

# **CSE/CIS Peer Mentors-OSU Constitution/Charter**

## **Article I – Name, Purpose, Objectives, and Non-Discrimination Policy**

### **Section 1: Name**

- This organization will be called *CSE/CIS Peer Mentors*

### **Section 2: Purpose**

- The purpose of the *CSE/CIS Peer Mentors* organization is to provide CSE/CIS sophomores, juniors, and seniors with an opportunity to mentor incoming freshmen. Mentors will attend weekly freshman survey classes and give advice about their college experiences.

### **Section 3: Objectives**

- *Provide a leadership experience related to mentorship for CSE/CIS upperclassmen*
- *Provide mentorship and advice for CSE/CIS freshmen*
- *Create a welcoming community for CSE and CIS students*
- *Provide a networking opportunity for all CSE and CIS students*

### **Section 4: 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.

## **Article II – Membership**

### **Section 1: Eligibility**

- Membership is on an application-basis. Applications open in March of each year for general body members. All currently enrolled CSE/CIS or pre-major students are welcome to apply. Students who demonstrate interest in membership fill out an application and members are selected by the Executive Committee. Membership may be revoked upon the commission of an expulsion worthy action.
- 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 the Executive Committee are able to make decisions regarding the membership of non-CSE/CIS students and non-student applicants.

### **Section 2: Grounds for Expulsion**

- The commission of discriminatory or inappropriate behavior at the discretion of the board is grounds for expulsion from the organization.

## **Article III- Methods for Removing Officers and Members**

### **Section 1: Impeachment and Removal of Officers**

- Grounds of impeachment for members of the executive board include, but are 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 majority affirmative vote of the executive board in consultation with the organization's advisor.

### **Section 2: Expulsion of members**

- Members of any status may be expelled by a majority vote of the board upon the commission of an expulsion worthy act. 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.
- 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), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

## **Article IV – Organizational Leadership**

### **Section 1: Executive Board**

- The Executive Board of CSE/CIS Peer mentors will be responsible for high level leadership of the organization, being the main point of contact with the organization advisor, representing the organization in conferences and meetings, and aid in miscellaneous tasks needed for the success of the organization. The Executive board shall consist of a President, Vice President, and a Treasurer. The roles of these positions follow.

### **Section 2: President**

- The President will have an office term of one year and will be appointed by the Executive Committee. The President will be responsible for overseeing the officers and will chair executive board meetings as well as general organization meetings.

### **Section 3: Vice President**

- The Vice President will have an office term of one year and will be appointed by the Executive Committee. The Vice President will be responsible for assisting the President with any leadership duties, and overseeing the general body members.

### **Section 4: Treasurer**

- The Treasurer will have an office term of one year and will be appointed by Executive Committee. The Treasurer will be responsible for managing all financial matters.

#### **Section 5: Future Executive Board members**

- Any executive board members added later will be added following the official guidelines for amending the constitution.

#### **Article V- Organizational Leadership Appointments**

- The current Executive Committee will appoint members for the following year's Executive Positions and any additional positions if needed. Executive Board appointments will occur in April of each year and must be established by April 15th. In the event of an officer resignation, the current Executive Committee will select an interim officer to fill the position.

#### **Article VI- Committees**

- This organization will have no committees mandated by the ratification of this constitution.

#### **Article VII – Faculty/Staff Advisor Qualification Criteria**

##### **Section 1: Staff advisor**

- The Faculty Advisor(s) must be a full-time faculty or staff member of The Ohio State University. The Faculty Advisor shall be responsible for advising club officials on any decision he or she feels necessary.

#### **Article VII – Meetings of the Organization**

- General body members are required to attend their specified survey class on a weekly basis during the Autumn semester. Members also need to attend training and pre-convocation day at the beginning of the Autumn semester. Members are encouraged to attend the wrap-up meeting at the end of the semester.

#### **Article VIII – Method of Amending the Constitution**

- Proposed Amendments may be submitted by any member of the organization and distributed in writing to the Executive Committee. The Amendment will then be voted on in an executive committee meeting, and may be passed with a majority vote of officers.

## **Article IX: Method of Dissolution**

- The dissolution proposal may be brought forth by any member of the executive board. The decision to dissolve will be made with a four-fifths majority vote of voting eligible status members in a general body meeting.

## **Article X: Miscellaneous Provisions**

- Any member found to be misrepresenting the views of the group as a whole (i.e. on the internet or in an interview) shall be required to rescind or edit his/her statement. However, members are encouraged to talk to members of the press about their individual opinions on certain issues pertaining to the mission and goals of the organization. Members who make damaging public statements about the organization can have their membership revoked at the discretion of the board.

# **CSE/CIS Peer Mentors By-Laws**

## **Article I- Membership**

- The procedures governing membership shall be determined by the Executive Committee on an annual basis. Members shall be selected through the standard they set forth. All members who apply shall be currently enrolled students at The Ohio State University. Individuals who are not currently enrolled students may apply as honorary members. Honorary members shall have no voting power, but shall be included in general body meetings. An individual's membership will be standing unless he or she violates the terms of membership set forth in Article VI of this document. In this instance, a majority vote of the executive committee may result in the revocation of the individual's membership.

## **Article II- Appointments**

- The current Executive Committee will appoint members for the following year's Executive Positions and any additional positions if needed. Executive Board appointments will occur in April of each year and must be established by April 15th.

## **Article III- Responsibilities of the Executive Committee**

- The Executive Committee shall be responsible for the review of applications for membership, decisions regarding organizational procedures and logistics, and for the day-to-day activities of the organization.

## **Article IV- Advisors**

### **Section 1: Student org status**

- The advisor is required to fulfill all duties as established by the Registration Guidelines for Student Organizations, including but not limited to: verifying the organization's information and agreeing to the terms of the Campus Safety Act by signing off on the organization's online registration, signing off on CSA funding requests, being listed as a signatory on the organization's checking account, attending an advisor certification session once every three years, and signing off on reservations of University space and equipment, as requested by the University department granting the reservation. Additional obligations may be negotiated annually between the Executive Board and the acting advisor.

**Section 2: Responsibilities**

- The advisor will be required to coordinate with the peer mentor(s) for their class section to provide the mentor with the course syllabus. The advisor will tell the peer mentors which assignments to grade and when to assist the instructor in the classroom.

**Article VI- Method of amending by-laws**

- Amendments to the by-laws may be proposed by any organization member and are approved by a majority vote of Executive Committee members. The vote will take place the next week after being proposed.