

CONSTITUTION

Article I. Name, Purpose, and Non-Discrimination Policy of the Organization

- Section 1 – Title: Vets 4 Vets at The Ohio State University
- Section 2 – Purpose: Vets 4 Vets provides domestic and international veterans of military service an organization to transition to student life at the Ohio State University, while providing them resources to succeed and share their unique and similar experiences through community involvement, academics, and a social network. Assisting veterans in transition from military to civilian life, and supporting and advocating to the Veterans Affairs and The Ohio State University for all possible benefits, is the first and main concern of this organization.
- Section 3 – Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.
- Section 4 - The organization is organized exclusively for charitable, religious, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 5 - Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article II. Membership: Qualifications and categories of membership.

- Section 1 – Voting membership is limited to currently enrolled Ohio State students. Faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members. Vets 4 Vets will be student initiated, student led, and student run. Membership is determined by paying group dues.

Article III. Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

- Section 1 – The officers of this organization are President, Vice President, Treasurer, and Secretary
 - a. Officers will be elected by online ballot, conducted on group webpage, with each active member casting a vote. A majority of votes will constitute a victory. Results will be updated in real time.
 - b. All members who wish to run for an office will submit an online application during a period 30 days prior to start of the online voting period.

- c. Election of officers will take place during the last 14 days of the academic calendar.
 - d. The term of office will be for a period of one year.
- Section 2 – Recall of Officers
 - a. Officers are subject to recall for malfeasance in office.
 - b. Recall procedures will be initiated at the request of five active members.
 - c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
 - d. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

Article IV. Cabinet Chairs

- Section 1-Selection of Cabinet
 - a. Incoming officers will select Chairs from the pool of volunteers.
 - b. Chairs positions will be filled after the conclusion of the officer elections.
 - c. The term of office will be for a period of one year and will run concurrent with the terms of the officers.
- Section 2- Cabinet Positions and Responsibilities
 - Veteran Outreach
 - a. Plan and Setup one veterans outreach event per semester. Veterans outreach event will at a minimum consist of bringing in non university veterans groups and resources i.e. Veterans Affairs, Veterans of Foreign Wars, The American Legion, etc.
 - Career Fair Coordinator
 - a. Plan and Setup one veteran’s career fair.
 - b. Career fair will consist of employers specifically looking to hire Veterans
 - c. Coordinate activities with the School’s Veterans Office and the Vets4Vets President
 - d. Along with Secretary maintain list of corporate contacts
 - Fundraising
 - a. Setup one fundraising event per semester.
 - b. Coordinate with the treasurer to ensure that planned functions fall within guidelines set by the Office of Student Life.
 - Sports

- a. Responsible for registering sports teams for intramurals.
 - b. Attends all captains meetings
 - c. Assigns team captains
- Service
 - a. Coordinate and oversee one service project per semester.
 - b. Serves as a resource for volunteering opportunities in the immediate area.
- Vets Lounge Coordinator
 - a. Responsible for maintaining lounge mess fund.
 - b. Maintain Lounge Bank Account and keep records of cash in and outflows.
 - c. Lounge Bank Account will be a joint account with Vets Lounge Coordinator and Treasurer.
- IT
 - a. Maintaining the organizational website and keeping it up to date with current information, pictures, and resources.
 - b. Setup and maintain the OSU listserv account for Vets4Vets

Article V. Adviser: Qualification Criteria

Section 1 – Requirements

- a. Must be a full-time member of the University faculty or Administrative and Professional staff.
- b. Must be familiar and or associated with Veterans Affairs and needs of Veterans.

Section 2 – Responsibilities

- a. Provide guidance to the President and Vice President as needed.
- b. Provide oversight on any student organization trips.

Article VI. Meetings of the Organization: Required meetings and their frequency

- Section 1 – Frequency

- a. Meetings will be held monthly.
 - b. Additional meetings will be held as needed.
 - c. Social functions will be held at a minimum of once per term. Any additional social functions will be at the discretion of the President.
- Section 2 – Requirements
 - a. Members must pay yearly dues to become members.
 - b. Any member holding an officer or cabinet chairs must attend all meetings. If for any reason he/she cannot attend a meeting, notice must be provided at least a week prior to the meeting date.

Article VII. Methods of Amending Constitution and Bylaws: Proposals, Notice, and Voting Requirements

- Section 1 – Proposed Amendments to Constitution
 - a. Should not be acted upon, but read in the general meeting in at least one meeting prior to be voted upon.
 - b. Amendments must receive a two-third majority of voting members. Voting will take place at a separate meeting than when the amendment/s was brought up.
 - c. The Constitution should not be amended easily or frequently, with each proposed amendment being brought to the Vice President of the organization first, at which time it will be brought to the attention of the President.
 - d. Any changes to the Constitution after voting will be issued out to all members, whether present or not.
- Section 1 – Amendments to Bylaws
 - a. Can be changed by officers.
 - b. The President and at least two other officers must agree on amendments.
 - c. Any amendments will be distributed to all members immediately

Article VIII. Method of Dissolution of Organization

- Section 1 – Requirements and Procedures
 - a. Should dissolution of the organization be required, a written notice will be provided to the members and faculty advisor of the organization, by the President.
 - b. This notice will also be presented to the members of the organization at an organized meeting.
 - c. All money accrued, and any remaining balance, will be donated to the Disabled Veterans Association.

BYLAWS

Article I. Parliamentary Authority

- The rules contained in the Vets 4 Vets Constitution shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.

Article II. Membership

- Section 1 – Procedures
 - a. Contact an Officer to gain membership into the organization.
 - b. Termination of membership will be determined if the individual has been deemed detrimental to the focus and mission of the organization.
 - c. Membership dues will be \$20 per School Year.
 - d. All members will receive one group tee shirt with their membership. Remainder of dues paid will go towards the group social events.

Article III. Officer Duties and Responsibilities

- Section 1 – President
 - a. Coordinate all activities of the organization
 - b. Liaison to University community.
 - c. Official representative of organization.
 - d. Calls regular and special meetings.

- e. Presides at meetings.
- f. Prepares agenda for meetings.
- g. Maintain a turnover binder
- h. Coordinates the Veterans Career Fair
- Section 2 – Vice President
 - a. Assumes duties of President, when necessary.
 - b. Assists President in coordinating activities.
 - c. Will be the point of contact for all organization committee's ideas and concerns.
 - d. Be knowledgeable and have a complete understanding of the President's duties, as well as the turnover binder.
 - e. Oversees the Outreach, Sports, and Service Chairs.
- Section 3 – Secretary
 - a. Maintains accurate and current information of the organization and membership.
 - b. Assists President and Vice President to coordinate organization activities.
 - c. Keep accurate minutes of each meeting and forward copies to all member and officers.
 - d. Keep attendance records for meetings.
 - e. Maintain a turnover binder.
 - f. Responsible for communicating meets dates/times with members.
 - g. Maintain list of corporate contacts.
 - h. Maintain list of active members.
- Section 4 – Treasurer
 - a. Liaison to OSU Student Union for purpose of organizational funding.
 - b. Maintains accurate and current account of all organizational funds.
 - c. Responsible for dispensing of funds in accordance with the goals and programs established by the organization.
 - d. Give a report at every meeting.
 - e. Maintain a turnover binder.
 - f. Oversees Fundraising projects to ensure compliance with all university rules.
 - g. Oversee Vets Lounge Coordinator and banking records for the mess fund.

- h. Collect dues from members. Maintain group registration list.

Article IV. Meetings

- Meetings will be open to all organization active and associate members, faculty, and Student Programs representatives. The meetings are to be organized and controlled by officers and active members. Meetings will be scheduled prior to the beginning of each semester. Meetings will be held on a monthly basis during the Autumn and Spring Semesters. No meetings will be held during summer or breaks.

Article V. Officer Meetings

- Officers and Cabinet members will meet bi-weekly to coordinate group activities for the semester.
- Officer only meetings will be held on an as needed basis.