**4 Paws for Ability at Ohio State** *Constitution*

ARTICLE I: **NAME**​

A. The name of the club/organization shall be 4 Paws for Ability at Ohio State.

ARTICLE II: **PURPOSE**​

1. Reinforce basic obedience training with specified service dog in-training.
2. Socialize specified service dog in-training.
3. Make sure the service dog in-training is ready for placement.
4. Allow students to participate in handling while gaining community service hours.
5. Educating the community and raising awareness about service dogs and ADA laws.

# ARTICLE III: SEPARATION OF POWERS​

A. The club shall consist of the general members, primary volunteer trainers/handlers, secondary volunteer trainers and the executive board of the club/organization. This University Program is a chapter of 4 Paws for Ability, located in Xenia, OH.

# ARTICLE IV: MEMBERSHIP/FINANCES​

1. Eligibility
	1. The club shall consist of undergraduate students, graduate students, and faculty at The Ohio State University who are interested in puppy raising & socialization of a service dog in-training.
	2. Handlers & Alternate Handlers must be approved and have gone to 4 Paws orientation in Xenia, OH by the first day of classes to be a handler or alternate handler in the club.
		1. The club will have a semesterly cap of the amount of dogs that will be in the club. The cap will vary every semester based on retainability.
		2. People who miss this deadline can join the following semester.
	3. In order for volunteer trainers to house a service-dog in-training, they must have signed landlord permission for off-campus housing.
	4. All members must pay dues of $11 per semester or $20 per school year.
		1. For handlers and alternate handlers, dues must be paid two weeks after the first day classes submission of introduction form.
2. Voting Rights
	1. Voting shall be open to all handlers and alternate handlers who have met and maintained membership requirements.
3. Points
	1. Ways to earn points:
		1. Attending Meetings
		2. Supporting Fundraisers
		3. Football Sitting
		4. Going to Events and Socializations
	2. To earn points, pictures of proof must be submitted via the Assignments in Canvas. c. Prizes:
		1. 5 points: bag of treats, button, tennis balls
		2. 10 points: gift card, treat bag, training tab
		3. 15 points: bone, toy, accessories, gift card
		4. 25 points: t-shirt, toy, custom art
		5. People with the three highest point totals get special prizes.
	3. Points are cumulative over the semester and reset after the semester.
	4. Prizes are subject to change based on availability.

ARTICLE V: **MEETINGS**​

1. Meetings shall be held consisting of one general meeting, one handlers and alternate handlers meeting, and one executive board meeting every month with the option of adding an additional meeting at the executive board’s discretion during the academic year.
2. General body meetings are recommended for all members while handlers & alternate handlers meetings are recommended for all handlers & alternate handlers
3. Meetings shall be called by the President, Executive Board, or by 75 % of the membership.
4. Meetings must be announced to the general membership two weeks prior to the meeting.

# ARTICLE VI: EXECUTIVE BOARD​

A. Membership

1. The Board shall consist of the President, Vice President, Secretary, Treasurer, Public Relations, Fundraising, and Social Events.
2. Executive board must consist of an odd number of members

 i. President

* 1. Serves as the official representative of the club.
	2. Presides over all meetings and oversees efficiency of the club.
	3. Holds the rest of the executive board accountable for their responsibilities.
	4. President is the liaison between the University and the club and must be present at all meetings in relation to the university and 4 Paws.
	5. Must be added onto the Checking Account as a verified user.
	6. Plans agendas for all meetings with the help of the executive board. ii. Vice President
	7. Performs the duties of President in his/her absence or as needed.
	8. Maintains the Canvas Page and updates Points
	9. Plans and organizes socialization events for handlers & alternate handlers.
	10. Maintaining relationships with socialization locations.
	11. Must be added onto the Checking Account as a verified user.
	12. Assumes all other duties assigned by the President.
1. Secretary
	* 1. Answers general club inquiry emails.
		2. Keeps track of meeting attendance and updates Canvas with it.
		3. Organizes and sends out weekly emails.
		4. Create and maintain Google Drive and website.
		5. Assumes all other related duties assigned by the President.
		6. Organizes Handler, Handler and Secondary Handler, and Updates GroupMe.
2. Treasurer
	* 1. Oversees and organizes the expenses and spending accounts of the club.
		2. Keeps track of online banking such as the Venmo, Square, and cash log.
		3. Collects club dues from members and other revenue such as fundraiser checks.
		4. Prepares the annual budget for the club and presents it to the executive board.
		5. Fulfills all monetary requests in a timely manner as requested by other executive board members.
		6. Efficiently communicates when and where money is being spent with the entire rest of the executive board.
		7. Responsible for ordering catering or other club supplies in advance.
		8. Ordering of commencement materials.
		9. Required to provide complete transparency as to where club funds are being utilized.
3. Public Relations
	* 1. Oversees all social media accounts and information.
		2. Advertises for club events and the involvement fair.
		3. Orders apparel for the club.
4. Fundraising
	* 1. Set up fundraisers with businesses in the Columbus area.
		2. Maintaining fundraiser contact list.
		3. Creates at least 5 fundraisers per semester.
		4. Print out flyers and posters for fundraisers.
		5. Coordinates BuckeyeThon team.
5. Social Events
	* + - 1. Organizes and facilitates social events for all members with or without dogs.
				2. Must create at least 1 social event a month, including bonding events at meetings.
				3. Promotes bonding between club members.
	1. Means for Removal
		1. A hearing will be held in front of the remaining executive board and Faculty Advisor. After this, a 6-1 vote of hearing attendees will result in continuing on or removal from the executive board if one or more of the following situations occurs:
			1. In the event that an officer does not fulfill his or her duty.
			2. In the event that an officer is found to be purposefully disrespectful to another member.
			3. In the event that an officer is found sharing private information, relating to the exec board, to general members. This information is including but not limited to screenshots, surprise planned events, private information, etc.
	2. Duties and Responsibilities
		1. Conduct the general management of the affairs and purposes of the club.
		2. Prepare the agenda for meetings.
		3. Each executive board member should be committed to working together efficiently and professionally while working to serve the club’s best interests. This includes thorough and timely communication via GroupMe, text message, phone call, etc.
		4. Each member should have an outline of what’s happening each month based on their duties.
	3. Appointment
		1. The executive board of 4 Paws for Ability Ohio State shall be elected by majority of the primary & secondary handlers during an in-person meeting in the Spring semester.
		2. Special elections and appointments are allowed in extreme circumstances as deemed by the executive board.

ARTICLE VII: **ELECTIONS**​

A. Eligibility

* + 1. To run for President, Vice-President or Secretary, the member has to be in at least their second semester of handling.
		2. To run for Treasurer, Public Relations, Fundraising, or Social Events, the member has to be in at least their second semester of handling or sitting.
		3. All executive board members must be a full-time student for Fall and Spring of the upcoming school year (i.e. cannot graduate halfway through the school year).

B. Application

* + 1. Executive Board Interest form must be submitted at least one week before the election.
		2. The form must include a brief paragraph explaining their intention for the position(s) and why they are a good fit.
		3. A member can only run for a maximum of three positions of their choosing.

C. Election Meeting

* + 1. At a handlers & alternate handlers meeting during the spring semester there will be an election for the executive board for the following academic year.
		2. The order of elections will be as follows: President, Vice President, Secretary, Treasurer, Public Relations, Fundraising, and Social Events.

# ARTICLE VIII: VOLUNTEER TRAINER EXPECTATIONS​

1. Puppy-Raising
	1. All trainers must abide by 4 Paws for Ability policies.
	2. All members of the OSU club must abide by the club’s rules.
2. Graduation
	1. Primary and secondary handlers will be qualified for commencement materials.

# ARTICLE IX: HAZING/NON-DISCRIMINATION​

1. 4 Paws for Ability at Ohio State and all members thereof pledge to take a stand against hazing in this organization and will report hazing to the proper authorities.
2. 4 Paws for Ability at Ohio State will not discriminate against members for any reason, including but not limited to ethnicity, social-economic status, nationality, age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, race, religion, sex, sexual orientation, protected veteran status, or any other basis in accordance with the student organizations at Ohio State guidelines.

# ARTICLE X: EXPULSION OF MEMBERS​

1. Any member may be removed from the organization with just cause. For this to occur a complaint must be brought to the Executive Board by any member/individual. A hearing will be held where cases can be pled. After this, a 6-1 vote by the executive board will decide the member’s club status.
2. If a member is removed from the 4 Paws for Ability program, they will also be removed from the club and no vote is required by the Executive Board.

ARTICLE XI: **AMENDMENTS**​

A. Amendments to this Constitution will be imposed resulting from a majority vote of the Executive Board or from a petition signed by 67% of the voting membership.