STEM2TORS Constitution

***Article I: Name, Purpose, and Core Policies***

Section 1: Name

STEM2TORS

Section 2: Purpose

STEM2TORS strives to make the goals of all Ohio State students in the STEM fields of medicine and engineering more attainable. STEM2TORS’s core belief maintains that a students’ success in these fields at Ohio State should not be hindered by their financial or socioeconomic inabilities to get help when it is needed. Affordability and accessibility to quality tutoring should be available for all STEM Ohio State students and at STEM2TORS we strive to level the playing field and make careers in these competitive fields accessible for all students. Cost-free Peer tutors of STEM2TORS will work tirelessly to ensure their students have the tools and preparation they need to succeed and make their dreams in STEM come to fruition.

Section 3: Non-Discrimination, Sexual Misconduct, Academic Misconduct, and Cost-Free Policies

STEM2TORS is committed to an inclusive academic environment that promotes equal opportunity and the highest degree of accessibility to all people. STEM2TORS 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, STEM2TORS 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. 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](mailto:titleIX@osu.edu).

STEM2TORS does not condone academic misconduct of any kind and holds its tutors and students to the highest standards of academic integrity. Students or tutors suspected of academic misconduct will be reported to the Vice President of Tutors who will report the incident directly to COAM. If COAM finds any student in STEM2TORS guilty of academic misconduct – whether occurring during tutoring within the organization or not – that individual is subject to removal from the organization.

STEM2TORS tutors should never seek out any monetary payment from any of their students. The act of seeking to tutor in exchange for monetary reimbursement of any form is grounds for expulsion from the organization. Voluntary gifts from student members are permitted.

***Article II: Membership***

Section 1: Membership

Membership in STEM2TORS is limited to current, enrolled students at The Ohio State University.

Section 2: Types of Members

Two main types of members exist at STEM2TORS, tutors and students. Tutors will sign up to tutor students, be interviewed by an Executive Board member, and go through a brief training process before becoming an active Tutor if approved by either the President or VP of Tutor Education. Students will sign up to be tutored and will be matched to a tutor by either the President or VP of Tutors.

Section 3: Benefits of Membership

Students of STEM2TORS will be given the opportunity for regular, weekly tutoring with a tutor of the organization and will also be eligible for incentives/prizes at the end of each semester. Tutors of STEM2TORS will be able to gain community service hours tutoring students and will be able to gain leadership opportunities in the organization.

Section 4: Membership Waivers

Students and Tutors of STEM2TORS must sign their respective waivers before partaking in any activities organized by the organization. All members must agree to abide by the policies of Article I Section 3 in this Constitution. All tutors must also agree to have their advising report viewed by the organization's advisor to ensure tutors are equipped to tutor in subjects they plan to tutor in. All students being tutored must also acknowledge that STEM2TORS is not responsible for their academic performance and final course grade.

***Article III: Removal of Members and Officers***

Section 1: Member or Director Removal

If any member of the organization – student, tutor, Director, etc. – is accused of engaging in behavior that is determined to be against the mission or policies of STEM2TORS as outlined in this Constitution, or any inappropriate, reckless, or unlawful act, that individual will be put on trial by the Executive Board. The accused individual will be interviewed by either the President, VP of Tutors, or VP of Tutor Education, the three of who will then vote on whether the accused member can remain in the organization. The three Executive Members on the case must decide whether the accused is innocent or guilty by a simple majority vote. If they decide the member is guilty, they are immediately removed from STEM2TORS and if innocent, they are immediately reinstated, cleared, and can return to their normal business prior to any accusations of delinquency.

Section 2: Officer Removal

If any member of the Executive Board – who is not the President – is accused of violating either the Constitution or policies of STEM2TORS, that individual will temporarily be removed from their post as the investigation progresses. While the investigation is underway, they must turn over all organization accounts they have access to and passwords and other sensitive information must be changed so that they can not access it should they be found guilty. The President will then inform the advisor of the accusations and select two other members of the Executive Board to aid in the investigation. They will then investigate the accused alongside the advisor. The 3 Executive Board members will then vote the accused innocent or guilty by a simple majority. If innocent, the accused is cleared, if guilty, the accused is then decided to be guilty or innocent by the advisor. If found innocent at any step along the process, the accused is cleared of wrongdoing, and they may return to their post and continue with their normal duties. If found guilty, the accused is removed from the organization immediately and the vacancy shall be filled in accordance with Article V of this constitution.

Section 3: President Removal

If the president is accused of any wrongdoing that violates this constitution or any other policies of STEM2TOR, the Vice President of Tutors will inform the organization’s advisor who will then determine how a trial will be held for the accused president.

Section 4: Executive Members or Directors Stepping Down

If a member of the Executive Board – who will still be an undergraduate student at The Ohio State University the following academic year – wishes to step down from their role, they may announce their intention to do so in February prior to the March election where their position’s vacancy will be filled. Students graduating from Ohio State any time before the following Spring term must also step down during this time. Their vacancies will then be filled in accordance with Article V. Since directors only have one-year terms, they cannot step down during the academic year and are instead chosen every Fall.

***Article IV: Organization Leadership***

Section 1: The Executive Board

The Executive Board is the primary authority of STEM2TORS and will comprise of tutors of the Organization. Members of the Executive Board must be available and willing to tutor at least one student (1 hour a week) during the time they serve. The Executive Board will be comprised of a President and 6 Vice Presidents all serving on the Executive Board. Terms on the Executive Board will be indefinite (members of the Board must serve for at least 2 semesters though), and vacancies will be filled by the Executive Board through an application process led by the President and Vice President of Tutors.

Clause 1: The President is the Primary Leader of STEM2TORS. Their duties are to work in tandem with the Vice President of Tutors to ensure tutors are well trained, well organized, and kept in good record. They are also responsible for long term projects of STEM2TORS and overseeing the operations of other leadership positions within the organization.

Clause 2: The Vice President of Tutors is the Secondary Leader of STEM2TORS. They are primarily responsible for keeping track of tutoring sessions between students and tutors and that all tutors are proficiently trained and performing their duties correctly. They also work alongside the President on long term projects.

Clause 3: The Vice President of Finance is the Treasurer for STEM2TORS and shall manage all the bank accounts and funding requests for STEM2TORS.

Clause 4: The Vice President of Tutor Education is responsible for researching and creating tutor education as well as continuously creating short continuing education for tutors.

Clause 5: The Vice President of Communications is responsible for email updates withing the organization, maintaining the organization’s website with the VP of Marketing, and keeping an organization roster.

Clause 6: The Vice President of Recruitment is responsible for recruiting new tutors and students for STEM2TORS to grow the organization as much as possible.

Clause 7: The Vice President of Marketing is responsible for running social media accounts for the organization as well as working alongside the VP of Communications on the website for STEM2TORS.

Section 2: The Board of Directors

The Board of Directors is comprised of Directors for major subjects of study for tutors and students within the organization. Directors should be the most talented and intelligent tutors for a given area of study. A Director of Calculus, Engineering, Statistics, Biology, Chemistry, and Organic Chemistry will serve the organization. Directors – who do not graduate before the end of the year – will be chosen in the Fall by the Executive Board and may be any tutor, even one on the Executive Board who is not serving as President. Directors will have a one-year term and may be removed at any time by a unanimous vote of the Executive Board, not including any Director also on the Executive Board being voted on.

***Article V: Leadership Selection***

Section 1: Executive Board Selection

Any tutor may apply to fill a vacancy for any position on the Executive Board in February. Candidates for positions on the Executive Board will be evaluated and then the entire Executive Board will vote to confirm a replacement in March. Members of the Executive Board may be a part of the selection process for their replacement, and this is a requirement for the President and VP of Finance. For, a vacancy of the Office of President, the Executive Board – excluding the current President – will vote to affirm a successor of the current President’s nomination. Any 3-3 tie resulting from this vote will result in that candidate being rejected.

Section 2: Board of Directors Selection

The Executive Board will select the Board of Directors. Any tutor besides the President may apply to become a director for a subject that they are highly skilled at. The Board of Directors should then propose and debate candidates for each spot so that the most skilled tutors become Directors for each subject.

***Article VI: Advisor Requirements***

Section 1: Advisor Requirements

An advisor is required to serve STEM2TORS and said advisor must be a full-time employee of The Ohio State University faculty or Administrative and Professional Staff.

***Article VII: Organizational Meetings***

Section 1: Organizational Meetings

The Executive Board will meet regularly with either virtual or in-person meetings, scheduled by the President with the availability of the rest of the Executive Board considered. General body meetings may also be scheduled by the Executive Board for end-of-semester celebrations or banquets, but no regularly scheduled organization-wide meetings exist. Tutors can tutor as many students as they desire but must tutor at least one student and should expect to meet with each student weekly for an hour for the entire semester they work together. More time can be scheduled outside of this one-hour weekly requirement and is encouraged for time around midterms and finals.

***Article VIII: Method for Amendments***

Section 1: Amendments

Amendments or altercations to this constitution must be in writing and proposed by any tutor in STEM2TORS. An amendment must then be sponsored by any member of the Executive Board, debated at an Executive Board meeting, and voted upon in a timely fashion. If the Executive Board votes unanimously in favor of the amendment, the amendment is passed, and this document must be ratified accordingly.

***Article IX: Dissolution of the Organization***

Section 1: Dissolution

If large, insurmountable debts are acquired by STEM2TORS or the Executive Board believes the organization should be dissolved at any time, two anonymous votes – in favor of dissolving – by the Executive Board, thirty (30) days apart, will dissolve STEM2TORS and void this constitution.

***Article X: Tutors***

Section 1: Tutor Requirements

In order to tutor a class through STEM2TORS a tutor must have earned a “B” grade or higher in the course at Ohio State or have high school or AP credit in the class. If a prospective tutor has only high school or AP credit in the course, the majority decision of the President, Vice President of Tutors, and Vice President of Tutor Education will decide whether said prospective tutor can tutor in that class. Course grades at Ohio State will be verified by the organization’s advisor in accordance with Article II Section 4. All final decisions on whether a student is allowed to tutor in a certain course in STEM2TORS falls upon a majority decision by the President, Vice President of Tutors, and Vice President of Tutor Education.

Section 2: Tutor Classes

Tutors may tutor in Biology, General and Organic Chemistry, Psychology, Physics, Calculus, Fundamentals of Engineering, and other various Engineering Math courses. Ultimately, the Vice President of Tutors is the ultimate authority on which classes a STEM2TORS tutor may teach, and the President, Vice President of Tutors, and Vice President of Tutor Education decide whether a tutor is equipped to teach a certain course. Both decisions are made on a case by case basis with the framework of this constitution guiding any decision.