Official Charter of the
Oberlin College Friendship Circle

Article I. Name
The name of the organization shall be the Oberlin College Friendship Circle, hereinafter referred to as the OCFC.

Article II. Purpose
Section 1. The Oberlin Friendship Circle is a group dedicated to transforming friendship from a superficial term to a world-view, which should be used as a means of approaching and conducting international politics and relations. Friendship is a fundamental principle of the human condition and is a basic necessity that can be traced back to the beginnings of almost every culture and group of people. The tenets of friendship include generosity and a spirit of embracing, and if these were to be implemented around the world through a paradigm shift in our approach to diplomacy, we might see a great improvement in the overall quality of life in the globalized present. Our group works to encourage these ideas through community activity and education and has established April 8th as an International Day of Friendship. Both the City of Oberlin, Ohio and the City of Boulder, Colorado have ratified this day and we hope other cities of the world will join us in recognizing the importance of friendship as a worldview.

Section 2. The OCFC acknowledges and adopts the values and principles of Oberlin College as expressed in the Preamble of the Constitution of the Association of Students of Oberlin College, the Oberlin College Student Regulations, Policies, and Procedures Handbook, and the Oberlin Statement of Goals and Principles in the Preface to the Oberlin College Bulletin.

Section 3. The OCFC acknowledges the Preamble of the Student Financial Charter; to establish and outline the financial system of the Association of Students of Oberlin College. The system shall regulate and administer the collection and allocation of the Student Activity Fee; this fee being designed for the creation of social, cultural, religious and educational activities for students; for the improvement of student life, and to augment the general student welfare.

Article III. Membership
Section 1. Nondiscrimination Clause. Membership shall be open to current students, faculty, and staff of Oberlin College regardless of race, color, creed, sex, sexual orientation, national origin, disability, age, or status as a veteran.

Section 2. Membership in the OCFC shall consist of all full-time or part-time students at Oberlin College who attend meetings, participate in the functions of the OCFC, and state in writing to any officer a desire to be considered a member of the Oberlin OCFC.

Section 3. A majority of members shall be Oberlin College students.

Article IV. Officers
Section 1. The officers of the OCFC shall be a President, Vice President, Treasurer, and Secretary.

Section 2. All Officers shall be Oberlin College students.

1. The duties of the President shall be to:
a. Preside at meetings
b. Manage the OCFC e-mail account and website (or delegate website administration to an appropriate active member)
c. Schedule meetings and speakers
d. Keep the members informed of activities  
e. Set the agenda  
f. Act as liaison to the College

2. The duties of the Vice President shall be to:  
a. Preside in the absence of the President  
b. Assist the President in scheduling meetings and speakers  
c. Manage the organization's recruitment efforts  
d. Oversee the Treasurer and Secretary.  

3. The duties of the Treasurer shall be to:  
a. Maintain the membership list  
b. Maintain financial records  
c. Act as liaison to the Student Finance Committee, as needed.  

4. The duties of the Secretary shall be to:  
a. Prepare and mail all correspondence  
b. Assist the President in said correspondence  
c. Handle all announcements and advertisements of the OCFC  
d. Prepare, and promptly provide to the President, minutes of every OCFC meeting, including a list of all members present  
e. Collect and archive all information and materials related to the planning, execution, and outcome of OCFC events and programs.

**Article V. Officer Terms, Qualifications, and Removal**  
*Section 1.* Fall semester officers shall be elected at the end of the preceding spring semester, while spring semester officers shall be elected at the beginning of the semester during which they will serve. All officers shall serve for a term of one semester, with no limit to the number of terms to which a member may be re-elected. All members attending the meeting may vote, and a majority vote shall be sufficient, by secret ballot, to elect an officer. A runoff shall be held if no candidate is able to attain a majority of votes of attending members. All elections shall be void unless a majority of members participates in the voting.

*Section 2.* All officers shall be members of the OCFC. A vacancy shall automatically develop if an officer terminates his student status notwithstanding a summer recess, or winter term when the officer intends to resume student status at the next school semester.

*Section 3.* Three members, or the Faculty Advisor, may submit a motion to remove an officer, to any other officer not the subject of the motion. At the next meeting, or at a special meeting called by the remaining officers not the subject of the removal motion, the member involved will have an opportunity to defend himself. After a full discussion with the officer and the persons introducing the motion, a vote will be taken. A two-thirds affirmative vote of the members in attendance shall remove the officer and the office shall be declared vacant.

*Section 4.* All members shall be notified of a vacancy, and may run for the office. At the meeting following the one where the vacancy was announced, candidates will inform the members in attendance of their intention to run for the office. During the time before the next meeting, the secretary will inform the members of the vacancy, and the candidates to fill the vacancy. At the meeting following this communication, the members running for office shall each provide a candidate statement. A vote by secret ballot will occur, with the candidate receiving a majority of the votes declared the winner.

**Article VI. Meetings**
Article VII. Finances
Section 1. Funds shall come from allocation from the Student Finance Committee, donations from any source, and fundraising events.

Section 2. Funds shall be used solely to finance the activities of the OCFC, including speaking events and other programs. The OCFC will use allocated activity fee money to pay for promotional work and materials, transportation for speakers, and refreshments and decorations at events.

Section 3. Surpluses and losses shall be dealt with as directed by the Student Finance Committee. In the event that the organization, any disposable properties will be distributed to appropriate divisions of Oberlin College through the Dean of Student Life and Services, and his/her designee. Remaining funds revert to the Student Finance Committee.

Article IX. Operating Procedures
Section 1. All officers may fully participate in all discussions, votes, and other activities of the OCFC.

Section 2. Robert’s Rules of Order Newly Revised shall guide the proceedings of the OCFC, except when inconsistent with this Charter, although regular meetings shall be run informally.

Section 3. The OCFC shall file an officer list for the following year, signed by the Faculty Advisor, in the Student Union Office by May 1.

Section 4. All votes shall be decided by majority vote, except amendments, and the removal of officers. All votes shall be a show of hands except all election, removal, or amendment votes.

Section 5. The OCFC will abide by its charter and the rules and regulations of Oberlin College.

Article X. Publicity
Notice of all regular meetings shall be given to members at least three days in advance. Meetings shall be announced by e-mail, and when appropriate, shall be advertised by posters.

Article XI. Amendments
Section 1. This Charter may be amended by a two-thirds affirmative vote of all members attending the meeting by secret ballot.

Section 2. The Amendment must be introduced by at least two members of the OCFC. A discussion will take place both at the meeting where the amendment was introduced, and at the following one, where a vote shall occur. During the period between the two meetings, the secretary shall prepare and mail to all members a copy of the text of the amendment, at least three days before the following meeting.