**APIDA Cohort Constitution**

*Asian Pacific Islander Desi American Cohort Mentorship Program*

**Article I — General Organization Information**

*Section 1: Name of Organization*

Asian Pacific Islander Desi American (APIDA) Cohort Mentorship Program

*Section 2: Purpose*

APIDA Cohort is an Asian/Asian American student organization that focuses on helping undergraduate first-year and transfer students integrate to the Ohio State University campus and college life. We operate on the pillars of mentorship, community, and leadership by encouraging individual development through workshops, events, and most of all, mentorship. An experienced and involved student will be assigned to new students to guide and shape their experience, all while being a part of a close-knit community.

*Section 3: Non-Discrimination Policy*

APIDA Cohort and its members will not discriminate against any individuals based on age, color, disability, gender identity, gender expression, national origin, race, religion, sex, sexual orientation, or veteran status.

**Article II — Membership**

*Section 1: Summary*

APIDA Cohort was created to support the integration of undergraduate first-year and transfer students into the campus community through mentorship. To be eligible to become a mentee, one must be an undergraduate first-year or transfer student. Students who have completed at least one academic year have the opportunity to become mentors through an application process. Graduate students or professional students can attend meetings and participate in outings, but cannot be mentors.

*Section 2: Mentors*

Mentors function in a guiding capacity to help and direct students to necessary resources and activities on campus that might further develop mentees. Mentors can give advice and support mentees academically, socially, or individually. Mentors should be dedicated students who will continually be a positive force in another student’s life. They should have the desire to help incoming students to acclimate to the Ohio State University and support their interest. In this program, mentors will be assigned a minimum of one mentee to foster a strong personal connection; however, mentors are expected to guide all mentees and engage fully and completely regardless of the participation of their mentee’s participation. Ideally, mentors will embody the qualities of perseverance and commitment. They will maximize their utility in the program by serving as role models for ALL mentees and will take an investment into the group as a whole.

Mentors will be selected through an application process each semester, followed by an interview with the advisor and the incoming and outgoing coordinators. Ideally, each interview will have at least two of the individuals presiding over the interview. After interviews, the three will vote on each candidate weighing the pros and cons. With a majority vote, an applicant will be extended an offer to be a mentor for the next academic year. Mentors must also be a current student at the main Columbus Campus at the Ohio State University.

*Section 3: Mentees*
APIDA Cohort selects first-year and transfer students to be a part of the cohort based on growth and leadership potential. Mentees should have a wide variety of interests and know or want to learn more about social justice, identity, and diversity. Students are given the opportunity to get more involved and be an active member of their community. Moreover, mentees will learn more about social justice, identity, and civic engagement through participation in the program. Mentees must also be a current student at the main Columbus Campus at the Ohio State University.

Mentees will be selected through an interview process after expressed interest via an application.

**Article III — Organization Leadership**

The positions for the executive board of APIDA Cohort are as follows: President/Coordinator and Treasurer. The Executive Board meets regularly each week in order to plan meetings, outings, and events. Elections/appointments for all positions—with the exception of President—occur in the spring, and offices are held for one academic year. The President role is appointed at the beginning of the Spring term and trains throughout the semester in preparation for the next Autumn.

*Responsibilities*:

President

* Determine the efficacy of the overall program.
* Conduct monthly mentee check-in meetings, and bi-weekly mentor check-in meetings.
* Conducts individual follow-up meeting with mentors about their mentees at the mid-semester checkpoint.
* Completes necessary paperwork in accordance with the Ohio State University student organization requirements.
* Plan a Spring Retreat geared at introducing mentors for the upcoming year, and a Fall Retreat aimed at developing leadership skills, explaining mentor expectations, and potentially meeting early mentee arrivals.
* Attend President Training as mandated by the university in the fall.
* Meet with Advisor weekly/biweekly to discuss the goals, direction, and overall health of the program.
* The incoming President is selected in the Spring term, and is required to attend all meetings deemed necessary by the current President and Advisor: this may include the weekly/ biweekly meeting with the Advisor, meetings with mentees, meetings with mentors, and meetings with the executive board.

Vice President

* Work closely with President to determine the efficacy of the overall program.
* Record attendance of all mentors and mentees.
* Meet with mentors during check-ins for updates and announcements.
* Meet with Advisor weekly/biweekly to discuss the goals, direction, and overall health of the program.
* Help plan a Spring Retreat geared at introducing mentors for the upcoming year, and a Fall Retreat aimed at developing leadership skills, explaining mentor expectations, and potentially meeting early mentee arrivals.

Treasurer

* Manages organization personal funds.
* Knows university policies on organizational funding.
* Maintains financial history for the organization.
* Obtains and updates account bank information under current Treasurer and President’s name in the spring.
* Finds and coordinates fundraising opportunities.
* Attends Treasurer Training as mandated by the university in the fall.

**Article IV** **— Method of Selected and/or Removing Officers and Members**

*Section 1: Selecting Officers*

Due to the annual turnover rate of mentors, officers for the next term will be elected in the Spring from the new pool of mentors, based on factors such as commitment, qualification, and interest. Each person seeking an executive board position will apply for a position. They must turn in a resume outlining their possible job experience, leadership experience, and other qualifications for their position. They will then be extended an invitation to interview for the position. After reviewing their application and interview details, a decision by the Advisor and President will be made. The President will be chosen from current (not new) mentors by the incumbent President and Advisor; for anyone interested in the President position, they will apply and interview with the incumbent and Advisor. After, the next President will be appointed for the next year. The future President will not have mentees for the following year.

*Section 2: Removing Officers and/or Members*

The need to remove an officer that is not the President, due to any reason, will be evaluated and determined by the advisor and president. To ask the President to step down, the executive board members and Advisor must come forward with a motion presented during a board meeting where it will be discussed. A majority vote must be found for the motion to pass. The need to remove a general member due to any reason will be first discussed with the officers on the executive board; however, ultimately decided by the president and advisor.

**Article V — Advisor Qualification of Criteria**

The Advisor of APIDA Cohort is the Asian Pacific Islander Desi American Student Initiatives Intercultural Specialist at the Ohio State University’s Multicultural Center. The Advisor should possess a deep knowledge and understanding of Asian/Asian-American related issues, current events, and politics. The Advisor should also have a strong interest in supporting diversity and multiculturalism both inside and outside the cohort. They should be an advocate for the cohort as it pertains to other university relations.

**Article VI — Meetings of the Organization**

Asian Pacific Islander Desi American Cohort will meet each Monday from 6:00 PM to 7:30 PM in the Alonso Family Room, located in the Multicultural Center. Each meeting will be planned out in advance by the executive board in order to expand on topics of leadership development, social justice, or other subject matters relevant to the first-year and transfer students. Mentors will also have an opportunity to prepare presentations and activities to develop their leadership skills in weekly meetings. Consistent attendance is expected, especially from mentors, and all members should give notice beforehand if they cannot make it to a meeting.

**Article VII — Method of Amending Constitution**

Amendments or proposals to change the Constitution must be presented to the executive board, and must then be voted upon. Amendments or proposals to change the Constitution must be presented to the Advisor. The Advisor and President must both agree to the changes to be added to the Constitution. Mentors and mentees will be given the updated constitution and be notified of a change. Should a mentor or mentee have a problem with the change, they can contact the executive board.

**Article VIII — Method of Dissolution of Organization**

Should the program not service first-year or transfer students during each academic year, the program can be dissolved, given the unanimous approval of the advisor and executive board.