

# VIRA CONSTITUTION 2025-2026

Victims' Rights Ambassadors  
**Student Organization Constitution**

**ARTICLE I. NAME OF ORGANIZATION**

Victims' Rights Ambassadors at Ohio State

**ARTICLE II. ORGANIZATION PURPOSE**

Victims' Rights Ambassadors is an outreach program that represents the Ohio Crime Victim Justice Center (OCVJC), the only organization in Ohio whose primary mission includes providing free legal representation for victims of crime in order to seek enforcement of their rights and ensure each victim is treated with fairness, dignity, and respect during the criminal justice process. This program's mission is to raise awareness about the services OCVJC provides and to educate students on victims' rights (what to do if a student is a victim of crime, who victims can report to, what their rights are, and what to do if they've been violated).

**ARTICLE III. UNIVERSITY REGULATIONS**

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

Victim's Right's Ambassadors (VIRA) 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**

Victim's Right's Ambassadors (VIRA) 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**

Victim's Right's Ambassadors (VIRA) 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**

Membership is open to all students, both undergraduate and graduate, interested in pursuing the organization's goals. 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.

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

Steps to gain membership include completing an interest form to receive resources and information from an organization such as access to email lists and volunteer opportunities.

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

Application timeline: No application needed, rolling admission membership accepted through the year from fall to spring semester

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

- I. Removal Cause and Process: 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.
  
- I. 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.

## **ARTICLE V. ADVISOR**

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

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. The VIRA advisor serves as an advisory capacity to the Executive Board. The advisor will challenge and support students to spread the mission of VIRA.

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

Advisor serves a term of **one academic year**, renewable yearly upon mutual agreement between all parties, including the advisor and executive board. Advisors can serve consecutive terms if all parties agree.

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

The executive board can nominate an advisor who is a full-time member of the University faculty or Administrative & Professional staff. The advisor will be selected by a simple majority of the executive board. Selection is based on advisors' ability to support the mission of VIRA and provide guidance to student leadership. The advisor must accept nominations into positions.

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

Advisor may be replaced if they become unable to fulfill responsibilities, if they resign from the position or is deemed inactive by majority vote from executive board. They will be informed by their removal by the president. The president will find a replacement for the organizations advisor, and the executive board, by simple majority, will approve a new advisor.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

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

Roles and responsibilities of the Ohio State VIRA Executive Board shall include but are not limited to:

#### *President:*

- I. Conduct all meetings
- II. Stay in contact with chapter in other schools
- III. Ensure all OCVJC and campus requirements are met
- IV. Responsible for aiding in obtaining and scheduling guest speakers
- V. Responsible for sharing important announcements with the members of the executive board.
- VI. Co-signs all checks

#### *Vice President:*

- I. Carry out duties with the President.
- II. Conduct meetings when the President is absent.
- III. Help create budget
- IV. Help schedule outreach events
- V. Responsible for recruitment efforts

*Treasurer:*

- I. Create reports
- II. Track event income and expenses
- III. Forecast event costs
- IV. Co-sign all checks
- V. Responsible for keeping ledger's
- VI. Help create budget

*Secretary:*

- I. Record Ambassador's attendance of meetings/events
- II. In charge of internal communications
- III. Work alongside treasurer to ensure that any necessary dues are paid
- IV. Responsible for social media, posters, and similar means of disseminating information alongside the out-reach chair
- V. Responsible for contributing to recruitment efforts

*Out-Reach Chair:*

- I. Reach out to outside organizations for collaboration
- II. Responsible for social media, posters, and similar means of disseminating information alongside the secretary
- III. Help schedule outreach events
- IV. Responsible for contributing to recruitment efforts
- V. Responsible for aiding in obtaining and scheduling guest speakers

**Section B. Officer Eligibility**

Leadership positions will be decided based on dedication to service, passion for helping others, strong interest and background in leadership, amount of time available to commit to the position, and attendance to past meetings/events if already an active member of the organization. Preference will be given to active members of the organization with equal qualifications of a student who is not currently an active member.

**Section C. Officer Selection Process**

Officer selection begins with nomination via interest form. Any active member of VIRA may be nominated by themselves or from other members. The executive board will review nominations and hold an election meeting. Elections will take place yearly, at the end of

spring semester. The candidates with the most votes (simple majority) will be elected to their desired position. Voting will take place in designated meeting. Once the vote is complete the transfer process begins.

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

Removal Cause and Process: 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.

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

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

Process to Determine Dissolution: VIRA may be dissolved only in the event of all cleared debts. Dissolution will occur only through the unanimous approval by the President, Vice President, Treasurer, and Advisor. Upon dissolution of the organization, all existing assets shall be donated to a charity or future organization.

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

If a VIRA chapter has been deemed inactive for 6 consecutive months, the president will decide to dissolve the organization. Upon dissolution any outstanding financial obligations and commitments must be fully complete/satisfied. Remaining assets including funds, equipment, and materials will be donated to organization that aligns with VIRA'S mission or organization supporting victims rights as decided by executive board.

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

#### **Section A: Amendment Process**

- This document may be amended by a vote of the executive board members. Any board member may motion to amend the constitution. He or she or they may voice the motion at any executive board meeting, at which discussion and voting will commence. Comments must be exhausted before voting begins. Members vote whether to approve the motion to amend, dismiss the motion to amend, or suspend the motion to amend. The plurality opinion is enforced. If the executive board decides to suspend the motion to amend, voting will begin anew at the following executive board meeting.

#### **Section B:**

- The constitution should not be amended easily or frequently.

