**THE OXFORD CITIZENS FOR PEACE AND JUSTICE**

**Code of Regulations and Guidelines**

**(Operating as 501(c)3 Organization)**

(Reviewed, Revised and Accepted, September 5, 2020)

**ARTICLE I: NAME AND LOCATION**

SECTION 1: Name. The name of the organization is the Oxford Citizens for Peace and Justice, hereinafter referred to as OCPJ.

SECTION 2: Location. Located in Oxford, Ohio, the principal office of the organization is the Peace and Justice Resource Center, hereafter referred to as the Peace Center. A service project of the organization, the Peace Center provides the supplies and working environment for the operations of the organization, including a library of digital, printed and audiovisual resources to provide research and reference materials for campus and community. It also contains organizational archives and records, current membership and mailing lists. (amended 2014)

**ARTICLE II: PURPOSE**

SECTION 1: Mission Statement. 0CPJ will educate and act locally to organize a citizen’s movement with the sustained political power and understanding to construct a world of peace with social and economic justice.

SECTION 2: Principles. Education and action by the OCPJ is based on the following principles:

\* All people deserve the right to just & equitable treatment within societies, regardless of religion, ethnicity, culture, national origin, language, race, gender, sexual orientation, age, disability or political beliefs.

\* Basic human needs, including health and education, are a public responsibility.

\* Corporations are not persons. Money is not speech.

\* Peace and security is based on economic, environmental, and social justice.

\* U.S. foreign policy should be based on non-coercive relationships and respect for the right of self-determination.

\* Human rights abuses should be addressed through international cooperation rather than unilateral force.

\* All human planning and activity should seek to preserve and restore soil, air, water and the diversity of organisms.

\* Democracy requires the individual and collective voices of informed and responsible persons.

(Statements accepted 5/2014)

**ARTICLE III: MEMBERSHIP**

SECTION 1: Eligibility. All individuals and groups who support the goals and methods of the OCPJ are eligible for membership. (Amended 5/1997)

SECTION 2: Rights. Members are entitled to receive all publications of the organization, have access to its listserv (see listserv policy below), and may be actively involved in implementing the program goals~~.~~ Members have voting (decision-making) rights at program committee~~s~~ and membership meetings. Organizations that are members may, by acting through a representative, exercise the same rights as individual members. (amended 5/1997)

Section 2 A: Listserv Policy: The OCPJ Listserv and social media platforms are a means for OCPJ members to share information and engage in discussions that further our mission to educate and act on social justice issues, OCPJ is a multi-partisan non-profit member organization, and is not affiliated with any political party. To avoid exerting pressure on our members, the Board has resolved that the OCPJ listserv and social media may not be used for any fundraising activities for political parties or political candidates.

The Board has further resolved that member rights to communicate through the listserv and social media also comes with responsibilities. Members are asked to refrain from the overuse of the media forms for political party purposes. Members will be notified and asked to moderate their use if a committee of the Board determines such use is harming the organization. The committee may impose sanctions, if necessary, including the possibility of temporary or permanent removal from the listserv. (Adopted 11/4/2017)

SECTION 3: Categories.

Student/Limited Income (definition of ‘limited income’ is left to the person joining)

Individual (one person)

Sponsor/Family (two or more in one household)

Sustainer (individual or family membership plus contribution)

Patron/Organization (large contributor or the membership of an organized group)

Life Member (major contributor) (amended 5/1997)

SECTION 4: Dues. Annual dues are set by the Board of Directors. The membership year is November 1 to October 31. (amended 2014)

SECTION 5: Membership Meeting. Annually, the Board of Directors shall call a special meeting, or use another event, for the purpose of fellowship, celebration, and/or bringing questions before the membership for decision. The consensus process shall be the preferred method of decision-making. When voting is necessary a majority vote of the members present shall decide the issue. (Amended 2014)

**ARTICLE IV: BOARD OF DIRECTORS**

SECTION 1: Composition: The governing body of OCPJ shall consist of a Board of Directors (hereinafter known as the Board) whose size may vary between 9 and 21 members, including but not limited to officers and committee chairs. Diversity of sex, race, age, and economic status is sought. The Consulting Director is a non-voting, ex officio member of the Board.

SECTION 2: Powers and Duties: The Board shall have the necessary and appropriate powers and duties to administer the affairs of the organization, subject to input from the membership. The Board is responsible for setting policy, fundraising, approving a budget, and appropriating expenditures. The Board shall establish the focuses of peace and justice activity, be responsible for implementing strategy decisions and, under the direction of the President, oversee the operation of the Peace Center. Individual members of the Board have a responsibility to be actively involved in education/action campaigns of the organization, to consider serving on or chairing a committee, to help with fundraising and other events, to maintain their paid membership in OCPJ and to attend Board and membership meetings. (Amended 2014)

SECTION 3: Selection and Term of Office: Board members are nominated and selected by consensus or a majority vote of the current Board, or added by virtue of their status as committee chairs. The term of office shall be two years, from September to September, and terms shall be staggered. Board members may serve consecutive terms. (amended 5/1992)

SECTION 4: Meetings: Each year there shall be at least six regular meetings of the Board, called by the Executive Committee. A quorum shall be at least 50% of the members of the Board. The consensus process shall be the preferred method of decision-making. When voting is necessary a majority vote of the members present shall decide the issue. Special meetings of the Board or committees of the Board may be called by the officers or the committee chairs. A strategy planning session, for the purpose of program development and review, shall take place annually or as needed. Board meetings are open to all members and their guests, although only Board members may make decisions. (Amended 2014)

**ARTICLE V: OFFICERS**

SECTION 1: Designation: The officers of the organization shall be: President, Vice-President(s), Treasurer, Secretary. (Amended 2014)

SECTION 2: Election of Officers and Term of Office: The officers shall be elected annually by the Board at the same time that it elects new Board members. The term of office for all officers is one year, and all officers may serve consecutive terms. (Amended 5/1997)

SECTION 3: Duties of Officers:

\*President: The President shall preside at the meetings of the Board or shall designate someone to do so. Duties include representing the organization to the public, other organizations, and the media; providing leadership for the Board, directing the oversight of any staff; and other activities as requested by the Board.

\*Vice-President(s): The Vice-President(s) shall perform all the duties of the President as Acting President in case of her/his absence or disability and shall work actively to assist the President in the fulfillment of her/his responsibilities. The Vice-President(s) shall perform such other duties as the President and the Board may designate. (Amended 5/1997)

\*Treasurer: The Treasurer shall oversee the financial management of the organization by ensuring a full and accurate accounting of receipts and disbursements, making proper arrangements with banks or other depositories, and submitting regular financial reports to the Board. (Amended 2014)

\*Secretary: The Secretary shall take minutes of all meetings of the Board and the Executive Committee; distribute copies to all members of the Board within 10 days following a Board meeting; and perform other duties as requested by the board. (Amended 2014)

**ARTICLE VI: STAFFING**

SECTION 1: CONSULTING DIRECTOR. The Consulting Director serves as an advisor to the Board and is the operating officer of the Peace Center. She/he is an ex officio non-voting member of the Board. The position is paid or volunteer. Duties are drawn from Article VI, Section 3 below. (Added 9/12/2020)

Section 2: Selection. The Peace Center staff may be volunteer or paid. According to perceived need, the Board, with leadership from the Executive Committee, will be responsible for selecting, and evaluating any paid staff, as well as writing the job description, selecting title, and setting the amount of reimbursement.

SECTION 3: Duties. The functions of volunteer and paid staff may vary but will likely include: planning or suggesting issue activities to the Board and membership; assisting the Board in the implementation of program strategies; providing the supplies and working environment for the operations of the organization; maintaining a library of both printed and audiovisual resources to serve the campus and community; maintaining supplies of resources for sale, coordinating the work of volunteer activists, providing research and reference services, maintaining organizational records, including membership and mailing lists, and maintaining a congenial relationship with sponsoring hosts or rental agents. (Article VI amended 2014)

**Article VII: COMMITTEES**

Section 1: The Executive Committee is composed of the President, Vice President(s), Treasurer, Secretary and staff. It shall assume Board responsibilities between Board meetings, and shall report regularly to the Board on decisions made. The Board may set limits on the interim decision-making powers of the Executive Committee. When helpful to the operation of the organization, the Executive Committee shall be responsible for the formation of other committees. Chairs of these committees should be (or will become) Board members; any member of OCPJ may serve as a member of these committees.

Section 2: Standing, or organizational, committees may include but are not limited to the following: Finance, Membership, Nominating, Bloom Peace Education Fund.

Section 3: Program committees shall work with a specific peace & justice focus to serve the outreach goals of education and action.

Section 4: Event committees shall plan for specific activities such as Bread Not Bombs dinner, annual yard sale, or other time-limited activities. (Article VII amended 2014)

**ARTICLE VIII: ENDORSEMENT POLICY**

SECTION 1: Definition and procedure: Endorsements of projects, events, campaigns, and/or organizations by OCPJ shall commit this organization only to allowing public use of our name as an endorser. Additional commitment of resources or action (as in co-sponsorship) requires separate and specific Board approval. A majority vote of the Board members, present at a Board meeting or polled by the Executive Committee in the interim between Board meetings, is required for endorsement.

SECTION 2: Use: Board members who are asked as individuals to endorse and list their OCPJ affiliation may do so for identification purposes only, and should not create the impression of an OCPJ endorsement. (amended 2014)

**ARTICLE IX: DISSOLUTION AGREEMENT**

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of 501 (c)(3) of the Internal Revenue Code or any corresponding future federal code or shall be distributed to the federal government, or to a state or local government, for a public purpose. (Amended 9/5/2020)

**ARTICLE X: AMENDMENTS**

This Code of Regulations and Guidelines may be amended by a 2/3 vote of the members of the Board present at a regular meeting or special meeting called for that purpose. Any proposed amendments shall be presented to Board members at least seven (7) days in advance of a vote. (amended 5/1992)

**ARTICLE XI: NON DESCRIMINATION STATEMENT**

OCPJ does not discriminate in employment, membership, or affiliation, based upon race, color, ethnicity, religion, sex, sexual orientation, gender expression, national origin, citizen status, age, disability.