**Guiding Eyes for the Blind at The Ohio State University**

*Constitution*

ARTICLE I - **NAME**

Section I

The name of the club/organization shall be Guiding Eyes for the Blind at The Ohio State University.

ARTICLE II - **PURPOSE**

Section I

To educate the Ohio State community and greater public about Guiding Eyes for the Blind and guide dog puppy raising, including but not limited to:

1. Proper etiquette around guide dog puppies in training and working dogs in harness.
2. the puppy raising process and the training involved in producing a guide dog.

Section II

To provide Ohio State students and interested members of the Ohio State community the opportunities to get involved with guide dog puppy raising for Guiding Eyes for the Blind, and to provide the knowledge and training to prepare for these roles.

ARTICLE III - **SEPARATION OF POWERS**

Section I

The organization shall consist of the general membership, the Board, and all committees of the club/organization.

ARTICLE IV - **MEMBERSHIP/FINANCES**

Section I

Eligibility:

a. Voting Members: Any currently enrolled full time graduate, undergraduate, or professional student at The Ohio State University who shows interest and commitment to helping the efforts of Guiding Eyes for the Blind shall be eligible for voting membership. All voting members must have a GPA listed below for their class ranking

- Undergraduate student GPA: 2.0 or above

- Graduate student GPA: 3.0 or above

b. Non-Voting Associate Members: Faculty and staff at The Ohio State University as well as any interested member of the community shall be eligible for non-voting associate membership. Non-voting associate members shall have all of the rights and privileges of voting members with the exception of voting on club officers and the distribution of student activities funds from The Ohio State University.

Section II

Dues:

No person shall be entitled to membership until he or she has paid his or her dues. Dues may be paid per semester or per year. The executive committee will decide the amount each year.

Section III

Voting Rights:

Voting shall be open to all eligible members who have met and maintained membership requirements.

Section IV

Active Membership:

To be recognized as an Active Member, a member must fulfill the following requirements:

1. He or she must attend 75% of Club Meetings.
2. He or she must attend at least one Guiding Eyes for the Blind Puppy classes a month.
3. Active members who agree to serve as puppy raisers will attend at least two Guiding Eyes for the Blind puppy classes a month.

Section V

Resignation:

All members are free to resign or honorably depart as they wish. Officers must give due notice before resignation.

Section VI

Expulsion:

a. Conduct that threatens the well being and training of any guide dog puppy allowed under the supervision of GEB@OSU will be immediately punished by expulsion as determined by the club president in consultation with the Regional Manager for the Cleveland West Guiding Eyes for the Blind puppy region.

b. Members who willfully obstruct the efforts of GEB@OSU and whose continued presence is injurious to objectives or reputation of GEB@OSU as determined by the club president in consultation with the Regional Manager for the Cleveland West Guiding Eyes for the Blind puppy region may be punished by expulsion.

c. Unbecoming conduct of a member may be punished by expulsion, as determined by the Executive Committee.

Impeachment:

1. Any officer who fails to perform his/her duties or conducts in a manner that would qualify for expulsion may be dismissed from office immediately by a ⅔ majority vote of all active members.

ARTICLE V - **MEETINGS**

Section I

Regular meetings shall be held periodically, and/or when deemed necessary by the Executive Council/Board or the majority of the membership).

Section II

Meetings shall be called by President, Executive Council, or by 75 % of the membership.

Section III

Meetings will preferably be announced 2 weeks prior to the meeting to the general membership.

Section IV

Special meetings shall be held upon 75% majority vote of the total membership or at the discretion of the Executive Council/Board.

ARTICLE VI - **EXECUTIVE COUNCIL / BOARD**

Section I

Membership:

The Council/Board shall be composed of the President, Vice President, the Secretary, the Treasurer, and the Public Affairs/Fund-Raising & Marketing Chair.

Section II

Duties and Responsibilities:

a. Conduct the general management of the affairs and purposes of the club/organization.

b. Prepare the agenda for meetings.

c. Contact each raiser once every two weeks to see how their experience is going.

Article VII - **ADVISORS**

Section I

GEB@OSU shall have one advisor selected from any Ohio State Faculty with appropriate experience and interest in Guiding Eyes for the Blind.

Section II

An advisor must give two (2) months notice if he or she decides to resign.

Section III

Removal of an advisor from his or her position may be done by a two thirds (2/3) majority vote of the members of the Executive Committee.

ARTICLE VIII - **HAZING/NON-DISCRIMINATION**

Section I

Guiding Eyes for the Blind at The Ohio State University and all members thereof pledge to take a stand against hazing in this organization, and will report hazing to the proper authorities.

Section II

Guiding Eyes for the Blind at The Ohio State University will not discriminate against members including but not limited to gender, sexual orientation, race, ethnicity, religion, social-economic status, and nationality.

ARTICLE IX- **AMENDMENTS**

Section I

Amendments to this Constitution may be made by a two thirds (2/3) vote of all active members present at a regular meeting, provided statements of such proposed amendments have been given at least two (2) weeks prior to the vote.

Section II

Any and all actions of the members deemed necessary and prudent to comply with amendments of the constitution and bylaws of GEB@OSU must be initiated and completed within 30 days of acceptance of said amendments.

Section III

The proposed amendments may be amended at the meeting at which proposed amendments are voted on, providing:

a. The original intent of the amendment is not changed.

b. Two-thirds (2/3) of the active members present agree on the change.

Article X – **NECESSARY DEVIATIONS**

Section I

Upon majority approval of a quorum of the Executive Committee, a section of Article III may be temporarily set aside or modified due to an extraordinary and unforeseeable set of circumstances.

**BY-LAWS**

Article I- **REGULAR AND SPECIAL MEETINGS**

Section I

GEB@OSU shall meet on a regular at least monthly basis during the spring and fall semesters of The Ohio State University, as determined by the executive committee of the club.

Section II

Special meeting may be called at any time by the mutual agreement of the President and Vice President.

Section III

Notice of meetings (both regular and special) must be announced at least one week (7 days) prior to the event.

Article II- **NOMINATIONS AND ELECTIONS OF OFFICERS**

Section I

Elections for the next academic year will be held at the end of the spring semester of the current academic year.

Section II

Newly elected officers will take office at the last meeting of the Spring semester.

Section III

The positions of President and Vice President shall be elected by a majority vote of the current Executive Committee. All other officers shall be elected by a majority vote of all active club members present. Elections will take place at a regular meeting and announced to all members with at least one week prior notice.

Section IV

Elected officers shall be the President, Vice President, the Secretary, the Treasurer, and the Public Affairs/Fund-Raising & Marketing Chair.

Section V

The Advisor shall be elected at the same meeting by a majority vote of the current Executive committee.

Section VI

Election of officers shall be done by secret ballot, with all active members of the Executive Committee voting.

Section VII

Any active member may run for any officer position. Current officers are allowed to run for the same or different positions each year.

Section VIII

In the event of a tie, the two nominees will be allowed five (5) minutes to speak on their behalf, and the voting will be opened up to all active members present. A simple majority vote will elect the officer. In the event of a second tie, the position will be decided by a majority vote of the Executive Committee.

Section IX

In consultation with the Regional Manager for the Guiding Eyes for the Blind Cleveland West Puppy Raising Region, the executive committee will designate two members as the Scheduling Chair and the Training Chair. The Scheduling Chair and the Training Chair may be either voting or non-voting associate members of the organization. The duties of the Scheduling and Training Chairs will be amended as necessary by the Regional Manager for the Guiding Eyes for the Blind Cleveland West Puppy Raising Region.

Article III**- DUTIES OF OFFICERS**

Section I

It shall be the duty of the President to:

a. Preside at all meetings

b. Enforce an observance of the Constitution and By-Laws of the organization

c. See that officers perform their official duties

d. Inspect the results of the balloting when deemed necessary

e. Sign all orders drawn by the Secretary and other official documents of GEB@OSU

f. Register GEB@OSU with the Student Activities office.

Section II

It shall be the duty of the Vice President to:

a. Assume the duties of the President in the absence of that official

b. Assist in the promotion of the best interests of the Club as the President may direct.

c. Serve as Club representative to any meetings deemed necessary by the Club

Section III

It shall be the duty of the Secretary to:

a. Keep and publish the minutes of all meetings.

b. Issue all orders and notices required.

c. Create a list of activities for each semester for GEB@OSU.

d. Maintain a roster of current members.

Section IV

It shall be the duty of the Treasurer to:

a. Receive all member dues owed to GEB@OSU.

b. Manage the bank account and keep an accurate account of all finances of GEB@OSU.

c. Submit the semester budget to the Student Assembly Finance Commission (SAFC) and manage all funds allocated by the SAFC.

d. Aid the Public Affairs/Fund-raising & Marketing Chair in arranging fundraisers for GEB@OSU.

Section V

It shall be the duty of the Public Affairs/Fund-Raising & Marketing Chair to:

1. Organize GEB@OSU fund-raisers and public awareness events
2. Correspond with public media representatives to raise awareness of GEB@OSU and guide dog puppy raising
3. Create, manage, and present appropriate media to further the objectives of GEB@OSU.

Section VI

It shall be the duty of the Scheduling Chair to:

1. Maintain a list of certified puppy sitters and puppy sitter candidates as well as their progress in satisfying the certification process. This list is to be shared with the Training Chair and otherwise kept confidential.
2. Distribute and make available a current and updated list of all certified puppy sitters to all puppy raisers and Team Leaders in the Guiding Eyes for the Blind Cleveland West Puppy Raising Region.
3. Maintain contact with each certified puppy sitter and provide supervision and guidance for all certified puppy sitters.
4. Supervise all puppy sitting activity and ensure that all such activity is recorded by the puppy sitter in each puppy’s individual puppy-sitting log.
5. Communicate with all club members regarding the scheduling of puppy training classes, club meetings, and other club activities.

Section VII

It shall be the duty of the Training Chair to:

* 1. Maintain accurate and up-to-date knowledge and practice of the training philosophies and techniques supported by Guiding Eyes for the Blind.
  2. Select up to two (2) active members interested in training efforts to comprise the Training Committee.
  3. Conduct (along with members of the Training Committee) biweekly instructional meetings for Guiding Eyes for the Blind puppy raisers in the club.
  4. Organize Puppy Sitter Workshops to be held any time within 14 days after a Pre Puppy Placement class for potential puppy sitters to be. Workshops may be run by the Training Chair and his/her Training Committee.
  5. Provide advising, guidance, and one-on-one training experience for any puppy sitter/raiser being supervised by GEB@OSU.
  6. Communicate and consult with Team Leaders and Region Coordinators of the Guiding Eyes for the Blind Cleveland West regarding behavioral issues and training difficulties experienced by puppy sitters and raisers supervised by GEB@OSU.

Section VIII

It shall be the cooperative duties of the Scheduling and Training Chairs to:

1. Maintain clear communication with each other regarding any of their above respective duties to
2. Provide the Guiding Eyes for the Cleveland West Region with a quality resource of certified puppy raisers and sitters
3. Provide the resources for certified puppy raisers and sitters and puppy raisers and sitters in the certification process to succeed as committed, trustworthy, and qualified representatives of GEB@OSU.