

Cancer Kids First at Ohio State Constitution

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

Section 1: Name

Cancer Kids First at Ohio State; Cancer Kids First will be Columbus, Ohio's first collegiate chapter of an international non-profit organization.

Section 2 - Purpose

As a collegiate chapter of [Cancer Kids First](#), a globally certified 501(c)(3) nonprofit working towards normalizing the hospital environment and building a supportive community, our mission is to cultivate warmth and love for pediatric cancer patients and their families in and around central Ohio through meaningful acts of service, including hand-crafted heartfelt cards, organized fundraisers, donation drives, and interactive engagement events within our local hospitals.

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, Cancer Kids First at Ohio State, 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.

Article II – Membership: Qualifications and categories of membership.

II.a. Membership is open to all students at The Ohio State University. This includes undergraduate and graduate students. It is also open to non-students, such as faculty, alumni, professionals, etc., but they will be non-voting associate or honorary members. All members should be in good standing with the University. Members are expected to attend at least three (3) meetings and one (1) event per semester to be an official member of the organization. If a member is unable to attend a meeting or event, they should fill out the absentee form in advance to notify the executive board accordingly.

II.b. Members of Cancer Kids First will have access to unique benefits including the opportunity to attend meetings and stay informed, participate in events, connect with other students of similar interests, and engage in volunteering opportunities. Only students who are members of the organization are eligible to apply for executive positions.

Article III – Methods for Removing Members and Executive Officers

III.a. *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.*

III.b. *Any elected 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 two-thirds affirmative vote of the executive board in consultation with the organization's advisor.*

III.c. *In the event that 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.*

Officers will only be removed from the executive board if they are not fulfilling their duties. The first time that two (2) other executive board members feel as if another executive member is not completing their duties, it must take their concern to the Co-Presidents. At that time, the president must relay the concerns to the executive board member in question without naming the board members who brought up the issue to maintain confidentiality. If the executive member still does not take up a more active role in the executive board's duties, then the Co-Presidents can ask the member to step down from the executive board. However, the two (2) members who feel as if the other

member is not doing a satisfactory job have to have a very objective reason as to why they feel this way. General members will not be asked to leave Cancer Kids First unless they do not follow the standards of the constitution.

Article IV – Organization Leadership:

The executive committee will consist of five (5) positions for members to apply to: Co-Presidents, Treasurer, Marketing Chair, and Secretary. Terms for all elected officers of the Executive Committee will run for one (1) full school year (autumn and spring semester of a given academic year). Executive officers can serve for another term if the individual re-applies and is re-elected for the selected position. Officers are elected from the general body members via an online application. The application is then reviewed by all members of the current Executive Committee and selected based on voting within the Executive Committee. More detail on the election process is outlined in Article V.

Co-Presidents (2): organize and execute club events/activities, oversee member attendance, coordinate with the global organization monthly; delegate responsibilities to execute board and hold positions accountable to ensure the club runs smoothly; complete online and in-person training every year; maintain open lines of communication with club advisor

Treasurer (1): manage finances; coordinate fundraising efforts; maintain accurate, up-to-date records and proof of all purchases in an organized manner; complete online and in-person training every year

Marketing Chair (1) : create and manage social media platforms; foster relationships with external connections, including but not limited to the James Cancer Hospital and Solove Research Institute and Nationwide Children's Hospital

Secretary (1): Document meeting notes; send timely email correspondence to club members

Article V – Election / Selection of Organization Leadership

Section 1: Eligibility

Any general body or current executive board members who fulfill the membership requirements outlined in Article II for the academic year are eligible to apply for a position on the executive committee for the following term.

Section 2: Election Process

The online application will open the week after spring break in a given academic year for all positions for all general body and current executive members. The application form will consist of three (3) short answer questions catered toward general leadership qualities, dedication to the mission of Cancer Kids First, and specific skills needed in a given position. The application will be open for two (2) weeks for members to complete. The current executive board will review the applications based on the following criteria: eligibility, attendance, and dedication to Cancer Kids First at Ohio State University, personality, personability, and general responses to application questions. A unanimous vote from the executive board members is required to elect a member to the following executive committee. Decisions will be sent out directly after the voting process. The transition period between the old and new executive team will consist of shadowing executive meetings, planning the end-of-semester meetings, etc.

Section 3: Special Circumstances

In the event that an officer is removed before the end of their term, an online application for the specific open position will be available for eligible members to apply. The same election process outlined in Article V, Section 2 will be followed to elect the new officer. This newly elected officer will finish the current term and must reapply with current executive members through the election process outlined in Article V, Section 2 to be re-elected for the following term.

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

The Executive Committee will consist of five (5) members: two (2) Co-Presidents, one (1) Treasurer, one (1) Secretary, and one (1) Marketing Chair.

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

VII.a. The advisor must be a faculty member or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

VII.b. The advisor does not have to attend the meetings/fundraiser events. However, they must complete the mandatory training provided by the Ohio Union, as well as attend any events that are considered mandatory by the Ohio Union. Additionally, they should offer guidance and support to executive board members when needed.

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

Cancer Kids First will hold biweekly meetings during the academic year, excluding the summer term. These will alternate between General Body meetings and event-based meetings. In addition to meetings, Cancer Kids First will host a variety of activities throughout the year, including social gatherings, service activities, card-making sessions, and fundraising efforts. Optional makeup meetings may be offered to assist with planning larger events or to provide extra opportunities for involvement, helping members maintain eligibility. To remain in good standing, members are required to attend three (3) General Body meetings and participate in at least 50% of Cancer Kids First's hosted events each academic term, with the exception of summer.

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

All events are open to every registered member in the organization. The organization reserves the right to address member or event attendee behavior when the behavior interferes with students, faculty, or staff and their access to an appropriate education or work environment, or is disruptive or otherwise not in alignment with the organization's constitution, the Code of Student Conduct, University policy, or federal, state, state, or local law. Executive board members must communicate within the team. If a member continues to behave in a disruptive manner, they will be removed as an active member of the organization.

Article X – Method of Amending Constitution: Proposals, notice, and voting requirements

At the first executive board meeting of the academic year, board members and the advisor must review the constitution to see if the constitution fits the organization's needs, and the executive board members can make whatever changes they see fit. Changes to the constitution are expected as the University and organization evolve. If a board member proposes a change to any section of the constitution, the rest of the executive board and the advisor will vote accordingly. If the majority votes in favor of the alteration, the constitution will be changed accordingly. Otherwise, if the majority votes against the alteration, the constitution will remain as is. The constitution should not be amended easily or frequently.

Article XI – Method of Dissolution of Organization

Should Cancer Kids First at Ohio State be dissolved, the members shall be notified through email and social media that the organization no longer exists. Members can still volunteer as a part of the international Cancer Kids First nonprofit organization. The club email account, social media accounts, and bank accounts will be closed. If there are any excess funds in the bank account, the money will be donated to the international Cancer Kids First organization. Should any outstanding debts lead up to the dissolution, the Co-Presidents and Treasurer will work closely with the advisor to devise a plan to cover the debts. Upon dissolution, the Student Activities staff will be contacted to remove the organization's information from the website.