Section 1: Purpose

Help children (K-5th grade) with developmental, mental and physical disorders through their years in school by offering college mentors, a tutoring system, and various social outings! Our goal is to ultimately make a caring and encouraging environment for every child to flourish.

Principles

1. **Mission**: To tutor and provide social support for children in K-5th grade
2. **Vision**: To align with a school in the Columbus area and work closely with administrators to provide an inclusive learning environment, whether that be in person or via zoom.

Values

1. Compassion
2. Respect
3. Inclusivity

Section 2: Membership

1. Membership shall be active members.

2. All active and associate members shall be at least Half-time, officially registered undergraduate students at The Ohio State University.

3. Adam’s Angels Ohio State University Campus Chapter is an Open organization, meaning:
   a. All active and associate members must maintain a GPA of at least 3.0.
      i. If the GPA is not a 3.0, the member must explain the circumstance, develop a plan to reach the requirement, and decisions on membership will be determined on a case by case basis.
   b. The Executive Board are in charge of managing, registering, and keeping track of members.

5. **Active Membership**
   a. Active membership will be determined through dues.
   b. $10 dues will be paid each semester.
      a. Dues will cover cost of club t-shirts.

7. The Organization shall have at least 10 active undergraduate student members at all times.

8. **Expulsion**: The Organization reserves the right to expel an active member who is not following its policies by a majority vote of the Executive Board members -
   Additionally:
a. In the event of a tie vote of the Executive Board the President’s vote shall be the deciding vote.
b. The advisor shall reserve the right to expel any member on just grounds without a vote of the Executive Board.
c. An expelled member shall not be entitled to a refund of any dues paid.

9. In the case of violations of constitutional policies and/or a conflict between members within the Organization, the highest-ranking officer that is not involved in the conflict, with the assistance from the advisor (if applicable), will facilitate an informal mediation procedure
   a. The mediator shall:
      i. Arrange for a mediation meeting outside of the regular Organization business meeting
      ii. Explain their role as the impartial party and the objectives of the mediation
      iii. Set ground rules
      iv. Allow each party to express their views by allowing the conversation to go where the parties wish it to go, without talking over each other and without any hostility or aggressive language or behavior;
      v. Collect any available resources that might assist in the resolution (financial documents, emails, photos, etc.)
      vi. As a third party, do not suggest resolutions but rather leave the responsibility for the resolution with the parties involved
      vii. Facilitate goal setting to reach a win-win resolution
   b. In the event resolution cannot be reached, the issue will be brought before the advisor and the resolution shall be up to his/her discretion.

10. New Membership and Recruitment
   a. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of the following:
      i. Schedule of New Member Events and Activities (if applicable)
      ii. A list of responsibilities
      iii. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations, which is available upon request by the Office of Student Activities.
   b. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
   c. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.
Section 3: Officers

1. Undergraduate candidates must be at least half-time officially registered active student members to be selected as officers at the time of the appointment or election.

2. Executive Officers
   a. The President is the spokesperson for the Organization. The President presides at meetings and runs them in accordance with this constitution. The President is responsible for all administrative tasks, including, but not limited to, planning events, coordination committees, conducting appointments and ensuring the success of the Organization. The President and Vice President, with the aid of the Executive Board, shall be in charge of reviewing Adam’s Angels profiles. The President is also the direct point of contact with Adam’s Angels. The President shall aid the Planning Committee.
   b. The Vice-President shall serve as President when the President is unable to do so. His/her responsibilities also include delegating tasks among officers and ensuring the completion of those tasks. He/she must assist the President however possible with larger tasks and decisions, as well as present information at general body meetings. The Vice-President is also in charge of organizing, budgeting and planning the Adam’s Angels Trips. They must obtain each participant’s personal contact and emergency contact information, as well as provide all necessary forms and documentation, before departure. The Vice-President shall aid the Volunteering Committee, and directly reports to the President.
   c. The Treasurer shall be charged with handling all of the Organization’s finances. This includes determining budgets, collecting dues, obtaining sponsorship funding, and maintaining the bank account and not for profit documents. The Treasurer also deals exclusively with local sponsors and directs donations and sponsorships. He/She must keep a detailed, accurate, and organized account of all financial transactions. The Treasurer shall aid the Marketing Committee, and directly reports to the President.
   d. The Secretary shall be charged with recording meeting minutes at Executive Board and student body meetings. The secretary keeps records of the Organization’s membership and meeting attendance, reserves meeting rooms, and maintains the email account and weekly newsletter. The Secretary manages the membership status of all members. The Secretary shall aid the Sponsorship Committee, and directly reports to the President.
   e. The Executive Board consists of the President, Vice President, Treasurer, and Secretary.

3. Committee Chairs/Committees
   a. Planning Committee
      i. There shall be two Planning Committee Co-Chairs in charge of the Planning Committee.
      ii. The Planning Committee is tasked with planning and developing major Organization events. They are in charge of the overall plan and coordinating all assets in the success of the event.
b. **Volunteer Committee**
   i. There shall be two Volunteering Committee Co-Chairs in charge of the Volunteering Committee.
   ii. The Volunteering Committee is tasked with gathering the body of volunteers and people needed for all Organization activities. This includes managing and registering all new members and other volunteers.
   iii. Volunteering Committee reports directly to the Vice-President.

c. **Sponsorship Committee**
   i. There shall be two Sponsorship Committee Co-Chairs in charge of the Sponsorship Committee.
   ii. The Sponsorship Committee is tasked with funding all Organization activities and events. They will actively develop, organize, and plan fundraising events while also gathering and maintaining relations with any sponsors.
   iii. The Sponsorship Committee reports directly to the Secretary.

d. **Marketing Committee**
   i. There shall be two Marketing Committee Co-Chairs in charge of the Marketing Committee.
   ii. The Marketing Committee is tasked with advertising Adam’s Angels. They are also in charge of maintaining relations with the University and being a liaison with the community.
   iii. The Marketing Committee reports directly to the Treasurer.

e. The Committee Co-Chairs lead their respective committee meetings and manage all members in their committee. The Committee Co-Chairs organize all efforts of their committee in pursuit of their goals and responsibilities. Each executive member serves as a link/guide between the Committees and the Executive Board.

f. Membership into a committee is on a voluntary basis.

4. **Removal of an Executive Officer or Committee Co-Chair**
   a. Removal of a Committee Co-Chair can be done at any point through a majority vote of the Executive Board. In the event of a tie vote, the President’s vote shall be the deciding vote.
   b. Removal of an Executive Board member, including the president, can be accomplished at the discretion of the Advisor and one other executive member.
   c. The Committee Co-Chair or Executive Board member who is in question, must be given a directly communicated warning before he/she can be removed from office.

5. **Filling vacancies:**
   a. Under circumstances where on office is left vacant, for any reason, an application will be sent out to all members to apply for the open position. Selected applicants will receive an interview run by the President and Vice President. Following, it is the President and Vice President’s responsibility to
nominate 2-4 applicants to the Executive Board and Committee Co-Chairs to vote for the best candidate. In the event of a tie vote the President shall be the tie breaker.

b. An announcement and application should be sent out at the meeting following the vacancy. The position should be filled within 30 days.

c. If the Vacancy is the Vice-President, the President is solely in charge of the application process and approval of prospective Vice President.

d. If the Vacancy is the President, the Advisor shall conduct the approval and selection process for prospective presidential candidates, as the Vice President temporarily takes over the responsibilities of the President in addition to the responsibilities as the Vice-President.

Section 4: Meetings

1. The Organization will have general member meetings once a month.
2. Adequate advance notice of general body meetings, at least one-half week prior to the general meeting, must be given to all active members.
3. Members shall be notified of meetings by an alternative form of communication (i.e. group messaging).
4. The President, with the consent of the Vice President or a majority (50%+1) of the Officers, may change meeting frequency.
5. The President may call special meetings should he/she see fit.
6. The President reserves the right to determine all meeting times and location.

Section 5: Voting

1. Only active members may vote.
2. Quorum for all voting shall be fifteen percent (15%) of the active membership.
   a. If a vote must be cast by the Executive Board, all members of the Executive Board must be present for the vote.
3. A simple majority of an established quorum shall be necessary for all voting. This majority shall be derived from the active members present.

Section 6: Finances

1. All Organization funds are to be deposited and handled exclusively through the Treasurer.
2. This Organization shall not have any undisclosed accounts.
3. Dues collected for active membership are $20 per academic school year or $10 per semester unless changed by the Treasurer with consent of the President.
4. Dues are to be collected within the first month of the beginning of fall and spring semesters for members. New members have one month from attending his/her first meeting to pay dues in order to be considered active.

5. The cost of Adam’s Angels events such as Adam’s Angels trips shall be determined at the discretion of the Executive board.

Section 7: Committee Elections

1. Elections shall take place at a general body meeting within 3-4 months into the spring semester.

2. The elections shall be publicized, by email and meeting announcements, at least 2 meetings prior to the elections.

3. **Election codes:**
   a. Applications for any of the 12 leadership positions are available to all active members and shall be sent out 1 month prior to elections.
   b. Applications are due the meeting prior to the elections meeting and applicants must be recognized by the club President. Active members may apply for up to 3 positions along a rolling election. The appearance of positions along the rolling election are as follows: Treasurer, Secretary, Planning Committee Co-Chairs, Volunteering Committee Co-Chairs, Sponsorship Committee Co-Chairs, Marketing Committee Co-Chairs.
   c. At the election meeting, all candidates shall deliver a speech on their qualifications and strengths for no more than 4 minutes. This shall be followed by questions from any active member for no more than 2 minutes.
   d. After the speeches, the active members shall cast secret ballots for the candidate of their choice. Each active member shall vote for their preferred nominee. No ballots will be accepted after voting takes place. An Officer who is unable to attend the elections, may submit an absentee ballot prior to the election.
   e. If 2 or more nominees receive the same number of votes, the club advisor will be the determining vote.
   f. The above process applies to all Officers and Committee Co-Chairs.
   g. The President and Vice President (VP) shall be chosen together by the current President and Vice President and specifically trained one semester before the departure of the current President and Vice President.
      i. This new President/VP should be trained and made well-aware of the roles and duties in managing the club.
      ii. This training includes transferring all current resources, connecting the President/VP with Adam’s Angels, shadowing the current President/VP, embodying the role of club leader and imparting the ideals and values of Adam’s Angels which should already be very present in the Presidential and Vice-Presidential candidates.
      iii. The new President and VP shall be announced once chosen.
iv. Training/guidance shall begin as soon as the Candidates are chosen and will last for one semester.

4. All Officers and Co-Chairs, including the President, serve for a term of one year, beginning the meeting following elections.
   a. Officers must be present on or near campus during at least the Autumn and Spring semesters of their term to the following year. Any unexpected vacancies will follow the protocol outlined in Section 3(5).

5. Once a term is up, Officers and Committee Co-Chairs may choose to keep their position or step down. This provides continuity and stability into the roles and decreases mistakes and difficulties resulting from shuffling leadership. Any Officer or Committee Co-Chair who wishes to remain in office for another term must notify the President and Secretary of their intent no later than sixty (60) days before the next upcoming election.

6. There is no limit to the number of terms an Officer or Committee Co-Chair may serve; however, they must vacate the position 1 semester before they plan to leave the Organization to provide adequate time to choose and train their successor.

Section 8: Amendments to the Constitution

1. Any member may introduce a constitutional amendment at the conclusion of any meeting. At the following meeting, the active members shall vote on the amendment, as outlined in the article on voting. If the amendment passes, it shall be sent to the Office of Student Activities for approval.

2. All amendments are subject to the approval of the Office of Student Activities to ensure that they align with University policies and rules.

Section 9: Parliamentary Authority

1. “Robert’s Rules of Order, Newly Revised” by Sarah Corbin Roberts shall be used in all cases not covered by this Constitution.

Section 10: Accessibility of this Constitution

1. Copies of this Constitution shall be made available to anyone upon request.

Section 11: Advisor

1. This Organization must retain an advisor at all times. The advisor will be a full-time Faculty or Staff member of The Ohio State University, and will be chosen by the Organization.
2. The main responsibility of the Advisor is to aid and guide the trajectory of the Organization.
3. This Organization will choose an Advisor through a majority vote of the Executive Board.
4. The Advisor may remove and/or reinstate any Executive Officer, Committee Co-Chair or member with due cause. The Advisor has the power to reinstate any Officer or Committee Co-Chair at the Advisor’s discretion.

Section 12: Non-Discriminatory Clause
1. No members shall be discriminated against on the basis of race, religion, creed, gender, or sexual orientation.

Section 13: Dissolution
1. This Organization may be dissolved by a ¾ majority vote by all active and associate members.
2. The Advisor reserves the exclusive right to disband and restart the Organization should any of the three (3) following circumstances arise with Adam’s Angels HQ approval:
   a. The Organization overall does not strive to fulfill or fails its Purpose, Principles and Values or violates several of the points of this Constitution, any law, or any university policy.
   b. The Organization encounters too many difficulties or obstacles to proceed as a functioning Organization striving to fulfill its purpose and uphold its principles and values.
   c. The Organization may directly or indirectly inflict damage to an individual or group of individuals.
3. In the event of dissolution of this Organization, the residual assets of the Organization will be turned over to Adam’s Angels. Any assets not directly owned by the Organization shall be returned to their respective owner.

Section 14: Organization Recognition
1. The Ohio State University affirming recognition by Adam’s Angels has been provided to the Office of Student Activities.