The Project PEER Constitution

Article l – Name, Purpose, and Non-Discrimination Policy of the Organization.

- *Name:* Project PEER

- *Purpose:* Through open dialogue with incarcerated students, Project PEER hopes to support incarcerated individuals to achieve their educational goals in the most suitable ways for them. Inside prison facilities, we tutor and mentor students in college level courses taught by OSU faculty. We also provide inside students with the educational resources they need to succeed in their coursework.

- *Non-Discrimination Policy:*

  In accordance with the policies outlined by The Ohio State University, the student organization Project PEER 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.

- *Sexual Misconduct Policy:*

  As a student organization at The Ohio State University, Project PEER 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.

- 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.

Article III – Methods for Removing Members and Executive Officers.

- If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, violates ODRC policy within prison facilities 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.
- 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 Board may act for removal upon a two-thirds affirmative vote of the general body 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), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

- Any member undergoing a removal vote does have the option to present a statement regarding the violation in question before the vote is taken.
- All votes are to be anonymous.

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

- Organization leaders represent the Executive Committee and general membership and are elected from the ranks of the organization's voting membership. Required leadership positions are as follows: Primary Leader (President), Secondary Leader (Vice President), Treasurer, Volunteer Chair, Technology Chair, and Advisor.
- Prospective Executive Board members must be nominated by a member of the organization to be considered for election.
- Executive Board members have a 1 year long term.

Article V – Election / Selection of Organization Leadership.

- Elections will be held at the end of each Spring semester through an electronic form. Whichever nominee receives the most votes from the general body will assume their elected Executive Board position for the following academic year.
- Prospective Executive Board members must be nominated by a member of the organization to be considered for election. To qualify for nomination, a year (2 semesters)

of active membership is required. A nominee can reject their nomination and forgo the opportunity to run for the position in question.

- Before each position is sent to vote, every nominee will have the opportunity to present themselves and their intentions for their position of interest.

- In the event of a complete tie, the Executive Board will vote between the two nominees in question.

- If an Executive Board member has previously resigned from their position, they do have the ability to be elected in future elections. However, if an Executive Board member has been removed, they will no longer have the ability to be elected again in the future.

- In the instance of special circumstances (resignation, removal, etc.), immediate re-elections will commence.

Article VI – Executive Committee: Size and composition of the Committee.

- The Executive Committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership.

- Specific duties of leaders are listed as follows:

    President -

    - Facilitate large group meetings (form agendas, manage updates, etc.)

    - Email correspondence with advisors and local partners

    - Conduct large group communication and updates via GroupMe/Slack/etc.

    - Maintain partnerships

    - Update meeting notes

- Organize Google Drive folders and documents

- Manage club activities

- Conduct and monitor elections

- Support the transition into new leadership

Vice-President -

- Keep notes during large group discussions/meetings

- Manage Notion page and Google Drive

- Check in on task progress across the cohort via GroupMe and email

- Keep in contact with partners

- Assist with ongoing operations lead by other E-Board members

Treasurer -

- File paperwork/legal documents involved in retaining/obtaining nonprofit
  status

- Organize fundraising events/handle and allocate the money raised

- Budget and allocate funding for business purposes

Volunteer Chair -

- Recruiting, training, and supervising volunteers

- Fundraising

Technology Chair -

- In charge of website creation and curation

- Creating email domain and maintain

- Photography and news on website

- Outreach forms and surveys for information needed

- Social media manager

Article VII – Standing Committees: Names, purposes, and composition.

- The Executive Board does have the ability to establish and eliminate committees via a majority vote.

- The suggested committees to be in continued establishment are as follows:

   Technology Committee -

   - This committee is headed by the technology chair.

   - The technology committee is responsible for technological maintenance (website updates, social media posts, etc.).

   Fundraising Committee -

   - This committee is headed by the treasurer.

   - The fundraising committee is responsible for conducting and supporting fundraising events.

   Outreach Committee -

   - This committee is headed by the volunteer chair.

   - The outreach committee is responsible for membership recruitment and maintaining the continued engagement of general body members.

Article VIII – Advisor(s) or Advisory Board: Qualification Criteria.

- Advisors of student organizations 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.

- Advisors are to be involved in programming and provide direction as needed throughout the academic year.

- At minimum, one meeting with the advisor should be held between Executive Board members per semester.

Article IX – Meetings and events of the Organization: Required meetings and their frequency.

-   50% general meetings and attendance at 1 or more events hosted may be required for membership each academic year. Physically entering a prison facility is *not* the only qualifying event. Attending fundraising events, guest speaker talks, or any other Project PEER sponsored volunteer activities does satisfy the membership involvement requirements. General body meetings should be held once a month at minimum.

Article X – Attendees of Events of the Organization: Required events and their frequency.

- 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 Executive Board does have the ability to review situations on a case by case basis before the member undergoes the removal voting process. The Executive Board, with guidance from the Advisor, can come to a consensus on whether or not the individual should or should not be voted on for removal.

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

- 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 at the following general meeting and then voted upon at the next general meeting.

- Votes should be submitted through an electric ballot. Votes must be submitted by the end of the general meeting in which the proposed amendment is up for vote. A three-fourths majority of votes is needed for the amendment to pass. The constitution should not be amended easily or frequently.

- Following the general body vote, the Executive Board does retain veto power with a majority vote.

Article XII – Method of Dissolution of Organization.

- Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.

- Should any funds remain in the Project PEER bank account upon dissolution, the funds shall be donated to a non-profit determined via a general body vote.

- Any remaining decisions should be voted upon by the Executive Board at the time of dissolution.

By-Laws

Article I – Parliamentary Authority

- The rules contained in The Project PEER Constitution shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II – Membership

- Prospective members must complete the interest form found on the Project PEER website and Ohio State Student Organization page. Following this form, the volunteer chair will contact the prospective member and send the information for the next club meeting.
- Every semester dues will be charged. This sum should not be absorbently high.
- To qualify for a position in a learning community or as a tutor, one must go through a more formal process (including activities such as an OPEEP guided training, ODRC training, ODRC background check, and/or Advisor evaluation).

Article III – Election / Appointment of Government Leadership

- Nomination opens during the March general meeting and Executive Board positions are voted on during the April general body meeting.
- The electronic nomination form must be completed by another active member of Project PEER. A nominee must have had at least one year of active membership to qualify for nomination.

- An exiting member of the Executive Board must hold a training detailing the ins and outs of their position to the entering Executive Board member over summer to smoothen the transition of power.

Article IV – Executive Committee

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Article VII – Meeting Requirements -

- A valid quorum size for voting must be above or equal to 50% of the current club size.

Article VIII – Method of Amending By-Laws

-   By-laws may be amended by proposing to E-board in writing, electronic or paper, and reading the change at the next general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

Article IX - Allocation/Acquisition of Funds

-   Membership dues for formal membership in PEER are required within the first two meetings of each semester. Dues of $15 will be collected every semester and will be used for involvement expenses, including transportation, food costs, and merchandise.