**Constitution**

**Article I - Name, Purpose, and Non-Discrimination Policy**

Section 1: The name of the organization is Ratio Christi.

Section 2: Ratio Christi is an organization whose purpose is to help provide information

 about the need for Christian apologetics. Ratio Christi will meet this objective

 by offering written information, holding meetings, and by having a

 representative available to answer questions.

Section 3: 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 - Membership: Qualifications**

Voting membership should be defined as limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

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

1. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.
2. Any selected officer of the chapter 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 majority affirmative vote of the executive board in consultation with the organization’s advisor.
3. If 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 – Officer Titles and Duties**

Anyone running for or occupying an office must be currently enrolled as a student of The Ohio State University. Candidates must be familiar with the Ratio Christi mission and vision statements and affirmed by the director.

**Primary Leader (President)**

The President is the primary student contact for the student organization and the “external spokesperson” of the group. He or she is the liaison between the student organization and the advisor and other University or community contacts.

The responsibilities of this position tend to include but are not limited to:

* Supervising all student organization meetings;
* Overseeing the process of student organization event planning;
* Overseeing all student organization purchase requests;
* Overseeing all student organization programs;
* Maintaining a current list of contact information of the student organization officers, advisor, and members;
* Serves as the primary point of contact for the Director;
* Administers Mid-Semester and End of Semester surveys;
* Coordinates student organization elections and oversees transition of offices;

**Secondary Leader (Vice President)**

The Vice President should maintain continuous contact with the President. The Vice President must be up-to-date on all student organization communication and events. The responsibilities of the Vice President include but are not limited to:

* Supervising student organization meetings in the absence of the President;
* Assisting the President with the oversight of the student organization including fundraising, event planning, etc.;
* Maintaining a current accounting of the student organization’s financial status including income and expenses;
* Scheduling locations for meetings and events;
* Coordinating student organization fundraising efforts with the Treasurer;

**Treasurer**

The treasurer should keep the officers and members informed about the student organization’s financial activities. The responsibilities of the treasurer include but are not limited to:

* Preparing the annual student organization budget;
* Monitoring the student organization’s budget;
* Taking part in the Ad-Hoc process when applicable;
* Completing an end of semester financial report for the student organization;
* Tending to the status of all purchase requests;
* Collecting funds and depositing to the student organization’s account;
* Paying any bills;
* Keeping a record of all transactions, i.e. deposits, checks and adjusting entries;

**Advisor**

* Selected by the director
* Acts as the liaison between the Student Organization and the University

**They collectively have responsibility for:**

* Writing the student organization’s constitution and bylaws;
* Amending the student organization’s constitution and bylaws;
* Determining membership requirements for the student organization;
* Establishing roles and responsibilities of the officers;
* Developing and administrating the student organization budget;
* Holding regular officer and membership meetings to conduct student organization business;
* Leading and organizing student organization programs (i.e. Bible study, book study, etc.)
* Fundraising and Travel planning
* Recruiting new members
* Representing Ratio Christi to the university and larger community

**Article V – Election/Selection of Organization Leadership**

The director shall select the required leadership positions as needed, usually on an annual basis or in the event of a graduation.

**Article VI – Executive Committee: Size and composition of the Committee.**

If needed, it shall be comprised of the organization leaders.

**Article VII – Standing Committees (if needed): Names, purposes, and composition.**

If needed, it shall be comprised of the organization leaders.

**Article VIII – Advisor(s) or Advisory Board: Qualification Criteria.**

Advisors of Ratio Christi must be full-time members or Administrative & Professional staff. The responsibilities of Ratio Christi’s advisor will be to oversee the progress of Ratio Christi on a semester basis.

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

Meeting attendance is optional for members.

**Article X – Attendees of Events of the Organization: Required events and their frequency.**

Ratio Christi 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

Ratio Christi’s constitution.

**Article XI- Method of Amending Constitution: Proposals, notice, and voting requirements.**

All proposed amendments will be in writing and will not be acted upon until there are votes taken at a general meeting. The constitution should not be amended frequently, or easily.

**Article XII- Method of Dissolution of Organization:**

If Ratio Christi should need to be dissolved, a meeting will be held among the leader, advisor and other appropriate parties to discuss the necessary steps to dissolve the organization.

## By-Laws

**Article I – Membership**

There will be no dues to become a member of Ratio Christi. If someone wants to be actively involved in Ratio Christi, they will need to contact the leader(s) or director and be added to the list.

**Article II – Advisor responsibilities**

The advisor of Ratio Christi is expected to be available to conduct general meetings that discuss the progress and changes within the student organization.

**Article III - Method of Amending By-Laws**

By-laws may be amended in writing and by reading the change at a general meeting of the membership.