Article I – Name, Mission, Non-Discrimination Policy, and Chapter Dues

Section 1 – Name
The name of this organization is College Mentors for Kids, Inc, also known as College Mentors for Kids and College Mentors.

Section 2 – Mission
The mission of College Mentors for Kids is to motivate children and communities to achieve their potential by fostering inspiration to transform lives, education to change attitudes, and connections to increase opportunities. Buddy pairs, consisting of one college and one elementary student, meet in groups (buddy families) for weekly activities on campus that focus on Higher Education & Career, Culture & Diversity, and Community Service. Through these activities and relationships with college students, children are exposed to higher education and the opportunities it has to offer.

Section 3 – Non-Discrimination Policy
Membership and participation in the College Mentors for Kids program are free from discrimination based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Section 4 – Chapter Dues
The Ohio State chapter of College Mentors for Kids is a member of a regional initiative. As a member, the chapter is required to pay dues in the amount of $500.00 annually to College Mentors for Kids, Inc. In return, the headquarters commits to providing programming resources, materials, support, evaluation & assessment data, and year one funding.

Article II – Membership: Categories and Eligibility

Section 1 – Categories of Membership
There are two categories of membership: mentor and chapter staff.

Student staff members (excluding General Managers) are advised to serve as mentors during their first year of service, but may opt not to mentor during successive years.

Section 2 – Eligibility
Membership in this program is limited to currently enrolled students of The Ohio State University.

Article III – Organization Leadership

Section 1 – Titles
The following is a list of available staff positions. Any additional positions must be approved by headquarters and the by-laws must be amended to include the new positions’ responsibilities.
Although all student positions are recommended, those marked with an asterisk (*) are required to be filled each year.

- *President
- *Vice President(s)
- *Treasurer
- *General Manager(s)
- Special Events Director
- Activities Director
- PR & Marketing Director
- Fundraising Director
- Historian

The chapter staff makes up what is referred to as the “Executive Board.”

A faculty/staff advisor (site manager) is also required for the function of this organization. The site manager is selected by the headquarters and university personnel.

Section 2 – Duties of the Leaders
The duties and responsibilities for each position are outlined in the by-laws.

Section 3 – Combined Positions & Co-Directors
Although not recommended, some positions can be combined if necessary. The most compatible pairs are the following:

- Treasurer and Fundraising Director
- Special Events Director and Activities Director
- PR & Marketing Director and Historian

Some positions may be held by two individuals if the selections committee deems it necessary. The positions most likely in need of co-directors are the following:

- Fundraising Director
- PR & Marketing Director

Section 4 – Staff Positions Qualifications
To qualify for any one of these positions, a person must support the mission of the organization, and must be willing and able to fulfill the responsibilities of the position with enthusiasm and integrity.

After year one, the President and Vice President(s) must have had at least one year of experience as a member.

The site manager must be a member of the University Faculty or Administrative & Professional Staff.

Section 5 – Selection of Chapter Staff
During the organization’s start-up year, an associate program director of the headquarters of College Mentors for Kids, Inc, will appoint the President and Vice President. Together, they will select the remaining year-one staff positions.

Each year thereafter, staff shall be appointed by a selections committee made up of the Partnership Circle and outgoing chapter staff. The Partnership Circle includes the university faculty/staff advisor, the elementary partner, and a representative from the headquarters of College Mentors for Kids.
Staff members with at least one year of service who are interested in the position of President must apply, and they are interviewed by an associate program director of the headquarters of College Mentors for Kids, Inc and the outgoing President. The selected candidate must also attend the President Leadership Training or “Spring Conference” in order to accept the position.

**Article IV – Membership: Commitments and Policies/Procedures**

**Section 1 – Mentor & Staff Commitments (Terms of Office)**
Mentors and staff agree to serve for a minimum of one academic year. Student staff can be reappointed to their positions for as many years as they are willing to serve, but they must participate in the appointment process annually.

**Section 2 – Policies/Procedures**
All mentors and staff must adhere to the policies and procedures outlined in the *College Mentors for Kids* handbook, as well as the organization’s by-laws. These policies and procedures describe appropriate behavior for mentors and outline the responsibilities that accompany the roles of mentors and staff.

**Article V – Meetings of the Organization: Required Meetings and their Frequency**

**Section 1 – Weekly Activities & Support Group Meetings**
Activities will be held once a week for two hours. Mentors and General Managers are required to attend all weekly activities. If it is necessary to miss an activity, members must contact their General Manager or Vice President as soon as possible.

During the off-weeks, when activities with the children are not taking place, there will be Support Group Meetings with all of the mentors and staff.

**Section 2 – Staff Meetings**
Staff meetings will be set by the President based on apparent need. There will be a minimum of five staff meetings per academic quarter.

**Article VI – Method of Amending Constitution**

**Section 1 – Headquarters Requirements**
Amendments to the constitution that would, in any way, alter the mission, the name, and/or the running of the *College Mentors for Kids* program must be approved by the headquarters staff of *College Mentors for Kids Inc*. Amendments regarding additional officer positions cannot be made without the approval of the headquarters staff.

**Section 2 – Amending the Constitution**
Amendments to this constitution may be proposed and voted on by any member the organization. The introduction of a proposed amendment shall constitute the first reading. The proposed amendment will be read at the next regular meeting following its introduction at which time debate and final action of the proposed amendment shall be in order. The proposed amendment shall be adopted by the affirming vote of three-quarters (3/4) of the Executive Board.
Article VII – Method of Dissolution of Organization

Section 1 – Requirement for Dissolution
For dissolution to occur, a unanimous consensus to do so must be reached between the Executive Board and the Partnership Circle.

Section 2 – Repayments of Debt
Before the organization is dissolved, the outgoing Treasurer must pay off all debts using the organization’s funds.

Section 2 – Disposition of Assets
After repayment of debts, the remainder of the organization’s assets will be given to the headquarters of College Mentors for Kids, Inc.
College Mentors for Kids
The Ohio State University Chapter
By-Laws

Article I – Parliamentary Authority

The rules contained in Robert’s Rule of Order shall be used (in an informal manner) to govern the organization in cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II – Membership: Mentor Selection, Dues, and Termination

Section 1: Mentor Selection
Mentors are selected through a competitive application and interview process. At minimum, the following screening procedures are required for mentor applicants:

- Mentor applicant completes online application
- Headquarters completes criminal history check
- Chapter leaders hold personal interviews with mentor applicant

The decision to accept an applicant into the program will be based upon a final assessment performed by the trained chapter staff at the completion of the mentor screening procedure. The chapter president has final approval for an applicant’s acceptance into the program.

Qualified mentors who cannot be accepted are to be trained, added to a waiting list of trained mentor alternatives, and offered alternative opportunities for involvement.

No explanation will be provided to mentor applicants rejected from participation in the program.

Section 2: Dues/Fundraising
Each mentor and chapter staff is required to raise money for chapter expenses. Members will be notified of the annual fundraising requirements during the training process.

Annual fundraising goals and benchmarks will be decided upon by the chapter staff, led by the fundraising director and treasurer.

Section 3: Termination of Membership - Mentors and Staff Members
Members who violate behavior policies or who do not fulfill their responsibilities can be asked to leave the program. In accordance with College Mentors policy, any member whose behavior or commitment is in question can be called before the partnership circle and the student staff. This group has the collective authority to expel a member.

The headquarters reserves the right to remove any member who does not adhere to the College Mentors policies and procedures or any student staff member who does not fulfill their commitments to their chapter.

The organization’s non-discriminatory policy protects all members from removal based on those listed statuses.
Article III – Specific Responsibilities

The following sections outline the responsibilities of the positions in the College Mentors program:

Section 1 – Mentors
- Complete mentor training
- Attend weekly activities
- Participate in fundraising activities
- Attend Support Group Meetings
- Attend Awards Banquet

Section 2 – President
- Files to become student organization with the SOURCE
- Attends SOURCE President Training in May
- Facilitates beginning of year meeting for staff
- Creates calendar of events for the year (using elementary school calendar)
- Facilitates recruitment rally (agenda from headquarters)
- Schedules interviewers (elementary partner, site manager, community partner)
- Interviews potential mentors and staff applicants and notifies of acceptance
- Notifies elementary school of number of children needed
- Determines transportation to be used / books dates / provides addresses and route (first activity: transportation for mentors to elementary school and for children home)
- If delay in start-up, schedules filler activities (mentor fun, visit elementary school, activity planning session)
- Assists with facilitation of mentor training seminar as needed (with other College Mentors chapters / headquarters will typically plan and facilitate training)
- Prepares parent packets (includes “welcome to the program” letter and invite to first activity, calendar of events for the year, “Who Am I” letter, and emergency contact information)
- Obtains copies of child permission packets from elementary partner / matches children with mentors
- Notifies mentors of their match and provides a copy of the child interest form
- Sends copies of mentor applications and child permission packets to the headquarters
- Prepares general managers’ bags (bag, art supplies, first aid kit, copies of child permission packets, attendance sheets)
- Facilitates first activity (info on program, snack, time to visit with parents, rules/consequences/award system, buddy contract, decorate journals and boxes, journal time)
- Establishes / maintains relationship with community partner (provides BBBS with list of children in program each year / use as an advisor or presenter at training and support group meetings)
- Assures that chapter responsibilities checklist is completed first quarter
- Distributes and collects pre-evaluations at third or fourth activity / mails to headquarters
- Facilitates first quarter Support Group Meeting (closure for holiday break / pen-pal program)
- Beginning of each quarter: contacts elementary partner to see if any children have moved so they can be replaced before activities commence / Holds meeting with mentors and staff to prepare for the quarter
- Sends out parent letters to remind of subsequent quarters’ start-up / includes calendar of events for each quarter
- Contacts transportation to confirm start-up / dates / address changes or additions / route
- Facilitates spring quarter support group meeting (final closure / pen pal program: mentors need addresses of little buddies)
• Distributes and collects post evaluations at last activity / mails to headquarters
• Facilitates Awards Banquet
• Assures chapter responsibilities checklist is completed
• Contacts headquarters about, and replaces, children who miss three or more activities or move
• Plans and facilitates regular staff meetings
• Meets regularly with site manager
• Establishes a system of checks and balances with staff including follow-up on assignment completion
• Maintains communication with partnership circle members
• Collects handbooks from mentors and prepares for following year

Section 3 – Vice President
• Assists president
• Sends weekly emails / reminders on activities, upcoming chapter events, or cancellations
• Establishes and maintains chapter web-site (establishes linkages to other youth organizations’ and headquarters’ web-sites)

Section 4 – Treasurer
• Attends SOURCE Treasurer Training in May
• Handles all reimbursements
• Approves all money requests
• Develops annual budget
• Submits monthly budget reports to headquarters via chapter president

Section 5 – Fundraising Director
• Develops fundraising goals
• Develops annual fundraising plan
• Creates ways to minimize fundraising needs
• Leads all fundraising initiatives, including Walk-for-Kids
• Contacts local businesses for in-kind donations

Section 6 – General Manager(s)
• Bring snack, supply bag, and journals to all activities
• Act as weekly group leader (keep group on schedule and deal with behavior problems, safety issues, injuries, or illness)
• Do not have a little buddy
• Serve as liaisons between mentors and rest of staff
• Record attendance for both mentors and children, report attendance to president
• Work with president to ensure discipline and mentor accountability
• Prepare and facilitate College Question of the Week
• Prepare and facilitate pen pal program
• Complete weekly GM reports

Section 7 – Special Events Director
• Books rally and interview space
• Books rooms for activities / snack and journal time
• Plans Support Group Meetings for each quarter
• Plans special activities (field trips or holiday parties)
• Plans Awards Banquet including staff, mentor, and child recognition
Assists in the planning of filler activities if delayed start-up
Assist in “Walk-for-Kids!” planning and implementation

Section 8 – Activities Director
- Establishes relationship with university office (local or university police, student activities office, anyone willing and available during entire activity time) who will always know of College Mentors group location on campus and will offer to handle emergency phone calls from parents / notifies weekly of activity plan
- Plans all activities in advance, with the help of mentors and staff, using activity planning forms
- Maintains activity quality
- Considers any activity problems (not appropriate for age group, safety issues, etc.)
- Secures speakers for each activity
- Helps with getting supplies and snack donations for activities

Section 9 – PR and Marketing Director
- Sends copies of all articles to headquarters / notifies headquarters of TV or Radio spots
- Directs rally advertisement [mass emails, fliers, target recruitment (diversity of ethnicity and gender), volunteer fairs, Twenty-first Century Scholars, freshman orientation, honors division, Involvement Fairs]
- Develops weekly newsletter and mails out to all College Mentors participants [mentors, headquarters, elementary school (partner, principal, superintendent, teachers, parents), university heads, community partners, donors, businesses]
- Directs “Walk-for-Kids!” advertisement and publicity
- Works with other staff to establish community partnerships for in-kind donations (snack, supplies, Awards Banquet, other events, transportation)

Section 10 – Historian
- Takes photographs at all activities and events
- Has photographs developed
- Takes minutes at staff meetings
- Maintains chapter scrapbook and history of chapter
- Produces and maintains recruitment display board with PR & Marketing Director
- Send copies of pictures to headquarters to be recognized in headquarters’ newsletter or brochure

Section 11 – Site Manager (Faculty/Staff Advisor)
- Meets with chapter president on a regular basis
- Helps president resolve issues in staff management
- Helps promote the mentor program to other faculty and staff on campus
- Helps manage relationship with elementary partner
- Helps chapter reserve meeting space on campus
- Attends first activity at the elementary school
- Attends support group meeting each semester
- Assists chapter in financial management
- Attends/speaks at awards banquet

Article IV – Standing Committees

Section 1 – The Committees
The following is a list of standing committees, as well as their respective chairs:
- Fundraising Committee – Fundraising Director
• PR & Marketing Committee – PR & Marketing Director
• Special Events Committee – Special Events Director

Section 2 – Members of the Committees
All members of College Mentors for Kids may serve on one or more standing committees.

Section 3 – Duties Common to All Committee Chairs
• Insure proper assembly of minutes taken at respective committee meetings
• Maintain direct communication with the Executive Board regarding decisions and actions of respective committees

Article V – Method of Amending By-Laws

Section 1 – Headquarters Requirement
Amendments to the by-laws that would in any way alter the mission, the name, and/or the running of the College Mentors for Kids program must be approved by the headquarters staff of College Mentors for Kids Inc. Amendments regarding additional officer positions cannot be made without the approval of the headquarters staff.

Section 2 – Amending the By-Laws
Amendments to these by-laws may be proposed and voted on by any member of College Mentors for Kids. The introduction of a proposed amendment shall constitute the first reading. The proposed amendment will be read at the next regular meeting following its introduction at which time debate and final action of the proposed amendment shall be in order. The proposed amendment shall be adopted by the affirming vote of two-thirds (2/3) of the Executive Board.