

Student COVID Alliance at The Ohio State University (SCA)
Constitution
As of 9/12/20

Article 1

(1) Name

(a) The name of this Organization is the Student COVID Alliance at The Ohio State University. The abbreviation is "SCA."

(2) Purpose

(a) It is our mission to alleviate the boredom and stress associated with living in isolation or quarantine housing through the delivery of personalized care packages, and the establishment of social connections.

(3) Non- Discrimination Policy

(a) The Student COVID Alliance at The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The organization is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

(b) 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.

(c) As a student organization at The Ohio State University, The Student COVID Alliance at The Ohio State University 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) (<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 [here](http://titleIX.osu.edu) (<http://titleIX.osu.edu>) or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article 2

(1) Qualifications and Categories of membership

(a) Membership is open to all current Ohio State University Students. Members will donate time and materials to the organization. Members must commit to completing at least one care package with a minimum of \$20 and a maximum of \$30 worth of items. If items are handmade, a reasonable estimate can be made.

Article 3

(1) Methods for removing members and officers

- (a) Members can and will be removed for violating university and organization policies. Members will receive an informal warning, and then a written warning for the infringement of Organization rules and privacy policies. Members can be removed by majority vote from the Executive committee. Prior to vote, members will get 15 minutes to petition the Executive committee.
- (b) Executive members can and will be removed from their positions for violating university and organization policies, or failing to complete their duties. Executive members will receive an informal warning, and then a written warning for the infringement of Organization rules and privacy policies. Executive members can be removed by majority vote from the Executive committee. Prior to vote, members will get 15 minutes to petition the Executive committee. If a member continues with this behavior, this process must be repeated to remove the member from the Organization.

Article 4

(1) Organization Leadership

- (a) No student shall be elected to an office while serving a school suspension or on academic or disciplinary probation. The student must be able to fulfill the entire academic year as an elected official.

(2) Officer Roles and Duties

- (a) The President shall:
 - (i) Preside over all meetings
 - (ii) Have authorization to sign all legal documents
 - (iii) Call special meetings not previously scheduled
 - (iv) Override any committee membership decision made by a committee chair
- (b) The Vice President shall:
 - (i) Perform the duties of the President in the President's absence
 - (ii) Work with the President as requested
 - (iii) Appoint committee chairs when needed
- (c) The Secretary shall:
 - (i) Keep meeting notes and minutes
 - (ii) Maintain membership files
 - (iii) Maintain alumni files
 - (iv) Manage yearly election cycles
 - (v) Collect and retain media consent forms
- (d) The Treasurer shall:
 - (i) Collect and manage donations and funds
 - (ii) Approve expenditures
 - (iii) Chair the finance committee
 - (iv) Apply for University funds
 - (v) Apply for funds from 3rd party organizations

(3) Committee Structures and Membership

(a) Committee Structure

- (i) Committees will have a chair and as many members as the chair would like.

(b) Committee Membership requests

- (i) Members can apply to join any committee at any time by contacting the committee chair. Upon receiving a join request, the committee chair must contact the President with their decision on that request.
- (ii) Committee chairs can approve or deny any member requesting to join the committee. The President can override any Committee chair decision on Committee membership.

(c) Committees

(i) Social Media

- 1) Maintain social media presence
- 2) Take and distribute pictures and other shareable documentation of organization activities
- 3) Design, print, and distribute flyers and other promotional materials
- 4) Maintain the organization website (Wordpress)

(ii) Finance

- 1) Organize fundraisers
- 2) Present fundraising ideas to the treasurer for approval

(iii) Package Matching

- 1) Receive package requests and match them to students with similar interests.
- 2) Notify members of a package request and track its completion
- 3) Notify secretary if more students are needed on either side of our operations to keep a good balance

(iv) Outreach

- 1) Work with community organizations to create partnerships
- 2) Widen contact network
- 3)

Article 5

(1) Election of Leadership

- (a) The President and Vice President will be elected each year during the first week of September by popular vote via secret ballots. Every member can vote. Nominations must be presented to the Secretary before the first day of fall semester.
- (b) All other Executive positions will be appointed by the President and Vice President as they deem necessary.

Article 6

(1) Executive Committee Size and Composition

- (a) The Executive Committee is the combined meeting of all organization leadership, including committee chairs, in addition to the faculty advisor.

Article 7

(1) Meetings and Events Frequency and set up

- (a) Mandatory meetings for all members will be held twice a month.
- (b) Mandatory meetings for all executive members will be held twice a month.

Article 8

(1) Method of amending constitution

- (a) Amendments can be proposed by contacting the President and Vice President. An amendment vote will take place at the next general or executive meeting.
- (b) Amendments can be approved by majority vote in the Executive Committee.
- (c) Amendments can be approved by a 75% majority vote among general members.