

# Operation Smile At The Ohio State University

## Student Organization Constitution

### ARTICLE I. NAME OF ORGANIZATION

**Operation Smile At The Ohio State University**

### ARTICLE II. ORGANIZATION PURPOSE

The purpose of the Operation Smile OSU is to create a community of caring and motivated Buckeyes united to raise awareness and fund craniofacial surgeries for children in underserved communities.

### ARTICLE III. UNIVERSITY REGULATIONS

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

**Operation Smile 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**

**Operation Smile 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**

**Operation Smile 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**

Any student at The Ohio State University is eligible to be a member of **Operation Smile at The Ohio State University**.

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

- a. To be considered a member of Operation Smile OSU an individual must:
  - i. Volunteer at two or more events.
  - ii. Attend at least four meetings per semester.

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

Individuals will become a member of Operation Smile at The Ohio State University once they have attended at least four meetings or volunteered at two events.

### **Section D. Member Removal**

Operation Smile at The Ohio State University wants every student at the university to be welcome in our club. The only way a member would be removed is if that person is aggressive or is using harsh language to other members, executive board members, or special guest. The executive board members will have a meeting regarding the members status and will conduct a voting to determine if they should conduct a warning of removal. If voting is 2/3 to remove the member then the president will provide that member with one warning, via email or in person, that if the member continues their behavior that they will be removed and will no longer be allowed to attend events or meetings. If that member continues their behavior after the warning, the executive board members will conduct an additional meeting where if there is a 2/3 vote of immediate removal then the member will be ask to leave, via email or in person, and not attend any events or meetings in the future.

## **ARTICLE V. ADVISOR**

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

The Advisor shall serve as a mentor and resource to the organization and provide guidance in support of the organization's mission and activities. The Advisor's responsibilities include:

- Providing advice and guidance to officers and members as needed
- Supporting the organization in planning events and activities
- Ensuring the organization operates in accordance with university policies and procedures
- Attending meetings or events when possible or as required by the university
- Serving as a liaison between the organization and the university, when necessary
- Offering continuity and institutional knowledge to support leadership transitions

## **Section B. Advisor Term**

The Advisor shall serve an open-ended term with no fixed length and may continue in the role at their discretion, contingent upon mutual agreement between the Advisor and the organization.

## **Section C. Advisor Selection**

- The Advisor shall be a faculty or staff member of the university, as required by university policy
- The Advisor shall be selected by a majority vote of the executive board or general membership
- The Advisor must agree to serve in the role prior to appointment

## **Section D. Advisor Replacement**

- The Advisor may resign at any time by providing notice to the executive board
- The Advisor may be removed by a majority vote of the executive board or general membership if they are unable to fulfill their responsibilities
- In the event of resignation or removal, a new Advisor shall be selected following the established selection process

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

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

#### iii. President:

1. The President shall write the club event schedule and run general body meetings and executive meetings. The President shall be responsible for maintaining contact with the Advisor and national affiliates of the Operation Smile Organization. The President shall be responsible for ensuring that all tasks assigned to the Executive Board and General Body members are completed. The President shall also be responsible for booking rooms and meeting spaces, as well as contacting event coordinators ahead of events.

#### iv. Vice President:

1. The Vice President shall be responsible for meeting with the President at least once a week to organize events and plan the weekly general body meetings. They shall also be available to assist with event setup, and be the highest ranked executive board member if the president is not present. Additionally, the Vice President will aid the president to run the club which include updating the need-to-know information, keeping track of legal paperwork and due dates, ensuring other officers are doing all tasks assigned to them and organizing for a club event.

#### v. Secretary:

1. The Secretary shall be responsible for managing emails and all contacts for the club. The secretary shall record meeting notes and help the president or vice president write a conclusion of the meeting. They shall be the lead executive officer in keep record of member attendance and volunteer hours. If there is no volunteer coordinator the secretary shall be the point of contact if members need their

participation and volunteer hours validated for applications like grad school, scholarships and etc.

vi. Treasurer:

1. The Treasurer of the organization shall be responsible for obtaining the club's money card, keeping a record of financial transactions and approving purchases. The Treasurer shall also be responsible for creating a budget and presenting our budget to the proper University funding programs. They shall also be responsible for requesting university funds like Coke Grants for events and making sure that the club receives all of our annual university funding. They shall be the lead executive officer over handling money at fundraisers and be responsible in ensuring that all members and lower ranked chair members turn in all the money that was raised for Operation Smile.

vii. Marketing and Design Chair:

1. The Marketing and Design Chair shall be responsible for developing and implementing a marketing plan for club activities and events, as well as a marketing plan for attracting new club members. They shall be responsible for running all social media content related to member recruitment and gaining sponsors. The Marketing and Design Chair shall be responsible for contacting local newspapers and businesses, creating posters and flyers, and obtaining approval from the president and university faculty for the flyers to be displayed at Ohio State.

viii. Social/Outreach Chair:

1. The Social Chair shall be responsible for organizing team social events and ensuring that everyone in the club has a positive experience. The Social Chair shall be responsible for creating all social media content for the club and notifying our members about upcoming general body meetings, fundraisers, events and etc on our social media accounts. They are also responsible for working with the Marketing and Design Chair to advertise events and fundraisers on our social media accounts or on posters. They must receive approval from the president or vice president before being releasing social media content to the public.

ix. Volunteer Coordinator/Fundraising Chair:

1. When the organization grows large enough, the club shall be split into committees.
2. The Volunteer Coordinator is responsible for the volunteering events and committees. They shall be responsible for communicating with both the president and the vice president about potential volunteering events for the club before registering or organizing that event. Once approved they shall work with the president and the vice president to organize the event and shall lead the event along with them. They shall also be responsible for helping the secretary with keeping track of member volunteer hours. They shall be the point of contact if members need their volunteer hours validated for applications like grad school, scholarships and etc.
3. The Fundraising Chair is responsible for the fundraising events and committees. They shall be responsible for communicating with both the president and the vice president about potential fundraising events for the club before registering or

organizing that event. Once approved they shall work with the president and the vice president to organize the event and shall lead the event along with them. They shall also be responsible for helping the secretary with keeping track of member volunteer hours if the volunteer coordinator or secretary is not present. They shall be the highest ranked exec member and have full responsibility over finances if the president, vice president or treasurer are not present. They are responsible in ensuring that all club members turn in all the money they have raised and are responsible for turning in all money to the treasurer.

## **Section B. Officer Eligibility**

To be eligible to hold an executive officer position in Operation Smile at The Ohio State University, an individual must:

- Be a currently enrolled student at The Ohio State University
- Be a member in good standing of Operation Smile OSU. This includes meeting minimum general membership standards.
- Have maintained active membership status for at least one semester prior to the election. This includes meeting minimum general membership standards.

Applicants seeking the positions of **President** or **Vice President** must have completed at least **one full academic year** of active involvement in the organization, which includes attending all general body meets and events unless they have a midterm or final, an unforeseen emergency and etc. Members with higher participation hours will be favored to receive an exec position and receiving a higher exec rank over members with lower participation.

### **Exception:**

An applicant who does not meet the stated eligibility requirements may request a meeting with the Executive Board to present their qualifications and rationale for consideration. Approval to run under this exception requires a majority vote of the Executive Board.

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

Executive officers shall be selected through an annual election process held during the middle of the Spring Semester to allow for transition and training.

The selection process shall consist of two phases:

### **1. Application Phase:**

Interested candidates must submit a written application outlining their qualifications and responding to designated essay questions. The current Executive Board may remove applicants who are deemed not to be taking the process seriously or who fail to meet minimum eligibility requirements.

### **2. Election Phase:**

Elections shall be conducted during a general body meeting in the Spring Semester. Voting shall be conducted only by current exec members. An officer is selected once there is a 2/3 vote to elect.

Newly elected officers shall assume their roles following a transition period and are required to complete all university-mandated officer training.

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

An executive member may be removed from office before his or her term is concluded if he or she engages in any behavior that causes them to be disciplined by the university, if the advisor of the club deems he or she is not fulfilling the duties of the office, or by a three-quarters vote of total membership, with ballots taken in secret. Removal of an officer should only be undertaken in extreme circumstances.

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

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

Operation Smile at The Ohio State University may be dissolved by a three-quarters (3/4) vote of the active voting membership at a duly called meeting, provided that advance notice of the proposed dissolution is given to all members.

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

Upon dissolution of Operation Smile at The Ohio State University:

- All outstanding debts and financial obligations shall be paid in full using the organization's remaining funds.
- Any remaining assets, including funds and property, shall be donated to **Operation Smile**, the organization's national nonprofit affiliate, or another nonprofit organization with a similar mission, in accordance with university policies.
- No assets shall be distributed to individual members of the organization.
- Final financial records shall be submitted as required by the university.

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

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

Amendments to this Constitution may be proposed by any active member of Operation Smile at The Ohio State University.

Proposed amendments must be presented to the membership at least one meeting prior to the vote.

Adoption of an amendment requires a two-thirds (2/3) vote of the active voting membership present at the meeting in which the vote is taken, provided quorum is met.