***Article 1: Name, Purpose, and Non-Discrimination Policy of the Organization***

**Section 1- Name:** Human Development and Family Science Undergraduate Student Organization (HDFS Club)

**Section 2- Purpose:**

HDFS club is dedicated to…

* Helping new students get accustomed to the major or minor, department, and the college of education and human ecology through mentoring and advising.
* Enhancing the effective communication and collaboration between the undergraduate students and the faculty.
* Addressing undergraduate student’s academic concerns, issues, and problems.
* Promoting mutual support and cohesion among undergraduate students.
* Providing service, social, and academic opportunities for student involvement in the major or minor.

**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.

As a student organization at The Ohio State University, HDFS Club 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](http://titleix.osu.edu) or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

***Article 2: Membership***

Open membership for any undergraduate Ohio State University student, regardless of major. Members can join by coming to any of our monthly meetings. Emailing or signing up ahead of time is not necessary. It is recommended to join our GroupMe/email list and follow our instagram to stay up to date on our events.

***Article 3: Method of Removing Executive Officers and Members***

General members and elected leaders should be expected to meet certain standards and conduct themselves in a way that reflects well on the organization. In the event that a member does not meet those expectations, the executive and the advisor shall meet to decide the appropriate action. If an executive officer does not meet those expectations, than any member(s), with consultation with advisor, can decide the appropriate action, and bring this decision to the executive for final action.

***Article 4: Organization Leadership***

* President: Attend and lead general member and executive committee meetings. Oversee organization activities and events. Disseminate information to group members. Meet with the club's advisor. Promote the organization. Attend the HDFS committee meetings with faculty members.
* Treasurer: Managing the organization's money. Managing the organization bank account. Requesting refunds and submitting audits.
* Secretary: Keep executive meeting minutes and send them to executive board. Manage the organization’s email and GroupMe. Send out meeting information and reminders.
* Social Chair: Manage the organization’s social media pages. Create canva posters for general member meetings. Communicate with potential organization partners.

***Article 5: Election/ Selection of Organizational Leadership***

All members of the executive committee are selected annually through an online application, a Google form, followed by a decision by the current executive committee. The current executive committee must come to a majority decision. Depending on when the predecessor graduates, the new electee will take their position either at the beginning of spring or fall semester. Each position is a minimum of a year, with no maximum service time.

***Article 6: Executive Committee: Composition and Size***

The executive committee will be composed of the organization leadership and members on committees that the organization creates.

***Article 7: Advisor(s)***

The advisor(s) for this group will typically be an HDFS professor. They will remain advisor(s) until they are unable to do so, then another professor will take on this role.

***Article 8: Meetings***

General member meetings will be held on the first Tuesday of every month, and are required for the executive committee.

***Article 9: Attendees of Events of the Organization***

The organization reserves the right to address a general member’s behavior which may be disruptive or otherwise not in alignment with the organization’s constitution.

***Article 10: Method of Amending Constitution***

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

***Article 11: Method of Dissolution of Organization***

Any member may bring to a vote the option of dissolution. A minimum of 50% + 1 of total membership must vote in agreement. The executive will then decide, with the advisor, how best the dissolution should occur.