

**CONSTITUTION** of the  
**INTERNATIONAL FRIENDSHIPS** Student Group at  
**THE OHIO STATE UNIVERSITY**

**ARTICLE I. NAME OF ORGANIZATION**

The name of the organization shall be: International Friendships. It is affiliated with the nonprofit organization International Friendships, Inc. (IFI).

**ARTICLE II. PURPOSE STATEMENT**

The purpose of the organization shall be:

- (1) To provide meaningful friendships between international and American students at The Ohio State University.
- (2) To aid international students in making meaningful friendships with people in the Columbus community.
- (3) To provide an opportunity for interested international students to learn about Jesus.

**ARTICLE III. UNIVERSITY REGULATIONS**

**Section A. Harassment and Discrimination, including Sexual Misconduct**

International Friendships agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 B. Hazing**

International Friendships agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

**ARTICLE IV. Membership**

**Section A. Membership Eligibility, Selection, and Timeline**

Membership in this organization shall be open to all students and faculty who desire to engage and who agree to the purpose of the organization. No student shall be denied membership in this organization because 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 Student Organization Registration and Funding Guidelines. Students who wish to become a member of this organization should notify the President and ask to be added to the member list. Students who no longer wish to be a part of the organization

may either notify the President or simply stop attending meetings and will be removed from the member list. The member list will be updated periodically, but at least once each academic period.

### **Section B. Composition of Membership**

All members are free to leave and disassociate without fear of retribution, retaliation, or harassment. 90% of the voting membership must be currently enrolled Columbus campus Ohio State students. Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and programs of student organizations as associate members but may not comprise more than 10% of the total membership.

### **Section C. Member Removal**

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Code of Student Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

## **ARTICLE V. STUDENT ORGANIZATION ADVISOR**

The advisor to this organization shall be full-time administrator, faculty, or staff member who is committed to Article II of this Constitution. The advisor will be selected by the officers of the organization. Advisor's role is to advise the leadership on planning activities, to attend leadership meetings at least twice per semester, to assist and guide the organization through the annual registration process with the Ohio Union, to obtain the required training in a timely manner, and to advise the leadership on formulating goals and hold them accountable for pursuit of the stated goals.

## **ARTICLE VI. OFFICERS**

Officer nomination shall be open to all members of the organization. No officer shall be discriminated 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 Student Organization Registration and Funding Guidelines. The officers of this organization shall be at minimum President and a Treasurer. The organization may at times also elect Vice-President, Secretary, Event Coordinators and other second tier officers as deemed necessary.

### **Section A. Officer Positions**

#### *Subsection 1: Faculty Advisor*

It shall be the duty of the faculty advisor to maintain the mission of the student organization by (1) helping oversee the whole student organization and maintaining the active status under Ohio Union Student Center; (2) helping disciple (spiritual and professional) the student leaders if opportunity occurs and praying for the student

leaders; (3) strengthening relationships within student organization leaders and members through monthly contact; (4) promoting and representing the IFI student organization among OSU faculty and staff; (5) reviewing and approving funding requests, checking for completeness and appropriateness, as per training.

*Subsection 2: President:*

It shall be the duty of the president to (1) oversee the student organization, maintain the active status under Ohio Union Student Center; (2) strengthen relationship and collaborate with key student organizations on campus; (3) maintain the mission of the student organization as outlined in the Purpose Statement; (4) report to the Faculty Advisor on a monthly basis; (5) communicate regularly with the IFI Student Org Staff Advisor (6) prepare agenda for monthly organization meetings, organize and lead the meetings; (7) actively seek and apply to opportunities that promote the IFI student org; (8) manage deadlines and registrations the student org needs to fulfill; (9) must be enrolled as a full-time student.

*Subsection 3: Vice President*

It shall be the duty of the vice president to (1) Help the president in their role to maintain the mission of the student organization (including fulfilling president's responsibilities in the event the president is absent or unable to fulfill their role); (2) strengthen relationship and collaborate with key student organizations on campus by fielding email correspondences; (3) report regularly to the President and IFI Student Org Staff Advisor; (4) administrate all relevant documentation for maintaining status of the organization on OSU campus and utilizing OSU resources; (5) attend and record minutes for monthly organization meetings; (6) must be a student in good standing.

*Subsection 4: Treasurer*

It shall be the duty of the treasurer to (1) work with the IFI Event Coordinators regarding the financing of joint activities, especially informing him or her 90 days before each OSU Operating and Program Fund deadline; (2) fill out and submit funding requests and audit forms to OSU Student Activities and the Keith B. Key Center; (3) report the student group's monthly financial status to officers and IFI board members; (4) attend monthly organization meetings and make budget reports; (5) must be enrolled as a full-time student.

*Subsection 5: Welcome Party Chair (for OSU Signature Event)*

It shall be the duty of the welcome party chair to (1) be in Columbus during summer break (especially July and August) to prepare for the event; (2) coordinate annual IFI Welcome Party Signature Event in collaboration with IFI nonprofit; (3) facilitate communication between the university and IFI Event Coordinator for updates and requirements; (4) attend all Welcome Party event planning meetings during the summer leading up to the event and one debrief meeting following the event; (5) participate in no more than 2 roles for the IFI Welcome Party; (6) attend monthly organization meetings; (7) if agreed-upon term of service is a full academic year, be available to

assist in the execution of at least 1 student organization-led event each semester, which may include attendance on the day of the event; (8) must be a student in good standing.

#### Subsection 6: *Lunar New Year Party Chair*

It shall be the duty of the Lunar New Year Party chair to (1) be in Columbus during the semester (especially January) to prepare for the event; (2) coordinate annual IFI Lunar New Year Party in collaboration with IFI nonprofit; (3) facilitate communication between the university and IFI Event Coordinator for updates and requirements; (4) attend all Lunar New Year Party event planning meetings during the months leading up to the event and one debrief meeting following the event; (5) mandatory participation in no more than 2 roles for the IFI Lunar New Year Party; (6) attend monthly organization meetings; (7) must be a student in good standing.

#### Subsection 7: *Student Events Chair*

It shall be the duty of the student events chair to (1) coordinate the design and execution of at least 1 regular student event each semester; (2) delegate tasks for regular student events to each available officer; (3) mandatory attendance at regular student events at least twice a month; (4) report directly to the President and Vice President; (5) assist the IFI Student Org Staff Advisor to execute any additional events; (6) attend monthly organization meetings and facilitate discussion about regular student events; (7) participate in no more than 1 role for 1 major IFI event (such as the Welcome Party, Lunar New Year Party, Student Involvement Fair, etc.) during their term, as requested by the event chair or coordinator; (8) must be a student in good standing.

#### Subsection 8: *Public Relations Chair - Student Liaison*

It shall be the duty of the student liaison public relations chair to (1) report directly to the President and Vice President; (2) creatively promote IFI among other students, sharing information about our services and activities; (3) manage IFI Student Org social media; (4) manage emails from students and other organizations interested in connecting with IFI; (5) attend monthly organization meetings and report previous month's activities; (6) participate in the promotional tasks of the major tentpole events hosted by IFI; (7) must be a student in good standing.

#### Subsection 9: *Public Relations Chair - University Liaison*

It shall be the duty of the university liaison public relations chair to (1) report directly to the President and Vice President; (2) Creatively promote IFI among university offices and other student organizations, sharing information about our services and activities; (3) Manage emails from university offices and other organizations interested in connecting with IFI; (4) manage emails from students and other organizations interested in connecting with IFI; (5) attend monthly organization meetings and report previous month's activities; (6) participate in the promotional tasks of the major tentpole events hosted by IFI; (7) must be a student in good standing.

## **Section B. Criteria for Officer Eligibility & Selection**

### *Subsection 1: Officer Eligibility*

Paragraph 1: In order to preserve the integrity and vibrancy of the IFI student organization it shall be required that all student officers possess and uphold the following qualities: (1) affirms the objectives of this organization as stated in Article II of this Constitution; (2) able to serve at least one academic year unless the officer position allows for a shorter term; (3) good communication skills; (4) reliable and trustworthy character; (5) able to work collaboratively with others; (6) respectful of others' views and beliefs; (7) make all reasonable attempts to attend all meetings which the president schedules with the agreement of the officers.

Paragraph 2: It shall be required that the faculty advisor possesses and upholds the following qualities: (1) able to serve at least one academic year; (2) supportive and helpful; (3) responds to correspondence from the student org officers in a timely manner; (4) able to participate in at least 1 major event hosted by the student org each semester.

### *Subsection 2: Officer Selection Process*

Officers shall be selected through an open and collaborative appointment process held during the final two months of the academic year to serve the following academic year. The process is as follows: (1) Any member of the organization may nominate or be nominated for an officer position; (2) A selection committee composed of the current officers, the faculty advisor, and the International Friendships, Inc. (IFI) staff advisor(s) shall review the eligibility of each nominee based on the criteria outlined in Article VI, Section B; (3) This committee shall evaluate each candidate's commitment to the mission and their ability to fulfill the duties of the position. Officer appointments will be determined by consensus within the committee; (4) Newly appointed officers shall be formally notified and introduced to the general membership.

## **Section C. Removing Officers & Vacancies**

### *Subsection 1: Grounds for Removal*

An officer may be removed for any of the following reasons: (1) Violation of the OSU Code of Student Conduct; (2) Opposition to the stated purpose or values of the organization; (3) Failure to meet Ohio State's student organization leadership requirements; (4) Repeated neglect of assigned duties or prolonged unresponsiveness

### *Subsection 2: Removal Procedure*

To remove an officer: (1) Any officer, faculty advisor, or the IFI staff advisor(s) may raise a concern about an officer's conduct; (2) The issue will be discussed by the remaining officers in consultation with the faculty advisor and IFI staff advisor(s); (3) If the concern is substantiated, the officer may be removed by a majority vote of the remaining officers.

### Subsection 3: *Handling Vacancies*

If an officer resigns, becomes ineligible, or is removed from office then the remaining officers, in consultation with the faculty advisor and IFI staff advisor(s), will appoint a qualified replacement to serve the remainder of the term.

## **Section D. Advisor Selection and Removal**

### Subsection 1: *Selection of Advisor*

To become an advisor: (1) The faculty advisor must be a full-time administrator, faculty, or staff member at The Ohio State University; (2) The advisor shall be selected by consensus of the officers, in consultation with the IFI staff advisor(s)

### Subsection 2: *Advisor Removal or Replacement*

The following reasons may warrant removal or replacement of an advisor: (1) If the advisor is unable or unwilling to fulfill their duties, or if concerns arise about their involvement, the officers may initiate a review; (2) The review will include a discussion between the officers, the advisor, and the IFI staff advisor(s); (3) Upon unanimous agreement of the officers and the IFI staff advisor(s), the advisor may be removed; (4) A new advisor will be selected following the original process stated above.

## **ARTICLE VII. MEETINGS AND QUORUM**

Section 1: Regular meetings may typically occur weekly during the academic year. Regular meetings may also occur during the summer break, but are not required. Smaller group meetings for fellowship, Bible study and prayer will usually be held weekly, at times and places decided by the members.

Section 2: Special meetings shall be called by the President, or at the request of sixty (60) percent of the membership.

Section 3: Quorum shall be defined as the members in good standing who participate in regularly scheduled meetings, or special meetings announced at least seven (7) days in advance.

## **ARTICLE VIII. DISSOLUTION OF ORGANIZATION**

This organization may be dissolved after dissolution is approved by the officers and by a two-thirds vote of its members, provided that notice of a vote on dissolution is furnished to the members at least thirty (30) days prior to the vote.

## **ARTICLE IX. BYLAWS FOR INTERNATIONAL FRIENDSHIPS**

International Friendships may elect to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, the Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs *Registration Guidelines for Student Organizations at Ohio State*. Amendments and

changes may be made to the bylaws and shall be consistent with the Office of Student Life approved constitution on file and the Office of Student Life's constitution requirements. Should the organization transition leadership in between registration cycles, the articles set forth in this document will remain in place unless a new constitution is provided to the Office of Student Life and is approved.

#### **ARTICLE X. AMENDMENTS TO CONSTITUTION**

This Constitution may be altered or amended at any time by the current officers after consultation and review with the faculty advisor and IFI staff advisor(s). Any such changes shall be communicated to the membership at least seven (7) days before such changes shall take effect at a regularly scheduled meeting of the organization for the purpose of inviting discussion and comments from the membership.