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

Section 1 – Name
The name of this organization is College Mentors for Kids, Inc. It is also known as College Mentors for Kids or College Mentors at The Ohio State University.

Section 2 – Purpose
The purpose of the organization is to allow students to give back to the Columbus community by mentoring 1st-5th graders through topics about higher education and careers, culture and diversity, and community service.

Section 3 – Non-Discrimination Policy
This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, and membership.

Section 4 – Chapter Dues/Fundraising
The Ohio State chapter of College Mentors for Kids is a member of a national initiative. As a member, it is required to fundraise a portion of the total chapter expenses. In return, the national office commits to providing programming resources, materials, support, funding, training, and evaluation and assessment data.

Each mentor and chapter staff member 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 vice president of finance.

Article II – Membership: Categories and Eligibility

Section 1 – Categories of Membership
Members of this organization consist of executive staff members, general staff members, and mentors.
During a chapter’s start-up year, the College Mentors for Kids national office may appoint student staff, if necessary. Each year thereafter, the president will be appointed by national office, the incoming president will define and select the executive staff, and the incoming executive staff will define and select the general staff with the help of the outgoing executive staff and where an outgoing executive staff member is not being considered for a general staff position.

Section 2 – Eligibility
Current full-time or part-time Ohio State students are eligible for membership in the Ohio State chapter of College Mentors for Kids, Inc. At minimum, the following screening procedures are required for all mentor applicants:

- All new applicants will fill out an online application through collegementors.org.
- The next step is to go through an interview process with college student leaders, specifically the executive and general staff members.
- Mentors are selected to be in the organization based on the strength of their application and their interview.
- If selected to be in the organization, each participant will have a background check completed through the National Office.

The chapter president has the final approval for an applicant’s acceptance into the program. Qualified mentors who cannot be accepted are to be added to a waiting list of mentor alternatives. No explanation is required for mentor applicants rejected from participation in the program.

Each active member in the organization will also need to take online trainings before being able to attend activity with the little buddies. Mentors need to take two trainings: Mentor Training and Safety Training. Staff members need to take multiple trainings: Mentor Training, Safety Training, and any training specific to their position.

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) of Programming
- *Vice President of Finance (Treasurer)
• *Vice President of Activities
• *Vice President of Development
• *General Manager(s)
• Transportation Director(s)
• Fundraising Director(s)
• Treasurer (*filled as needed*)
• Activity Director(s)
• Special Events Director
• PR & Marketing Director(s)
• Recruitment Director(s)
• Photographer/Videographer
• Webmaster

The president and vice president positions make up what is referred to as the “executive staff.” The rest of the chapter staff make up what is referred to as the “general staff.” The executive staff and the general staff combine to make up the “full staff.”

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 – Staff Positions Qualifications**
Executive and general staff members must be Ohio State University students. 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.

The president and vice president(s) must have had at least one year of experience as a member of College Mentors.

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

**Section 4 – Selection of Chapter Staff**
**President:** An application from the national office is sent to all executive staff and general staff members. If an application is filled out, the applicant will have the opportunity to interview for the president position. The associate director of programming (ADP) from national office conducts all president interviews along with the outgoing chapter president and, optionally, the site manager. The outgoing executive staff will conduct interviews with all presidential
candidates prior to that candidate’s interview with the ADP. The outgoing executive staff will provide the ADP with feedback and suggested questions to ask in the ADP’s interview. The ADP makes the final president selection.

Vice Presidents: An application from the national office is sent to all members of the organization. If an application is filled out, the applicant will have the opportunity to interview for a vice president position with the outgoing executive staff members, excluding any outgoing executive staff members being considered for an executive staff position the following year. The incoming president chooses the vice presidents based on their application and interview.

General Staff: An application from the national office is sent to all members of the organization. If an application is filled out, the applicant will have the opportunity to interview for a general staff position with both the incoming and outgoing executive staff members, excluding any outgoing executive staff member being considered for a general staff position the following year. The incoming executive staff chooses the incoming general staff with the help of the outgoing executive staff.

Section 5 – Officer Removal
If any member of the chapter is not fulfilling the responsibilities of their role according to the national office role descriptions or duties in the constitution, any member may call for removal of the executive board or staff member by submitting a written request to the president. If the president is the officer in question, the request is to be submitted to the faculty advisor (also known as the site manager). The president (or site manager) will send a warning letter via email discussing the matter to the member in question. If a second request for removal is made, another letter will be sent via email to the member in question. The member will be given the opportunity to verbally argue their case at a meeting with the executive board members. The member will have at least a 24-hour notice before the meeting. After the meeting, there will be a vote, in which a 2/3 vote (minus the officer in question) is needed to remove the member. The national office has the right to remove staff members who are not fulfilling the responsibilities of their role or abiding by the policies in the College Mentors for Kids handbook.

The organization’s non-discriminatory policy protects all members from removal based on those listed statuses.

Section 6 – Officer Vacancy
In the event of a staff position vacancy, the executive staff members will nominate a new member by majority vote of the executive staff to fulfill the duties of the previous member. Executive duties and staff positions can be changed and added throughout the year as deemed necessary by the College Mentors for Kids national office or the president.
Article IV – Membership: Commitments and Policies/Procedures

Section 1 – Mentor & Staff Commitments (Terms of Office)
Mentors and staff agree to serve as a member of the organization for a minimum of one academic year. Executive staff and general staff members can be reappointed for as many years as they are willing to serve, but must participate in the interview process annually. Student staff members are advised to serve as mentors during their first year of service, but may opt not to mentor during successive years. (This does not include general manager positions). At the discretion of the executive staff, general staff, and the mentor expectations they choose to set forth, mentors may or may not have to go through the mentor interview process each year to keep their spot as a mentor in the program.

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 detail the responsibilities that accompany the roles of mentors and staff. 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 student staff and the national office. This group has the collective authority to expel a member. The national office 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.

Article V – Site Manager

Section 1 – Selection and Duties
The president will ask the executive board members if they have any potential candidates for a site manager or if they would like to keep the current site manager. If there are no suggestions, staff will be asked and then mentors. Once there is at least one potential candidate, the president will be in touch with the candidate to have a meeting to discuss the duties of the manager. The president will select the best candidate to be the chapter site manager.

The chapter site manager will commit to at least one full year and uphold all university requirements to serve in this role.
The site manager will be informed of all meetings and activities of the organization and may call a special meeting of the organization to discuss concerns for the ongoing nature of the organization.

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

**Section 1 – Weekly Activities**
Activities will be held four days per week for two hours each. Each of the five schools that College Mentors at Ohio State partners with will have a designated day and two-hour time slot that activity will take place each week. Mentors, general managers, transportation directors, and vice presidents of programming will be assigned to one of the five schools that College Mentors at Ohio State partners with and are required to attend all their school’s weekly activities. If it is necessary to miss an activity, members must contact their general manager and vice president of programming as soon as possible. There will be an equal number of little buddies and mentors at activity.

During the off-weeks when activities with the children are not taking place, there may be required meetings with all of the mentors and staff for that activity day.

**Section 2 – Staff Meetings**
The executive staff will meet once per week during the academic year. The general staff will meet once per month during the academic year. The president will hold all executive and general staff meetings. If the president is unable to attend, another executive staff member chosen at the president’s discretion will hold the meeting(s). If an emergency meeting needs to be held, the president will call the executive staff members individually. If the general staff members are needed, each vice president will call their specific general staff members to ensure that all members are aware of the meeting.

**Article VII – Method of Amending Constitution**

**Section 1 – Amending the Constitution**
All changes to the constitution must be voted on by the executive staff. To pass, 2/3 of the executive staff must be in favor. If the changes aren’t passed, the executive staff will work until a compromise is made and a 2/3 vote of members must be in favor.

**Section 2 – Headquarters Requirements**
Amendments regarding staff positions or staff selection cannot be made without the approval of the national office staff.
Article VIII – Method of Dissolution of Organization

Section 1 – Requirement for Dissolution
Dissolution will occur if the College Mentors for Kids national office and current executive staff deem that the program is no longer being effectively implemented and run at The Ohio State University. Dissolution of the College Mentors for Kids’ Ohio State chapter must be voted on by the executive staff and general staff members. To pass, 2/3 of the executive board must be in favor.

The national office has the right to dissolve a chapter that is not in compliance with the policies and procedures or is deemed unable to effectively promote and uphold the organizational mission.

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

Section 3 – Disposition of Assets
After repayment of debt, the remainder of the organization’s assets will be given to the College Mentors for Kids national office.
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 – Specific Responsibilities

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

Section 1 – Mentors
- Complete all the required online and in-person mentor trainings
- Attend weekly activities
- Participate in fundraising activities
- Attend Awards Banquet (including the Holiday Party at the end of the 1st semester and the End-of-the-Year Party at the end of the 2nd semester)

Section 2 – President
- Holds and presides over all executive staff and general staff meetings
  - Creates the agendas for these meetings as well as maintains order during the meetings
- Acts as a communication liaison between executive staff members, general staff members, and mentors
  - Establishes and enforces a set of both staff and mentor expectations, including but not limited to assignment completion, fundraising goals, and attendance policies
• Works closely with all vice presidents to ensure that all teams are trained, supported, and reaching their goals

• Coordinates transportation with all buses for the year and confirms transportation at least as frequently as the beginning of each semester
  • Notifies the transportation company of any changes in the routes on a week-to-week basis

• Coordinates room reservations for the year and ensures all other operational needs are taken care of

• Forms relationships with partners at the elementary school(s) and university as well as the College Mentors for Kids national office

• Ensures that all policies by The Ohio State University are being met by each member in the organization

• Ensures that all requirements from the College Mentors for Kids national office are being met in the areas of leadership, recruitment, communication, training, program logistics, activity quality, finance and financial management, safety, and transportation

• Attends mandatory training held by national office in August

• Completes all requirements in the Student Organization Management System to maintain “active” student organization status

• Creates calendar of events for the year (using OSU and elementary school calendars)

• Oversees the selection process for executive staff members, general staff members, mentors, and little buddies

• Assists with facilitation of mentor training seminars as needed

• Prepares parent permission packets

• Oversees creation of matches of little buddies with mentors along with Vice Presidents of Programming

• Works with executive staff to plan the Buddy Pair Wrap Party

• Meets and communicates regularly with site manager

Section 3 – Vice President of Programming

• Oversees general managers, mentors, and transportation directors for their assigned day to ensure that they have the training and tools they need to help the little buddies get the most out of each activity

• Oversees creation of matches of little buddies with mentors for their assigned activity day along with the President

• Maintains strong communication with school partners about little buddy attendance, behavior, and recruitment of little buddies

• Maintains strong communication with national office and fills out any required information in a timely manner, such as weekly attendance reports

• Ensures that all safety policies and procedures required by national office are being followed
• Ensures that all components of the database are completed and updated
• Attends activities to: ensure that every component included in the activity sheet is being implemented effectively, ensure that all safety procedures and policies are being followed at all times, oversee the logistics on activity day, coordinate behavior management system, and help navigate challenging behavior issues
• Attends all executive and general staff meetings
• Attends in the recruitment, selection, and retention of mentors and general staff members
• Trains mentors, general managers, and transportation directors to ensure they have the tools they need to help little buddies get the most out of activities
• Fills out incident reports if there is an issue during activity and handles abuse/neglect allegations and bullying issues
• Ensures that all programming staff members have all required documentation on them at each activity
• Attends mandatory training held by national office in August
• Maintains strong communication with the activity directors and the vice president of activities to provide feedback on the successes and challenges of each activity day
• Works with executive staff to plan the Buddy Pair Wrap Party

Section 4 – Vice President of Finance
• Creates and executes the chapter fundraising plan and timeline
• Creates and maintains the chapter budget, including tracking income and expenses, updating the budget monthly, and organizing and depositing money made at fundraising events
• Oversees a team of fundraising directors
• Explores and determines the most effective way to raise funds
• Ensures the chapter is financially stable and raises the funds required to meet financial needs
• Holds all members accountable for meeting individual fundraising goals
• Organizes logistics for all fundraising initiatives, including stewarding donors, soliciting businesses for monetary and in-kind donations, and creating grant proposals
• Communicates fundraising needs to other chapter participants
• Collects, organizes, and submits all mentor donations and general chapter income, with the help of fundraising directors
• Works with the executive staff to ensure that the program is being run at its budgetary limits
• Attends Ohio State’s Student Organization Treasurer Training in the spring as well as completes various required online trainings by their appropriate deadline to maintain College Mentors at Ohio State’s active student organization status
• Assists in the recruitment, selection, and retention of mentors and general staff members
• Attends mandatory training held by national office in August
• Attends all executive and general staff meetings
• Works with executive staff to plan the Buddy Pair Wrap Party

Section 5 – Vice President of Activity Planning
• Oversees each aspect of the activity planning process
• Recruits, oversees, and communicates with activity directors
• Ensures that the activity planning timeline is being met, activity sheets are completed and sent to staff, and that activity structure follows the College Mentors for Kids national office objectives
• Determines the supplies required for each activity day and works with staff members to ensure the chapter is staying within budget for supplies
• Oversees communication with guest speakers and ensures they are prepared for the activity day
• Works with the president to coordinate room reservations and ensure that room reservations meet activity requirements
• Purchases activity supplies using the credit card issues by national office
• Assists in the recruitment, selection, and retention of mentors and general staff members
• Attends all executive and general staff meetings
• Works with executive staff to plan the Buddy Pair Wrap Party

Section 6 – Vice President of Engagement
• Oversees the development team, including PR & marketing directors, engagement directors, special events directors, photographer/videographer, webmasters
• Creates and facilitates a recruitment plan
• Works with the Vice Presidents of Programming to develop new strategies for little buddy recruitment as needed
• Works with the President to maintain the waitlist and replace any mentors who leave the program
• Ensures all mentors understand program expectations
• Trains and onboard mentors who join the program after fall and spring Chapter Kick-Offs
• Facilitates feedback sessions for mentors to share concerns and seek additional support
• Provides individualized ongoing support to buddy pairs as needed
• Conducts closure meetings with mentors and little buddies whose matches end early
• Collects letters from mentors who are missing an activity day and deliver them to little buddies
• Collects letters from mentors who leave the program early and deliver them to little buddies
• Oversees mentor appreciation efforts
• Oversees match closure at the end of the year
• Coordinates the organization’s participation in recruitment opportunities on campus, such as the fall and spring involvement fairs
• Works with the president and the recruitment team to create a plan for communicating with mentor applicants about application and interview requirements and interview results
• Coordinates chapter apparel design and ordering
• Assists in the recruitment, selection, and retention of mentors and general staff members
• Attends all executive and general staff meetings
• Works with executive staff to plan the Buddy Pair Wrap Party

Section 7 – General Manager(s)
• Facilitates the activity with the buddy family and ensures the activities are well-organized, impactful, and follow the College Mentors for Kids structure
• Maintains order and discipline within the buddy family while creating a safe environment for the little buddies and mentors
• Communicates with mentors before, during, and after activity
• Facilitates strong communication between vice presidents of programming, activity directors, mentors, and little buddies
• Works with vice president of programming to fill out incident reports if there is an issue during activity, handles abuse/neglect allegations and bullying issues, and keeps a list of all emergency contact information
• Communicates with their buddy family’s families in the event of activity changes, cancellations, or special circumstances
• Assists in the recruitment, selection, and retention of mentors
• Attends all general staff meetings and any programming meetings at the discretion of their vice president of programming

Section 8 – Transportation Director(s)
• Rides the bus to and/or from activity every week to ensure that bus behavior meets expectations for the little buddies
• Ensures that transportation meets all chapter standards for safety and transportation
• Oversees the parent sign-out process
• Works with the vice president of programming to create the transportation binder and ensure that all required safety and transportation documents are updated and on hand at all times during the transportation process
• Coordinates mentors to ride the bus each week and communicates with mentors to let them know when they are expected to ride the bus
• Works with vice president of programming to fill out incident reports if there is an issue during activity, handles abuse/neglect allegations and bullying issues, and keeps a list of all emergency contact information
• Assists in the recruitment, selection, and retention of mentors
• Attends all general staff meetings and any programming team meetings at the discretion of their vice president of programming

Section 9 – Fundraising Director(s)
• Works with the vice president of fundraising to select fundraising sources and implement the chapter fundraising plan
• Sets strong individual fundraising expectations with mentors and staff and holds them accountable for meeting individual fundraising goals
• Assists in planning and coordinating fundraising events
• Aids the fundraising team by seeking/planning fundraising opportunities including grants, donations, and restaurant fundraisers
• Assists in the recruitment, selection, and retention of mentors
• Attends all general staff meetings and any finance team meetings at the discretion of the vice president of fundraising

Section 9 – Treasurer
• Maintains the chapter budget, including tracking income and expenses, updating the budget monthly, and organizing and depositing money made at fundraising events
• Assists in the recruitment, selection, and retention of mentors
• Attends all general staff meetings and any finance team meetings at the discretion of the vice president of fundraising

Section 10 – Activity Director(s)
• Assists mentors and the vice president of activity planning in coordinating and designing activities that follow the College Mentors for Kids model and structure
• Creates detailed activity sheets each week
• Coordinates supplies and reading materials needed for activities
• Reaches out to groups/organizations in the Ohio State and Columbus community to plan potential activity partnerships
• Reaches out to guest speakers to ensure they are prepared to speak at activity
• Prepares and brings activity materials, such as journal sheets, book of the week, supplies, etc., sets up activity, cleans up after activity
• Works with vice president of activity planning and president to ensure that location reservations meet the needs of the activity
• Attends all activities on their assigned day
• Assists in the recruitment, selection, and retention of mentors
• Attends all general staff meetings and any activity team meetings at the discretion of the vice president of activity planning

Section 11 – Special Events Director
• Coordinates mentor appreciation
• Designs and orders apparel
• Helps coordinate logistics for the Holiday and End-of-the-Year Parties each semester
• Plans any large-scale special events, such as the spring semester 5K
• Assists in the recruitment, selection, and retention of mentors
• Attends all general staff meetings and any development team meetings at the discretion of the vice president of development

Section 12 – PR & Marketing Director(s)
• Develops and promotes the organization’s image
• Creates and executes a PR & marketing plan for the year
• Oversees the organization’s social media accounts
• Works with other teams and staff members to raise awareness of fundraising, recruitment, special event, and activity initiatives/events
• Assists in the recruitment, selection, and retention of mentors
• Attends all general staff meetings and any development team meetings at the discretion of the vice president of development

Section 13 – Engagement Manager(s)
• Creates and facilitates a recruitment plan
• Attends one assigned activity day each week to help the Vice President of Programming manage the mentor-buddy relationships and match closures at the end of the year
• Works with the Vice President of Programming to develop new strategies for little buddy recruitment
• Promotes the chapter throughout campus and on social media
• Ensures all participants understand the program and can speak about it confidently
• Contacts heads of other groups and organizations on campus to promote the program
• Reaches out to scholars and interest groups on campus to promote the organization in their newsletters, email lists, etc.
• Prepares materials and arranges participation at various campus-wide recruitment opportunities, such as the fall and spring involvement fairs
• Assists in the recruitment, selection, and retention of mentors
• Attends all general staff meetings and any development team meetings at the discretion of the vice president of development

Section 14 – Photographer/Videographer
• Photographs and/or films various aspects of the organization, such as activities, fundraising events, and any other chapter events
• Pioneers any visual media initiatives
• Assists in the recruitment, selection, and retention of mentors
• Attends all general staff meetings and any development team meetings at the discretion of the vice president of development

Section 15 – Webmaster
• Maintains the College Mentors for Kids at Ohio State website
• Assists in the recruitment, selection, and retention of mentors
• Attends all general staff meetings and any development team meetings at the discretion of the vice president of development

Article III – Standing Committees

Section 1 – The Committees
The following is a list of standing committees, as well as their respective chairs:
• Fundraising Committee – Vice President of Finance
• Activities Committee – Vice President of Activities
• Development Committee – Vice President of Development
• Programming Committee(s) – Vice President of Programming for each school

Section 2 – Members of the Committees
Staff members of College Mentors at Ohio State may serve on one or more standing committees at the discretion of the executive staff. The following is a list of standing committee members:
• Fundraising Committee
  o Fundraising Directors
  o Treasurer
• Activities Committee
  o Activity Directors
• Development Committee
  o PR & Marketing Directors
  o Recruitment Directors
  o Special Events Director
Article IV – Method of Amending By-Laws

Section 1 – Headquarters Requirement
Amendments to the by-laws regarding staff positions or staff selection cannot be made without the approval of the national office staff.

Section 2 – Amending the By-Laws
Amendments to these by-laws may be proposed by any member of this organization. The introduction of a proposed amendment shall constitute the first reading. The proposed amendment will be read at the next executive staff meeting following its introduction at which time for debate and final action of the proposed amendment shall be in order. The proposed amendment shall be adopted by the affirming vote of 2/3 of the executive staff members present, assuming a quorum is present as well.