

## **SAPS Constitution**

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

#### **Section I:**

SAPS (Sexual Assault Prevention & Survivor Support)

#### **Section II - Purpose:**

SAPS (Sexual Assault Prevention & Survivor Support) is a student-led organization dedicated to sexual violence prevention, awareness, and support. Our mission is to create and implement systems of education, advocacy, and support to foster the long-lasting sociocultural changes needed to end sexual violence.

#### **Section III - Non-Discrimination Policy:**

SAPS 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, SAPS 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***

Membership for SAPS is open to all members of the campus community including currently enrolled Ohio State students and other non-student members, such as faculty, alumni, professionals, etc. Voting membership is strictly limited to currently enrolled Ohio State students, including undergraduate, graduate, and doctoral students. Other non-student members, such as faculty, alumni, professionals, etc. are considered non-voting associate or honorary members for our organization. SAPS is a student initiated, student led, and student run organization. Non-members of SAPS at The Ohio State University are welcome to attend our campus events as guests.

As required by the Guidelines for Student Organizations, SAPS at The Ohio State University will maintain an organization membership that includes 90%, or more, of current Ohio State students. In order to maintain membership, a student must attend meetings and events regularly throughout the academic year.

### ***Article III - Organization and Leadership: Titles, Terms of Office, Type of Selection, and Duties***

All Executive Board members are eligible to vote in the elections in the Spring Semester of the given academic year. Elections for executive board will be held every February, with election results being announced by the first week of March. Current Executive Board members will spend March and April

preparing their position-elects. Terms will officially begin in June and end in May of the following year, making the length of office one year for each position.

To be eligible for the Executive Board, the person must be a member of SAPS at The Ohio State University and in good standing with the university to be enrolled for the following academic year. To be eligible for the Presidential position, the person must have previously held an Executive position. All Executive Board positions will be selected via election except for the following positions: President, Advisor, and Co-Advisor. Every Executive Board position is eligible for re-election of the same individual. Executive Board members shall be selected based on their abilities, past experience, and dedication to the organization & its mission statement. There shall not be any bias based on level of acquaintance from the current Executive Board.

**Section I – Required Leadership Positions:** Required organization leaders are membership positions that must be filled at all times to maintain an active status for a recognized student organization at The Ohio State University.

- (a) President (Primary Leader): The primary role for the campus organizer is to oversee, approve, and provide advice on all tasks, events, and strategies along with reporting to the national SAPS director and related officials. The primary leader for the organization will need to complete required university training to serve in this position.
- (b) Vice President or Co-President (Secondary Leader): The primary role for the Vice President or Co-President is to assist in tasks in collaboration with the President. The Secondary Leader will take over Presidential duties, should the Primary leader be unable to fulfill their duties.
- (c) Treasurer: The primary role for the treasurer is to communicate with the Office of Student Life regarding funds, maintaining a budget for the academic year, and performing the duties of the campus organizer and secretary in their absence. The treasurer for the organization will need to complete required university training to serve in this position.
- (d) Advisor: The primary role for the advisor is to serve as a connection between the university and the student organization. The advisor's role within the organization is negotiable with the Executive Committee. The advisor for the organization will need to complete required university training to serve in this position.

#### ***Article IV- Executive Committee: Size and Composition of the Committee***

This organization's committee represents the Executive Board and general body members. The Executive Board must include the President, Vice President, Treasurer, and may include any appointed optional Executive Board position. The Executive Board conducts organization business between general meetings and reports its actions at the general meetings.

#### ***Article V - Methods For Removing Members and Executive Officers***

All organization members, guests, and Executive Committee members are expected to act and behave in ways that reflect the organization's values and ethics. If any member is found to be disruptive or behaves in a way not in line with the organization's constitution, the Code of Student Conduct, University policy,

or federal, state, or local law, the organization reserves the right to remove the member from the organization.

**Section I - Member Removal:** 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 Executive Board in consultation with the organization's advisor.

**Section II - Executive Board Removal:** Any Executive Board member 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 eligible voting body needs to recommend impeachment and confirm through a majority vote.

**Section III - Resignations and Presidential Impeachments:** In the event of a resignation or impeachment the organization will follow the protocols set forward in the Constitution. Executive Committee members may be asked to resign or face impeachment if they are found to neglect their duties or violate the Ohio State Student Code of Conduct.

(a) Resignation:

- (i) An Executive Board Member must provide two weeks' notice of resignation unless otherwise deemed appropriate by the President or Advisor.
- (ii) An election to replace the vacant Executive Board position shall be held within a month of the previous officer's resignation notice.

(b) Impeachment of the President or Vice President:

- (i) A charge or complaint shall be brought against the President or Vice President by any Executive Board member. This will be discussed and voted on during an Executive Board Meeting. The plaintiff must provide thorough evidence of negligence, misbehavior, or reason for impeachment. The vote will be conducted by the Vice President for the Presidential vote. The vote must be over eighty percent to impeach the President or Vice President, and the vote must include the other to be held.

#### ***Article VI - Advisor(s) or Advisory Board: Qualification Criteria***

The advisor's role within the organization is flexible and can be adjusted in collaboration with the Executive Committee. Some possible responsibilities of the advisor include attending organization meetings and events when possible and reviewing the minutes of any meetings they cannot attend in person. Additionally, the advisor may meet individually with organization members, help facilitate officer transitions, and review the organization's budget before it is submitted. They may also review and, if needed, edit communications from the organization, and assist in interpreting university policies and processes. Other roles include providing historical context for the organization, sharing relevant university information with members, and mediating any interpersonal conflicts. The advisor may also assist in interpreting Risk Management Recommendations and, where necessary, conduct training or workshops on ethics and sensitivity issues related to working in the field of sexual violence.

***Article VII- Meeting of the Organization: Required Meetings and their Criteria***

General body meetings, special events, and Executive Board meetings will be held at the discretion of the Executive Board.

**Section I - Occurrence of Meetings and Attendance Requirements:** General Body Meetings shall be held at least five times during both the Autumn and Spring Semester, totaling at least ten General Body Meetings per academic year. Special events may be held at the will of the current Executive Board.

- (a) General Body Members must attend a majority of the meetings held during the academic year, the precise percentage is at the discretion of the current Executive Board.
- (b) Executive Board Members must attend seventy-five percent of events held during the academic year, exceptions may be granted where the President and Vice President see fit. Executive Board Members must give prior notice to missing a meeting.
- (c) General Body Meetings will not have a set date. Different events will be held on a different basis, chosen by the Executive Board in effort to accommodate schedules.
- (d) Executive Board Meetings are exclusive meetings held by the Executive Board for leadership discussion and planning. Executive Board Members are expected to attend all Executive Board Meetings, if able. Executive Board Meeting attendance will be taken every meeting. There is no set date for Executive Board Meetings. They will be scheduled based on the availability of the Executive Board.
- (e) The Vice President will be responsible for taking attendance during Executive Board Meetings, and handling attendance for General Body Meetings and updating the roster. If the Vice President is unable to attend a meeting, the President will elect an Executive Member to fulfill this duty and pass the information onto the Secretary.
- (f) General Body Meetings and Executive Board Meeting attendance will be kept for one academic year.

**Section II - Meeting Minutes and Records:** The Vice President shall be responsible for taking notes and meeting minutes during meetings. If the Secretary is unable to attend a meeting, the President will elect an Executive Member to assume this responsibility.

- (a) Notes and meeting minutes will be taken during Executive Board Meetings and will be documented in the appropriate space in the Shared Google Drive.
- (b) Notes and meeting minutes will be taken during General Body Meetings and Special Events by the decision of the President or Vice President. These will be documented in the appropriate space in the Shared Google Drive.

***Article VIII – Method of Amending Constitution: Proposals, Notice, and Voting Requirements.***

Any Executive Board may propose an amendment to the Constitution by submitting their amendment to the organization in writing. An amendment proposal shall be communicated via email to the General Assembly, at [osu.saps@gmail.com](mailto:osu.saps@gmail.com), at least 48 hours prior to an Executive Board meeting. During the meeting, the Executive Board members can vote on the proposed amendment presented. An amendment may be proposed at any time, but no more than two weeks should pass between an amendment being

introduced and an amendment being voted on. At least two-thirds of the Executive Board should be present in order for a vote on an amendment to occur. If two-thirds of members are not present at the meeting an amendment is proposed, the amendment process must be repeated to be introduced for a vote at a future meeting. A newly ratified constitution goes into effect immediately upon ratification. The constitution should not be amended easily or frequently.

***Article VIII - Method of Dissolution of Organization***

In the event that the organization no longer meets university requirements for maintaining active status, the organization will dissolve and become inactive. Any debts or assets will be handled at the discretion of the Treasurer and President. This includes closing any existing bank account associated with the organization. The Office of Student Life Student Activities will be informed should the organization choose to dissolve.