Constitution

***Article 1 – Name, Purpose, and Non-Discrimination Policy of the Organization***

**Section 1 - Name:**

The organization will be named “Pass the Class”.

**Section 2 - Purpose:**

Our purpose is to aid in the development of the youth at or below 150% of the poverty line from ages 14-24 of Columbus in all aspects of their life. We provide guidance to help with the transition to adulthood by offering assistance in job applications, academics, test prep, and more. These tutoring sessions will focus on helping the youths achieve their career aspirations or healthy personal goals.

**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, Tutoring at Star House 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 Pass the Class 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.** All new members are expected to undergo an application process that requires an online application and interview with one of the executive board members. To be admitted as a tutor a student must have at least a 3.0 GPA and show genuine passion for helping others. Windows for application will be held at the beginning of each semester unless otherwise noted.

***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), {00312468-1} the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

***Article IV - Organization Leadership:***

**Leadership positions:**

**Primary Leader:** The primary leader (or president) is responsible for all organization duties including communication with all sites as needed, creating and updating the application, and interviewing potential applicants. The president along with the vice president or co-president will be responsible for determining which members join the club. This position lasts until the primary leader has graduated and is determined by the majority vote of the current executive board minus the advisor. New primary leaders will be selected before the end of the school year.

**Secondary Leader:** The secondary leader is either co-president or vice-president depending on consensus among the current primary leader, secondary leader, and treasurer. Just as the primary leader the secondary leader stays in their position until graduation and is determined by the majority vote of the current executive board minus the advisor. New secondary leader will be selected before the end of the school year.

**Treasurer:** The treasurer is responsible for all funding related responsibilities. Treasurer is determined by the majority vote of the current executive board. Treasurers will serve for at least one year. New treasurer will be selected before the end of the school year.

**Advisor:** The advisor’s roll is entirely up to his or her discretion beyond the required registration of the club at the beginning of every year.

**Other Executive Positions:** Other positions will be created as necessary by the primary leader and secondary leader. These positions may include but are not limited to site coordinators, community outreach coordinators, tutor coordinators, etc. These positions can be applied for or added upon request.

***Article V- Election / Selection of Organization Leadership***

Applications to be leaders will be provided in the spring and decisions will be made at the end of the semester. Additionally, the primary and secondary leaders may create new positions and fill them at any time in the semester as needed.

***Article VI - Executive Committee: Size and composition of the Committee.***

The size and composition of the Executive Committee will be changed accordingly to the needs of the organization.

***Article VIII – Meetings and events of the Organization:***

General body meetings will occur at least once a semester. Executive Board will be required to attend meetings that they signed up, except in the case of a valid excuse. Membership requires a commitment to spending at least 1 hour per week tutoring.

Tutors will sign up at the beginning of the semester for a day and time slot and will remain at that time for the entire semester. Tutors will be given one no-questions asked absence as long as they notify tutor coordinators at least one day ahead of time.