

## **The Constitution of the Pilot Dogs Club**

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

**Section 1 – Name:** This club shall go by the name of “Pilot Dogs Club.”

**Section 2 – Purpose:** Our purpose is to provide a united group of Co-Pilots and sitters to work with the outside organization Pilot Dogs towards the raising and training of puppies, who will serve to expand the life of someone who is blind or visually impaired, providing them with freedom and self-confidence.

**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, the Pilot Dogs Club 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](mailto:titleIX@osu.edu).

### ***Article II – Membership: Qualifications and Categories of Membership***

This organization’s voting membership is limited to students currently enrolled in The Ohio State University. Other non-student members, including faculty, alumni, and professionals, may become members but only as non-voting associate or honorary members.

### ***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, violates guidelines that Pilot Dogs has laid out for Co-Pilots and sitters, 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, violation of Pilot Dogs guidelines, 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), 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/President** - The duties of the President will include (but are not limited to) leading and overseeing all club events and activities, directing the club toward the overall purpose of the organization, and serving as a communicator between club members, executive board members, the club advisor, and Pilot Dogs.

**Secondary Leader/Vice President** – The duties of the Vice President are to assist in Presidential duties as well as to lead club events and activities in case of the President's absence.

**Treasurer** – The duties of the Treasurer include overseeing the club's finances by accounting for all transactions, applying for funding, and the possible collection of dues.

**Advisor** – The primary role of the Advisor is to oversee the club as a whole and to remain someone that the executive board may contact for more general questions or advice regarding the organization and how it is run.

**Secretary** – The duties of the Secretary include taking attendance at all events and meetings, writing down the minutes for regular meetings, and mediating communication between club members, executive board members, the club advisor, and Pilot Dogs through the club email account.

**Social Media Representative** – The duties of the Social Media Representative include creating all social media accounts and keeping them updated with announcements about club meetings and pictures from these meetings and other events.

#### ***Article V – Election/Selection of Organization Leadership***

Officers serving on the executive board will be selected by the previous year's executive board upon applying for the position(s) that they wish to occupy. The timing of these elections will occur towards the end of the school year (around May) as executive board turnover will occur beginning in August of the following school year.

#### ***Article VI – Advisor Qualification Criteria***

Advisors for the Pilot Dogs Club should be full-time members of the University faculty or Administrative and Professional staff. If an advisor that is not affiliated with the University should be chosen, a co-advisor who is a member of the University must be appointed alongside them. Responsibilities and expectations of the advisor are clearly listed in Article IV.

***Article VII – Meetings and Events of the Organization: Required meetings and their frequency***

Two meetings will be held each month, with one being more geared toward Pilot Dog training and the other being a more social event. To be considered a current and up-to-date member of the Pilot Dogs Club, members must attend two of the meetings geared toward training and at least one of the monthly social events hosted by the club each academic term with the exception of summer.

***Article VIII – Attendees of Events of the Organization: Required events and their frequency***

The Pilot Dogs Club reserves the right to member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise does not align with the policies stated in the organization's Constitution.

***Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements***

Any amendments to this Constitution must be proposed to the executive board in writing but should not be acted upon until they are presented to the general body. After being read at two subsequent general body meetings, a vote will be taken that will require two-thirds of voting members (a quorum being present) to vote to approve the amendment before it may be added to the Constitution.

***Article X – Method of Dissolution of Organization***

Should it come to a point where the organization must go through the dissolution process, the club's leading officers and advisor will manage any assets or debts that may still exist for disposition.