

# Habitat For Humanity Campus Chapter At The Ohio State University

## Student Organization Constitution

### **ARTICLE I. NAME OF ORGANIZATION**

The Official Name Of The Organization Shall Be Habitat For Humanity Campus Chapter At The Ohio State University. The Chapter Is Affiliated With Habitat For Humanity Midohio And Habitat For Humanity International.

### **ARTICLE II. ORGANIZATION PURPOSE**

The Habitat For Humanity Campus Chapter At The Ohio State University works to reduce substandard housing by connecting students to opportunities to raise funds, serve their community, and form friendships that support collective acts of altruism. Our goals include aiding construction and repair of affordable housing in Columbus, inspiring advocacy for issues related to substandard housing, and fundraising for Habitat for Humanity MidOhio.

### **ARTICLE III. UNIVERSITY REGULATIONS**

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

Habitat For Humanity Campus Chapter At The Ohio State University *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 the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

Habitat For Humanity Campus Chapter At The Ohio State University *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.*

#### **Section C. Bylaws**

Habitat For Humanity Campus Chapter At The Ohio State University *retains the right 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 (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting*

*the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

#### **ARTICLE IV. MEMBERSHIP**

##### **Section A. Membership Eligibility**

Members must have some affiliation with The Ohio State University.

##### **Section B. Member Selection**

Members must join the Habitat For Humanity Campus Chapter At The Ohio State University group chat and create a Habitat for Humanity MidOhio VolunteerHub account.

##### **Section C. Membership Timeline**

Membership is open on a rolling basis.

##### **Section D. 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 Ohio State University Student Code of Conduct, they can be removed through a majority vote of the officers, with the consultation of the advisor. For member removal to occur, evidence must be provided to establish grounds and the member will be notified of their charges. The member will have an opportunity to defend themselves.

#### **ARTICLE V. ADVISOR**

##### **Section A. Advisor Duties and Responsibilities**

The Chapter Advisor shall support the existence of the chapter as a representative of the school, complete all necessary trainings/approval requirements, be a consistent contact for the chapter with the ability to identify active members, have a general idea about chapter events and activities, and be available to give advice and act within current guidelines provided by student activities. They may not vote or hold office in the organization.

##### **Section B. Advisor Term**

One year with the opportunity to be reappointed.

##### **Section C. Advisor Selection**

The Chapter shall have at least one Chapter Advisor who is a faculty or staff member at The Ohio State University and who shall be appointed unanimously by the Board.

##### **Section D. Advisor Replacement**

In the case of resignation or removal, the board must communicate with other faculty or staff at The Ohio State University to fill the role of Chapter Advisor. The board must again unanimously decide to appoint them as Chapter Advisor.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

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

**President (Primary Leader):** The president functions as the chief executive officer of the Habitat For Humanity Campus Chapter At The Ohio State University. They will preside over the meetings and plan meeting agendas, appoint new officers in the case of vacancies with the approval of the executive board, provide the organization with a solid vision for the future, and serve as a liaison with Ohio Union Student Organizations and KBK Center, Habitat for Humanity International, and Habitat for Humanity MidOhio. The president must be a full-time student.

**Vice President (Treasurer):** The Vice President will maintain reliable records of the organization's funds, apply to the University for operating/programming funds, serve as President if needed, and create one newsletter per week via email to send to all general body members. The Vice President must be a full-time student.

**Fundraising Chair (Secondary Leader):** The fundraising chair will be responsible for overseeing all club-related fundraising events. They will set yearly fundraising goals (must include at least two fundraising events per semester) and investigate grant opportunities outside of Ohio State University. The Secondary Leader must be a student in good standing.

**Outreach Chair:** The Outreach chair will be responsible for all communication with external organizations within or associated with the University. They will organize events with other clubs or student organizations associated with Ohio State University or with external entities from Habitat for Humanity MidOhio. They will also manage the club's social media.

**Volunteer Coordinator:** The volunteer coordinator will be responsible for overseeing all club-related volunteer events. They must correspond with H4H MidOhio regarding Habitat-related volunteer events (builds, restores, etc.), arrange transportation, be on call during volunteer events to handle issues, and help plan external volunteer events. At least two volunteer opportunities per month should be planned if possible.

**Social Chair:** The social chair will be responsible for all social events for the club in effort to build a welcoming community for all members of the club. They will plan general body or officer member socials (at least two social events per semester are expected), assist the Fundraising Chair with fundraising events, and maintain contact with the community to discuss possible collaboration events.

**Trip Coordinator:** The Trip Coordinator will plan, manage, and execute all club-related trips. They must oversee the Break Trip by planning travel, budget, lodging, fee collection, and contract collection. If left unfilled, the President and Vice President will fulfill these responsibilities.

### **Section B. Officer Eligibility**

New officer candidates should be current members of Habitat and have attended at least one meeting and one volunteering event. Each officer must be in good standing with the Ohio State University.

### **Section C. Officer Selection Process**

Current officers will receive the first offer for a vacant position. If more than one current officer wants a given position, there will be an anonymous vote among the officers, excluding those interested in the positions, to decide who will fill the vacancy. Prospective candidates must fill out an application designed by current officers to indicate their interest. This application must include the applicant's resume, email address, Habitat events attended, involvements, and reason for wanting to be an officer member. All applicants will be interviewed by current officer members. Returning officers will vote on which applicants to accept, and an applicant must receive a simple majority margin of approval to get the position. Graduating or nonreturning officers will not vote.

#### **Section D. Officer Removal**

Officers may be removed by board decision due to actions that go against University Regulations or harm the organization's mission. A petition stating the charges against an officer, and signed by at least one-half of the officers, shall be required to bring charges against an officer. A vote to impeach the officer shall be held two weeks following the submission of the petition. A two-thirds majority vote of the officers shall be required to impeach an officer. In the case of vacancies occurring, applications should be posted the second week of the following semester. Applications, interviews, and the sending of offers should all be conducted within a month. If a position needs to be filled before the following semester, a full board meeting should be held to delegate the division of responsibilities to all board members until a new board member is selected. Applications should be made available to the general body as soon as possible, with subsequent interviews and selection of replacements.

### **ARTICLE VII. ORGANIZATION DISSOLUTION**

#### **Section A. Dissolution Requirements**

The chapter shall be dissolved if there are less than 3 officer positions filled for the semester or if the chapter is not able to successfully carry out at least 1 volunteer event or fundraising event per semester.

#### **Section B. Dissolution Procedures, including Assets and Debts**

The chapter shall donate any remaining funds to Habitat for Humanity MidOhio. If the club has outstanding debt, organization funds should go towards first paying off debt and then be donated to Habitat for Humanity MidOhio.

### **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

#### **Section A. Amendment Process**

The executive board shall have the power to alter, amend, or repeal this constitution or adopt new amendments by a two-thirds vote of the duly elected and qualified officers, provided that the amendments at no time shall contain any provision inconsistent with the rules and regulations of the University, with Habitat for Humanity International, Inc., or with any applicable governmental law, rule, or regulation including Section 501 (C) 3 of the Tax Code.