Constitution

Article I- Name, Purpose and Non-Discrimination Policy of the Organization

Section 1- Name: Protection and Awareness of Endangered Species (P.A.E.S.)

Section 2- Purpose:
To protect the remaining populations of endangered species by adopting animals through larger organizations, fundraising, and raising awareness of these endangered species and how to combat causes for their endangerment.

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, admission, and employment.

As a student organization at The Ohio State University, Protection Awareness of Endangered Species (P.A.E.S.) expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article II- Membership: Qualifications and categories of membership

II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

II.b. Non-Ohio State students or community individuals may become members of the organization but as non-voting associate or honorary members. All Ohio State Students have the ability to vote and to run for a position in the Executive Committee.

Article III- Methods for Removing Members and Executive Officers

III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student
Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

**III.b.** Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

**III.c.** In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

**Article IV- Organization Leadership: Titles, terms of office, type of selection and duties of the leaders**

**IV.a.** The organization must have a president, vice president, treasurer and advisor at all times. Other positions may be added or removed at the discretion of the Executive Committee.

**IV.b.** Officers for the following Fall semester are elected every Spring term by a majority vote in a general body election using an anonymous ballot. Candidates must meet qualifications for positions outlined in Article V.c. Elected candidates must attend a minimum of two executive meetings during the Spring term after the election.

**IV.b.1** All candidates for Executive Officer positions must undergo an application process, and give a two minute speech in the general body election to outline their goals and experience. Time must be reserved for questions from the general body for the candidates before the ballot is taken. In the case of a tie, the candidates with the same amount of votes will be put up for re-election, and a second vote will occur. The candidate with the most votes will be selected for the position. The upcoming election must be announced during the prior general meeting.

**IV.c.** Newly elected Executive Officers will assume office at the start of the Fall semester following their election, Committee Leaders will assume office at the start of the fall semester following their interview which must take place before the second executive meeting of the current fall semester. All officers will be required to participate in any planning or organizational meeting prior to their assumption of office.

**IV.c.** Each position of the Executive Committee is expected to meet their respective expectations below are the Executive Officers, any other position is considered a Committee Leader:
President: To preside over all board meetings of P.A.E.S. The President will be responsible for managing organizational operations for the club as a whole. The president will lead all large-group meetings and bi-weekly Board meetings. All decisions must be presented to the Executive Committee during executive meetings. Must attend all executive and general body meetings unless otherwise discussed. The President will work with the Treasurer and Vice President to establish communication between P.A.E.S and its Executive Board. The President will also communicate frequently with all Board members about their performance and facilitate collaboration between various Board members and any Committee leaders. The President must attend an annual training session at the beginning of his or her term.

Vice President: To always keep the purpose of the club as a top priority when making decisions for the club. The Vice President is to aid the President in completing the President’s objectives as listed above. To aid in organizing and leading Executive Committee positions and members of the club. Must attend all executive and general body meetings unless otherwise discussed. If for any reason President cannot attend either meeting the vice president will assume the duties required by the President. All decisions must be presented to the Executive Committee.

Advisor: To always keep the purpose of the club as a top priority when making decisions for the club. All decisions must be presented to the Executive Committee either during regular meetings or specific meeting times that should be coordinated with club president. To attend biyearly trainings and support club whenever possible. Does not need to attend meetings unless specifically asked. He or she will inform the club on how involved he or she is willing to be in the club.

Article V- Election/Selection of Organization Leaders

V.a. If an officer of the Executive Committee resigns or is impeached, another position assumes duties until replacement election takes place. The replacement election must take place within two meetings.

V.b. If either the president or the treasurer were to be impeached or to have resigned from his/her position, the vice president will assume his/her duties until the replacement election takes place. If the vice-president were to be impeached or to have resigned from his/her position, the treasurer will assume his/her duties until the replacement election takes place. If other positions are created besides the president, vice president or treasurer, the executive committee must vote in an emergency executive meeting for who will assume the position of the removed or resigned officer until a replacement election.

V.c.1. In order to be eligible to apply for the position of President, the individual must be an Ohio State student as well as an official member of P.A.E.S. The candidate must have previously held a position in the Executive Committee for at least one term. The
candidate must also have completed the necessary training requirements specified by the current President in an executive meeting.

\textit{V.c.2.} In order to be eligible to apply for the position of Vice-President, the individual must be an Ohio State student as well as an official member of P.A.E.S. The candidate must have previously held a position in the Executive Committee for at least one term. The candidate must also have completed the necessary training requirements specified by the current Vice-President in a general meeting.

\textit{V.c.3.} In order to be eligible to apply for any future created positions, the individual must be an Ohio State student as well as an official member of P.A.E.S. The candidate must also have completed the necessary training requirements specified by the current Officer in a general meeting.

\textit{V.d.} The voting members may not write in a name to be elected to the position.

\textit{Article VII – Advisor(s) or Advisory Board: Qualification Criteria.}

\textit{VII.a.} The Advisor must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

\textit{VII.b.} The Advisor must attend bi-yearly trainings and aid the club in re-application for club status. The Advisor is not required to attend bi-weekly executive meetings or general meetings, but he or she may be invited to join by the executive committee.

\textit{Article VIII – Meetings and events of the Organization: Required meetings and their frequency.}

\textit{VIII.a.} Two general meetings and attendance at 50% of events hosted is required for membership each academic term except for summer.

\textit{VIII.b.} Monthly general meeting will occur with the time, date and place determined at the beginning of each semester by the Executive Committee.

\textit{VIII.c.} Bi-weekly Executive meeting will occur with the time(s), date(s) and place(s) determined at the beginning of each month according to the availability of the group.

\textit{Article IX – Attendees of Events of the Organization: Required events and their frequency.}

\textit{IX.a} The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the
organization’s constitution. The attendee may be warned of expulsion or forced to leave the meeting at the discretion of the acting President.

**Article X – Method of Amending Constitution: Proposals, notice, and voting requirements.**

**X.a.** Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at the following general meeting, and finally at the general meeting in which the votes will be taken, and requires a three quarter majority of voting members (a quorum being present).

**X.a.1.** A quorum will be at least five members in attendance, and each member in good standing may vote.

**Article XI – Method of Dissolution of Organization**

**XI.a.** When dissolving this organization, the president will update its online status as inactive and inform all members of its dissolution.

**XI.b.** All remaining funds will go to paying any unresolved debts first. The rest will be donated to the World Wildlife Foundation.

**By Laws**

**Article I- Parliamentary Authority**

**I.** “The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.”

**Article II- Membership**

**II.a** Members required to pay $5 one-time dues

**II.b** All members must meet the requirements listed in the constitution to be eligible to vote

**II.c** All members must sign an initiative stating they dedicate themselves to aiding of the environment and animal conservation through brainstorming of ideas, fundraising, and volunteering.
Article III-Executive Committees

**III.** The Executive Committee is in charge of all logistics and planning for the club. During meetings each committee member must update the committee on their progress of tasks and responsibilities of their position. Ideas may be shared freely and discussed. The meetings may not go over the set time established each month. Each committee member may petition the president for a temporary or permanent standing committee if there is a need for one.

Article IV- Standing Committees

**IV.a.** If a committee member petitions for a standing committee and the president approves, the committee member must first decide if the standing committee is temporary or permanent. They may inform the club general body and choose the members for the standing committee. Standing committees may not attend executive meetings unless discussed otherwise.

**IV.b.** The duty of each standing committee member is to help the executive member with his or her responsibilities and carry out delegated tasks. The standing committee member may not delegate tasks to other standing committee members without approval from executive member.

Article V- Method of Amending Bylaws

**V. X.a.** Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting and finally at the general meeting in which the votes will be taken, and requires a three-fifth majority of voting members (a quorum being present) 3 of which must be executive board members.

**X.a.1.** A quorum will be at least five members in attendance, and each member in good standing may vote.

Article VI - MISCELLANEOUS

**VI.a. Books and Records**

The corporation shall keep thorough and correct records of all financial transactions and receipts through any accounts associated with the organization. Minutes of all executive meetings and of any actions or decisions made outside meetings by members of the board concerning fiscal policy shall be filed completely and correctly to be reviewed by the board. The corporation should maintain a copy of the Constitution and the organization’s Bylaws as amended to date.

**VI.b. Fiscal Year**

The fiscal year of the corporation shall be from May 1 to April 30 of each year.