7** The Fundraising Chair shall organize, oversee, and analyze the efficacy of all fundraising events.

**Section 8** The Outreach Chair shall oversee all communications outside of the organization including but not limited to, member recruitment, contacting potential donors, forming partnerships with other organizations, and building relationships with community members.

**Section 9** The Secretary shall generate weekly reports of all the committee meetings and shall help the President oversee administrative tasks and be the liaison for all emails, as well as help the Vice Presidents as needed. The Secretary will also be responsible for taking minutes at General Body meetings and Executive Board Meetings as well as ensuring that meetings follow the agenda, start and end on time, and move efficiently. The Secretary shall also generate an monthly report with the President which will be sent to the Graduate Student Advisory Board as well as the national branch of Magical Moments Foundation. Finally, the Secretary is responsible for any revisions made to the Constitution and By-Laws.

***Article VIII:*** *Elections, Appointments, & Impeachment*

**Section 1**  ​Elections and appointments shall take place in the spring semester.

**Section 2** The President shall appoint new Executive Board Members at the end of their term. The Advisory Board must approve all appointed Board Members. In case of any unexpected openings, the President shall appoint a new member with a majority vote of the General Body.

**Section 3** At the end of their term, The Executive Board Members shall nominate the Presidential candidate, on behalf of the general body, for the following term. The Advisory Board must approve the candidate with a two-thirds majority vote at least two weeks before the end of the academic year.

**Section 4** The impeachment of an executive board member requires a two-thirds majority vote of the rest of the Executive Board. The Advisory Board or the Magical Moments Foundation must approve this decision with a two-thirds majority vote. Impeachment proceedings may be undertaken in the event that a member fails to execute their duties, including, but not limited to, violating university codes of conduct.

**Section 5** The impeachment of the President must require a two-thirds majority vote of the rest of the Executive Board. The impeachment must also be approved by the Magical Moments Foundation and advisory board. Impeachment proceedings may be undertaken in the event that a member fails to execute their duties, including, but not limited to, violating university codes of conduct.

**Section 6** The President has the authority to impeach a secretary with a two thirds majority approval of the Executive Board.

**Section 7** The one year term will begin with a transitional period in the Spring semester following the appointment and end with a transitional period in the following Spring semester; a March/April to March/April term.

**Section 8** The founding president shall be appointed by the Chair of the Advisory Board.

***Article IX****: Advisory Board*

**Section 1** An advisory board will consist of Graduate Students at the Ohio State University to provide the Executive Board with advice and information in their fields of expertise.

**Section 2** The Executive Board and Chair of the Advisory Board shall be responsible for seeking and appointing advisors to the Advisory Board.

**Section 3** Each Advisory Board Member shall serve an indefinite term, until resignation or impeachment.

**Section 4** The impeachment of an advisory board member must require a two-thirds majority vote of the Executive Board. The Advisory Board must approve this decision with a two-thirds majority vote amongst the rest of the board. Impeachment proceedings may be undertaken in the event that a member fails to execute their duties, including, but not limited to, violating university codes of conduct.

**Section 5** In the event of a resignation or impeachment of the Advisory Board Chair, the Executive Board shall appoint a new Advisory Board Chair.

**Section 6** Additional members may be added to the Advisory Board, should the Executive Board feel that it would be a benefit to the organization.

***Article X****: Meetings*

**Section 1** The Executive Board shall decide the location and dates of Executive Board and all General Body meetings.

**Section 2** Executive board members must be present at all executive board meetings and general body meetings unless excused by the President.

**Section 3** Executive board members must be present at all of their respective committee meetings.

**Section 4** Executive board members should hold their respective committee meetings at least once every two weeks, or must send out a weekly update.

**Section 5** The Executive Board shall meet at least every week and send out a weekly update.

**Section 6** The general body should meet once a week of the academic year, unless excused by the President for a variety of circumstances.

**Section 7** The Secretary is responsible for notifying all members the dates and locations of all Executive Board and General Body meetings at least 4 days prior to said meeting.

**Section 8 ​** A simple majority of the voting membership in “good standing” shall constitute a quorum for voting purposes at a meeting of the entire general body.

***Article XI:*** *Amendments*

**Section 1** Only the Executive board has the power to make amendments to the constitution. It requires a two-thirds majority to do so, along with a majority approval from the advisory board.

**Section 2** The Executive Board has the authority to amend Articles I-XI, with the exception of Article V Sections 3, 4, and 5, & Article VIII 4 and 5. All amendments shall require the approval of the Advisory Board.

**Section 3** Any amendments that are received from the Magical Moments Foundation national branch must be implemented immediately.

**Section 4** All major constitutional amendments, as defined by the advisory board, must be approved by the Magical Moments Foundation prior to implementation.

***Article XII:*** *Relationship with National Wing of Magical Moments Foundation*

**Section 1** This chapter is required to follow orders and agenda from the Magical Moments Foundation.

**Section 2** In case of conflict, President of Executive Board and Chair of the Advisory Board must negotiate with the Board of Directors of the MMF.

**Section 3** Our chapter must submit a final annual report of the year’s activities to the Magical Moments Foundation.

***Article XIII:*** *Statement of Compliance*

**Section 1** Our organization will comply with university rules and regulations.

**Section 2** Our organization will comply with federal and state law.

**Section 3** Our organization will comply with the rules of the Magical Moments Foundation.

***Article XIV:*** *Adoption*

**Section 1** ​The Constitution shall be officially adopted on August 7th, 2023. It shall take effect upon the granting of a charter or approval by the Magical Moments Foundation.

**MMF Ohio State By-Laws**

Passed September 24, 2023

***Article I:*** *Membership**Interest*

**Section 1** In order to officially gain membership into MMFOSU, interested students must complete the following:

1. Register for MMFOSU’s public email listserv by one of the following:
   1. Attending the MMFOSU booth at a student involvement fair
   2. Attending an MMFOSU information session
   3. Attending another recruiting event not previously listed
   4. Contacting the Outreach Chair
2. Complete the MMFOSU interest survey to indicate desired membership status
3. Officially accept membership status through email within 48 hours upon following receiving notification from the Executive Board

**Section 2** The Outreach Chair, with assistance from the President, will be responsible for recording official MMFOSU interest survey responses and the sorting of interested students into their desired membership status.

***Article II:*** *Membership Status*

**Section 1** Every MMFOSU member who is not a part of the Executive Board is a part of the General Member Status.

**Section 2** Every MMFOSU member is expected to be in “good standing” with the organization, as dictated by the status of their membership.

**Section 3** Failure to comply with all listed membership expectations could result in the removal or alteration of membership status as dictated by the Executive Board. Final decisions of membership will be made at the discretion of the President.

**Section 4** General Member Status expectations that make up criteria for “good standing” shall include, but not limited to the following:

1. Must be assigned to a committee according to their preference as indicated on the interest survey and Executive Board discretion.
2. Must attend all committee meetings unless otherwise excused by the Secretary or President.
3. Must fulfill committee expectations set by their designated committee Chairs.
4. Must attend all general body meetings unless otherwise excused by the President or by the Vice President.
5. Must attend at least two fundraising related events each semester unless otherwise excused by the Fundraising Chair or President.
6. Must attend at least two volunteering related events each semester unless otherwise excused by the Volunteering Chair or President.
7. Must pay dues as outlined by the Executive Board and the Treasurer upon entrance to the organization and subsequently upon the start of the autumn semester.

**Section 5** Members may be excused from certain expectations as listed above, at the discretion of the Secretary, Vice President, or President including, but not limited to a scheduled class, an exam, or other reasons determined excusable.

**Section 6** Members who cannot attend MMFOSU general body meetings due to conflicts with scheduling of academic courses will be granted Class Excuse through the submission and approval of a Class Excuse Form due to the Vice President.

**Section 7** Members wishing to remove themselves from the organization, should notify the Secretary and Vice President.

**Section 8** All private information obtained through the roster or for MMFOSU related events should only be used for communication in the scope of MMFOSU and its activities.

**Section 9** Should a situation of member misconduct arise, the Executive Board shall conduct a two week investigation to analyze all factors, while leading with the utmost confidentiality. During this period, the member(s) in question will be prohibited from all MMFOSU events and meetings. The Executive Board will determine if any consequences are necessary, which will vary on a case by case basis.

**Section 10** Should an investigation into member misconduct result in the decision to terminate the student’s membership status, removal proceedings will begin as outlined in Article II, Section 4.

***Article III:*** *Interim Membership Status*

**Section 1** Students who cannot fulfill the membership expectations as outlined in Article II or Article III may declare Interim Membership Status in order to remain on the MMFOSU membership roster and receive MMFOSU updates.

**Section 2** Interim Membership Status will be granted through the submission and approval of an Interim Membership Request Form, sent prior to the second week of the semester to the Vice President.

***Article IV:*** *Elections & Appointments*

**Section 1** Appointments of Executive Board members will occur as dictated by Article VIII Section 2 of the Constitution. Appointments will occur based on the discretion of the President, along with the advice of the general body. To begin the election process, Executive Board candidates must be nominated by a member of either the outgoing Executive Board or the general body. Following this nomination the candidate will submit their interest starting one week before the vote, along with other materials as decided by the President. The vote will occur with a two-minute speech from each candidate and a ballot vote from the general body. Official appointments will occur following a simple majority vote from the general body with a margin deemed acceptable by the outgoing Executive Board.

**Section 2** Appointment of the President will occur as dictated by Article VIII Section 3 of the Constitution. Following the nominations from the Executive Board, a vote will occur with a four-minute speech from each candidate and a ballot vote from the general body. With the guidance from all previous parties, the current President will then recommend a candidate to the Magical Moments Foundation and Advisory Board based on a majority vote from the general body within a margin deemed acceptable by the outgoing President.

***Article V:*** *Committees*

**Section 1** Committees will be structured as dictated by Article VI of the Constitution.

**Section 2** Establishes committees and their Chairs as follows:

1. Marketing
2. Volunteering
3. Outreach
4. Fundraising
5. Finance

***Article VI:*** *Graduate Student Advisory Board*

**Section 1** The Advisory Board will be governed as dictated by Article IX of the Constitution.

**Section 2** The Executive Board may appoint new members to the Advisory Board, with a two-thirds majority, on a rolling basis. Appointments should also be approved by the current Advisory Board.

**Section 3** The Advisory Board will be chaired by a graduate or professional student at the Ohio State University.

***Article VII:*** *Finance*

**Section 1** Only the Treasurer should create a preliminary budget, with the help of the Executive Board, no later than a week before the start of the academic year. The Treasurer can edit the budget throughout the year whether it be the entire budget of MMFOSU or a budget for an individual event sponsored by MMFOSU.

**Section 2** The MMFOSU bank account can only be accessed by the President, Treasurer, Advisory Board Chair, and the Magical Moments Foundation Board of Directors.

**Section 3** All spending requests must first be approved by the Treasurer. The manner in which spending requests are approved is at the discretion of the Treasurer, however, records of all spending requests must be kept.

**Section 4** The Treasurer is responsible for performing all audits of the organization as requested by the Ohio State University, Magical Moments Foundation, IRS, etc.

**Section 5** The Treasurer is responsible for reimbursing approved spending of members.

**Section 6** To be in “good standing” with MMFOSU, each member must pay the dues required for the specific year of membership.

**Section 7** The Treasurer must present to the Executive Board the amount for dues, no later than two weeks before the start of the academic year. The Executive Board must approve the amount with a two-thirds majority.

***Article VIII****: Amending the By-Laws*

**Section 1** The Executive Board can amend any of the By-Laws as needed, with the exception of Article VIII.

**Section 2** Any amendments should be presented to the Executive Board and must be approved by a majority vote. Finally, all amendments must be approved by the Advisory Board.

**Section 3** Any amendments from the Magical Moments Foundation must be implemented immediately.