

# Students Consulting For Nonprofit Organizations

## Student Organization Constitution

### ARTICLE I. NAME OF ORGANIZATION

Students Consulting For Nonprofit Organizations (SCNO)

### ARTICLE II. ORGANIZATION PURPOSE

To further the individual welfare of its members by exploring the field of consulting, providing opportunities for hands-on consulting experience through engagements with non-profit organizations, and providing networking opportunities with companies.

### ARTICLE III. UNIVERSITY REGULATIONS

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

*SCNO 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**

*Scno 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**

*SCNO 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**

Student membership is open to any student who is currently an undergraduate student at The Ohio State University and has plans to remain a student for the duration of their participation in SCNO.

## **Section B. Member Selection**

Student members may be required to undergo an application and interview process, as determined by the **Vice President of Human Resources**.

## **Section C. Membership Timeline**

Non-members are eligible to apply to SCNO at the beginning of the fall and/or spring semesters with no limit to number of semesters reapplied. Information session typically run during the first month into each semester for these students to gain more knowledge. The application and interview processes immediately follow these informational sessions, with first and final round interviews occurring in the same week after the Friday applications are due.

New members will go through a educational process for their first semester, weekly over the 10 weeks SCNO's project cycle runs. All members are expected to attend the weekly general body meetings (typically 10), running from the second month of the academic semester until just prior to the start of finals week. Members are also expected to continue to meet with their project teams on a weekly basis and client nonprofit as needed, and present a midpoint and final presentation at the general body meetings designated by the Vice President of Operations. There are several community-building and professional development events planned throughout the semester by SCNO leadership and directors, which are highly encouraged, but not mandatory for any member to attend.

## **Section D. Member Removal**

- A. Student Member in Good Standing:** A student member in good standing is an individual who does not meet Categories (B), (C), and (D) of this article.
- B. Leave of Absence:** A student member on “leave of absence” while still engaged in SCNO is an individual who is temporarily not available to participate in membership activities due to military leave, Co-Op or internship, study abroad, medical emergency, and extreme hardship. A member on leave of absence shall not be required to fulfill organizational responsibilities or pay organizational financial obligations. Any student who wishes to take a leave of absence will have to inform the executive board before his or her leave. Any student member who takes a leave of absence must interview with the executive board or be approved with a board vote with a 75% majority.
- C. Suspended:** A suspended student member is an individual who has been temporarily removed from the organizational roster for failing to meet attendance, assignment, or financial obligations. Only the Executive Board has the power to suspend student members using a simple majority vote. Upon a successful suspension vote, the Executive Board must outline steps the newly suspended member must take to once again enter good standing.

- D. Expelled:** A student member in expelled status is an individual who has been permanently removed from all rights of membership. Only the Executive Board has the power to expel student members by using a majority vote and can do so with a simple majority or with the executive authority of the president.

## **ARTICLE V. ADVISOR**

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

To provide insight and guidance to the organization through meeting with the president a minimum of once per semester.

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

The Advisor shall hold his/her position until his/her resignation or impeachment by a 70% majority vote by the Executive Board.

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

The Faculty Advisor must be a full-time University Faculty member or part of the Administrative and Professional Staff. In the event a new advisor is needed, the President is responsible for identification and appointment of a potential advisor based on organizational alignment and fit. Organizational alignment and fit is to the discretion of the President, to ultimately assess the potential appointed advisor's interest, prior social impact, time willing to committ, etc., from a conversation with this individual. The President is expected to then hold a meeting with the Executive Board to approve/deny the potential appointed advisor. The Advisor will be elected officially by a 70% majority vote from the Executive Board.

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

The Advisor shall hold his/her position until his/her resignation or impeachment by a 70% majority vote by the Executive Board. Following this, SCNO should follow the advisor selection process outlined in Section C.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

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

- A. President:** The President is the outward face of SCNO and is charged with properly representing its interests. The President shall be the executive head of SCNO and shall preside over its meetings. In addition, the President shall have the power to call special meetings when considered necessary. The President shall enforce strict observance of the laws and policies of SCNO and shall decide points of order in instances of dispute. The President shall have power to appoint any officers or committees not provided for by the Constitution and Statutory Code and shall have authority to preside over any committee of SCNO. In the advent of an executive board tie vote, the President shall cast the deciding vote.

Any changes made to the organizational structure by the president must be added on or edited in this constitution, and the latest date of editing and the editor's name must be made note of on the first page of this document.

- B. Vice President of Finance/Alumni Relations:** The Vice President of Finance shall keep a record of SCNO's finances. This involves maintaining a reasonable bank account level and recording all transactions. They will, in conjunction with the President, audit the organization's finances twice yearly. This member is also responsible for seeking new fundraising opportunities and keeping in correspondence with the Fundraising Chairman, should that position be created. This individual will also determine and collect dues as they deem necessary. The Vice President of Alumni will help keep track of Alumni and get them involved in the organization in as many ways as possible. They are also charged with creating or maintaining an Alumni database for Alumni Advisors, socials, or other goals as they see fit.
- C. Vice President of Client Relations:** The Vice President of Client Relations is responsible for creating relationships and securing projects with non-profit organizations. This member is to pitch ideas and collaborate with these organizations to assist in meeting their specific needs. This position also requires the coordination of all non-profit service events. This member should keep an updated list of non-profits and contacts within these organizations.
- D. Vice President of Operations:** The Vice President of Operations is to maintain charge of all Project Managers and Senior Advisors. This position shall lead and organize each non-profit project throughout the quarter. This member shall inform Project Managers of the specifics of each project and must also be available to assist and maintain close correspondence with them. Following a project, this member shall collect constructive feedback from each member and non-profit organization involved. In the event of an executive board tie vote in the selection of Project Managers, the Vice President of Operations shall cast the deciding vote.
- E. Vice President of Human Resources:** The Vice President of Human Resources is to maintain relationships between SCNO and students at The Ohio State University, as well as the Fisher College of Business. This individual plans & executes recruitment procedures and must be available for recruiting events to give information to prospective members. In tandem with this, the Vice President of Human Resources also helps to build connections internally for SCNO members and supports fellow executive board members with their responsibilities as necessary.
- F. Vice President of Marketing:** The Vice President of Marketing oversees SCNO's marketing operations. This individual will also be responsible for ensuring the SCNO website is updated frequently and shall manage all relevant accounts about the website. The individual in this position is responsible for the professional and social networking of the organization. This individual shall also be responsible for any help he/she has with the website and for all the individuals working under his/her jurisdiction.
- G. Vice President of Corporate Relations:** The Vice President of Corporate Relations is responsible for networking with various companies to provide speakers for General Assembly

meetings. This individual shall also find corporate sponsors for events and competitions that the organization wishes to hold. This member should also maintain these contacts and carry him or herself with the utmost professionalism when working with such corporate individuals. Additionally, the vice president of corporate relations should use these contacts to create sponsorship for the organization, allowing the organization to fund its activities.

- H. Vice President of Diversity, Equity, and Inclusion:** The Vice President of Diversity, Equity, and Inclusion will work closely with the other executive board positions in affirming the organization's commitment to diversity, equity, and inclusion and hold the organization responsible for any best practices. They will work to promote a cooperative environment and relationship within all project groups and the organization. They will identify short and long-term organizational needs to create a strategic plan and DE&I goals for the term. They will work to build awareness and educate members on the necessity and benefits of a diverse and inclusive organization. They will track diversity metrics from cycle to cycle and strive to close gaps in membership or representation. They will ensure that all meetings follow the university accessibility guidelines and provide individualized accessibility accommodations per request.
- I. Vice President of Membership:** The Vice President of Membership is responsible for increasing the general welfare, ability, and consulting effectiveness of every member of the General Body. The Vice President of Membership shall plan and present new associate training, project manager training, and a predetermined number of weekly training sessions to the general chapter in weekly meetings. The Vice President of Membership champions the professional and personal growth interests of the General Body in all Executive Board decisions.
- J. Vice President of Community Development:** The Vice President of Community Development is responsible for increasing the connectedness and social relationships within SCNO for every member of the general body. The Vice President of Community Development shall plan and coordinate all internal and external social events that take place within SCNO. The Vice President of Community Development is responsible for managing relationships with any other organizations with whom SCNO shall have social events in collaboration.

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

Any student who has been a member for at least two semesters before the term begins is eligible to run for an elected office.

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

All elections will be held at the end of the Fall Semester.

- A. Application:** Applications for Board positions shall be submitted by a date determined by the President.
- B. Interviewing Process:** The Executive Board will interview each applicant at the beginning of each semester, only excluding an Executive Board member if that member is running for the same position as being discussed.

- c. Voting Process:** A majority vote of the Executive Board Members present at the Officer selection meeting is required to elect each officer candidate. In the event of a tie, the President will make the final decision.
- d. Announcement of Newly Elected Officials:** The names of the newly elected Officers must be announced to all applicants within three days following interviews and to the General Assembly at the next scheduled meeting.

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

Any current officer can be brought up on charges by fellow officers and/or by general membership. A simple majority vote by the Executive Board is required for removal with the Advisor's approval. If the vote is unanimous, the advisor's approval is unnecessary.

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

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

If SCNO at Ohio State University suffers financial hardship and resources to recover are deemed unattainable, a proposal to dissolve the Organization in any capacity deemed necessary shall be made. A unanimous vote shall be required of the Executive Board for dissolution. A subsidiary of the Executive Board shall be appointed by the President to regulate and act on any necessary course of action for dissolution.

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

Should the Executive Board vote to dissolve the organization, all outstanding debts and financial obligations of the organization must first be satisfied utilizing remaining assets of SCNO. Under no circumstances may the organization leave unpaid debts or financial obligations to The Ohio State University or any of its departments, offices, or affiliated entities. The manner in which debts and financial obligations are addressed following the utilization of remaining assets falls on the Executive Board to determine. If there is no agreement amongst the Executive Board, they are responsible to evenly distribute these debts and financial obligations.

After all debts and obligations have been fully settled, any remaining funds or assets within the control of the organization shall be reallocated to another registered student organization, nonprofit organization, or university-affiliated entity, as determined by the Executive Board at the time of dissolution and in accordance with university policies. If there is no agreement amongst the Executive Board, the Advisor, President, and Vice President of Finance are responsible for determining reallocation together.

No individual member of the organization or Executive Board shall be held personally liable for organizational debts or liabilities incurred in the normal course of organizational operations.

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

## **Section A. Amendment Process**

Proposals to amend the Constitution shall be presented to the Executive Board. A 75% majority vote from the Executive Board is required to pass an Amendment.

Any changes that may be made to this constitution, or any articles that are added or removed constitute as amendments to the constitution.

Any of the amendments can only be made by an individual who is on the executive board, and the individual who makes these changes must make note of his or her name and the last date when a change has been made. In special cases, the executive board may assign a general body member to make amendments to the constitution, but all these changes must be reviewed, edited, and approved by all the members of the executive board. Only the executive board has the authority to determine what constitutes a special case.

This note is to be made on the title page of this document and will be changed every time any change is made.