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**College Mentors for Kids Constitution**

Date Prepared: April 3, 2023

Date Amended: April 3, 2023

*Below is a sample constitution template. You may need to make changes in accordance with your university rules and policies. Any changes need to be sent to your ADP at the national office and must be approved.*

**Mission Statement**

Mentoring transforms lives: College Mentors for Kids connects kids to college students through weekly on-campus activities that inspire growth, confidence, and brighter futures.

**Article I - Name**

1. The name of the organization is College Mentors for Kids, Inc. It is also known as College Mentors for Kids or College Mentors.

**Article II – Purpose of Organization**

1. The purpose of the organization is to allow college students to give back to the community by mentoring elementary school students through activities centered on higher education and career, community service, and culture and diversity.

**Article III – Definition of Membership**

1. Current full-time or part-time Ohio State University students are eligible for membership in the Ohio State University chapter of College Mentors for Kids, Inc.
   1. Members of this organization consist of executive staff members, additional staff members, and mentors.
2. All new applicants will fill out an online application through collegementors.org. The next step is to go through an interview process with college student leaders.
   1. *Rocky Wondwossen*
   2. *Caitie Gibbs*
   3. *Hannah Hopson*
   4. *Riya Bhatt*
   5. *Anna Levy*
   6. *Nicola Settle*
   7. *Josh Hoak*
   8. *Ian McArdle*
   9. *Casey Levy*
   10. *Sahil Khambhampati*
3. Mentors are selected based on the strength of their application and their interview.
4. If selected, each participant will have a background check completed through the national office.
5. During a chapter’s start-up year, the College Mentors for Kids national office may appoint student staff. Each year thereafter, executive staff members and additional staff members shall be appointed by the national office and incoming chapter staff.
6. Each active member in the organization will also need take online trainings before being permitted to attend activities with the little buddies.
   1. Mentors need to take four trainings:
      1. Volunteer Training 1
      2. Volunteer Training 2
      3. Volunteer Training 3
      4. Volunteer Training 4
   2. Staff Members need to take multiple trainings
      1. Volunteer Training 1
      2. Volunteer Training 2
      3. Volunteer Training 3
      4. Volunteer Training 4
      5. Training specific to their positon
7. The Ohio State University chapter of College Mentors for Kids is a member of a national initiative. As a member, it is required to fundraise a portion of the total chapter expenses. In return, the national office commits to providing programming resources, materials, support, funding, training, and evaluation and assessment data.
8. All staff and mentors agree to serve as members of the organization for a minimum of one academic year.
9. Executive staff members can be reappointed for as many years as they are willing to serve but must participate in the interview process annually.
10. Additional staff members are able to continue in their position without going through the interview process again unless asked by an executive staff member or the national office to re-interview.
11. Mentors do not have to go through the interview process to continue being a mentor unless they do not participate in the program for two consecutive semesters.
12. All mentors and staff must adhere to the policies and procedures outlined in the *College Mentors for Kids Handbook*. These policies and procedures describe appropriate behavior for mentors and detail the responsibilities that accompany the roles of mentors and staff. Members who violate policies or do not fulfill their responsibilities can be asked to leave the program.
13. Membership and participation in the College Mentors for Kidsprogram are free from discrimination based on 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.

**Article IV- Organization Officers and Election Procedures**

1. Executive Staff
   1. President
   2. Vice President of Activity Planning
   3. Vice President of Program (*5)*
   4. Vice President of Fundraising
   5. Vice President of Engagement
   6. Vice President of Development
2. Additional Staff Members
   1. General Manager
   2. Activities Director
   3. Fundraising Director
   4. Engagement Manager
   5. Transportation Officer
   6. *Diversity, Equity, and Inclusion Committee Member*
   7. Recruitment Director
   8. Special Events Director
   9. PR & Marketing Director
   10. Photographer/Videographer
   11. Webmaster
3. Staff Eligibility
   1. Must be an Ohio State University student
4. Election Procedure
   1. Executive Staff
      1. President
         1. An application from the national office is sent to all staff members.
         2. If an application is filled out, the applicant will have the opportunity to interview for the president position.
         3. The Associate Director of Programming from national office conducts all president interviews. Site managers (also known as faculty advisors) may also be invited to attend.
         4. The Associate Director of Programming from national office selects the president.
      2. Vice Presidents
         1. An application from the national office is sent to all members of the organization.
         2. If an application is filled out, the applicant will have the opportunity to interview for a vice president position.
         3. *Interviews Conducted by Current and Incoming Presidents, Jenna Oliver and Rocky Wondwossen*
         4. The incoming president chooses the vice presidents based on their application and interview.
   2. Staff Members
      1. All staff positions
         1. An application from the national office is sent to all members of the organization.
         2. If an application is filled out, the applicant will have the opportunity to interview for a staff position.
         3. *Rocky Wondwossen, Caitie Gibbs, Hannah Hopson, Riya Bhatt, Casey Levy, Anna Levy, Josh Hoak, Ian McArdle, Nicola Settle, Sahil Khambhampati*
         4. *Rocky Wondwossen, Caitie Gibbs, Hannah Hopson, Riya Bhatt, Casey Levy, Anna Levy, Josh Hoak, Ian McArdle, Nicola Settle, Sahil Khambhampati*
5. Qualifying for these positions
   1. Must support the mission of the organization
   2. Must be willing and able to fulfill the responsibilities of the position with enthusiasm and integrity
6. Officer Removal

Each staff member holds the ability to remove the staff members they oversee if they are not fulfilling the responsibilities of their role or abiding by the policies in the *College Mentors for Kids Handbook.*

The national office has the right to remove any staff members who are not fulfilling the responsibilities of their role or abiding by the policies in the *College Mentors for Kids Handbook*.

1. Officer Vacancy
   1. In the event of a staff position vacancy, the staff member who oversees each position will select a replacement for the role.
   2. Executive duties and staff positions can be changed and added throughout the year as deemed necessary by the College Mentors for Kids national office or the president.

**Article V – Site Manager**

1. The president will ask the executive staff members if they can identify potential candidates for the site manager role. If there are no suggestions, additional staff members and mentors will be asked. Once there is at least one potential candidate, the president will meet with with the candidate to discuss the duties of the site manager. The president will select the best candidate to be the chapter site manager.
2. The site manager is expected to make a commitment of two academic years in the role unless an alternative timeline is approved by the national office
3. The chapter site manager will uphold all university requirements to serve in this role.
4. The site manager will be informed of all meetings and activities and may call a special meeting of the organization to discuss concerns for the ongoing nature of the organization.

**Article VI – Officers and Duties**

1. Executive Staff
   1. President
      1. Will hold and preside over all staff and executive board meetings
      2. Will be responsible for creating the agendas for these meetings as well as maintaining order during the meetings
      3. Will act as a communication liaison between executive staff, additional staff, and mentors
      4. Will make sure all program logistics are taken care of
      5. Will form relationships with partners at the elementary school(s) and university as well as the College Mentors for Kids national office
      6. Will ensure that all Ohio State University policies are being met by each member in the organization
      7. Will ensure that all requirements from the College Mentors for Kids national office are being met in the areas of leadership, activity quality, financial management, and safety
      8. Will attend mandatory training led by the national office in August
   2. Vice President of Activity Planning
      1. Will oversee each aspect of the activity planning process
      2. Will recruit, oversee, and communicate with activities directors
      3. Will ensure that the activity planning timeline is being met, activities sheets are completed and sent to staff and mentors, and activity structure follows the College Mentors for Kids national office standards
      4. Will determine the supplies required for each activity day and work with staff members to ensure the chapter is staying within budget
      5. Will oversee communication with guest speakers and ensure they are prepared for the activity day
      6. Will plan and coordinate the Buddy Pair Wrap Party
   3. Vice President of Programming
      1. Will oversee general managers, transportation officers, and mentors for their assigned day to ensure that they have the training and tools they need to help little buddies get the most out of each activity
      2. Will maintain strong communication with school partners about little buddy attendance, behavior, and recruitment of little buddies
      3. Will maintain strong communication with GMs and mentors in weekly emails that are sent out several days before activity and in weekly announcements at the end of activity
      4. Will ensure that all components of the database are updated
      5. Will ensure all safety policies and procedures required by the national office are being followed
      6. Will attend activities to ensure every component included in the activity sheet is being implemented effectively, oversee the logistics on the activity day, coordinate the behavior management system, and help navigate challenging behavior issues
   4. Vice President of Fundraising
      1. Will create and executive the chapter fundraising plan and timeline
      2. Will oversee a team of fundraising directors
      3. Will explore and determine the most effective ways to raise funds
      4. Will ensure the chapter is financially stable and raises the funds required to meet financial needs
      5. Will hold all members accountable for meeting individual goals
      6. Will organize logistics for all fundraising initiatives, including stewarding donors, soliciting businesses for monetary and in-kind donations, and creating grant proposals
      7. Will communicate fundraising needs to other chapter participants
      8. Will collect, organize, and submit all donations with help of fundraising directors
   5. Vice President of Engagement
      1. Will create and implement a recruitment plan
      2. Will recruit, train and manage engagement managers
      3. Will develop new strategies for mentor and little buddy recruitment
      4. Will oversee the mentor interview process and communicate results
      5. Will maintain the waitlist and replace mentors who leave the program
      6. Will ensure all mentors understand program expectations
      7. Will train mentors who join the program after Chapter Kick-Off
      8. Will facilitate feedback and training sessions for mentors
      9. Will provide individualized support to buddy pairs as needed
      10. Will conduct closure meetings with mentors and little buddies whose matches end early and oversee match closure at the end of the year
2. Staff Members
   1. General Manager
      1. Will facilitate the activity with the buddy family and make sure the activities are well-organized, impactful, and follow the College Mentors for Kids structure
      2. Will maintain order and discipline within the buddy family while creating a safe environment for the little buddies and mentors
      3. Will communicate with mentors before, during and after activity
      4. Will facilitate strong communication between mentors and little buddies
      5. Will fill out incident reports if there is an issue during activity time, handle abuse/neglect allegations and bullying issues, and keep a list of all emergency contact information
   2. Activities Director
      1. Will assist mentors and the VP of activity planning in designing activities that follow the College Mentors for Kids model and structure
      2. Will create detailed activities sheets each week
      3. Will coordinate supplies and reading materials needed for activities
      4. Will reach out to and prepare guest speakers
   3. Fundraising Director
      1. Will work with the VP of fundraising to select fundraising sources and implement the chapter fundraising plan
      2. Will set strong individual fundraising expectations with mentors and staff and hold them accountable for meeting individual fundraising goals
      3. Will assist in planning and coordinating fundraising events
   4. Engagement Manager
      1. Will assist with implementation of the recruitment plan
      2. Will brainstorm new mentor and little buddy recruitment strategies
      3. Will help coordinate the mentor interview process
      4. Will promote College Mentors throughout the campus and community
      5. Will assist in setting clear program expectations with mentors
      6. Will provide individualized ongoing support to buddy pairs as needed
      7. Will conduct closure meetings with mentors and little buddies whose matches end early
   5. Transportation Officer
      1. Will ride the bus to and from activity every week
      2. Will manage little buddy behavior issues on the bus
      3. Will make sure transportation meets all national standards for safety
      4. Will oversee the little buddy drop-off process
   6. *Diversity, Equity, & Inclusion Committee*
      1. Will assist in providing a diverse, equitable, and inclusive space for our staff, mentors, and little buddies
      2. Will promote equity and inclusion in all communications, meeting topics, and discussions
      3. Will encourage diversity throughout all facets of our program alongside members of the executive staff
      4. Will plan collaborative meetings with the Office of Diversity and Inclusion and other diverse organizations on campus
      5. Will research and educate members within our chapter about the power of mentorship, current events, and how to appreciate diversity and foster inclusivity
   7. Recruitment Director
      1. Will assist with implementation of the recruitment plan
      2. Will help to coordinate the mentor interview process
      3. Will ensure all participants understand the program and can speak about it confidently
      4. Will contact heads of other groups and organizations on campus to promote the program
      5. Will reach out to scholars and interest groups on campus to promote the organization and their newsletters, email lists, etc
      6. Will prepare materials and arrange participation at various campus-wide recruitment opportunities, such as the fall and spring involvement fairs
      7. Will assist in the recruitment, selection, and retention of mentors
      8. Will attend all the monthly general staff meetings and any development team meetings at the discretion of the vice president of development
   8. Special Events Director
      1. Will assist in designing and ordering apparel
      2. Will help coordinate logistics for the holiday and end-of-the-year parties each semester
      3. Will plan any large scale special events, such as the 5K
      4. Will assist in creating flyers for special events
      5. Will address thank you notes to sponsors of any special event
      6. Will assist in the recruitment, selection, and retention of mentors
      7. Will attend all monthly general staff meetings and any development team meetings at the discretion of the Vice President of Development
   9. PR & Marketing Director
      1. Will develop and promote the organization’s image
      2. Will create and execute a PR and marketing plan for the year
      3. Will oversee the organization's social media accounts
      4. Will work with other teams and staff members to raise awareness of fundraising, recruitment, special event, and activity initiatives/events
      5. Will assist in the recruitment, selection, and retention of mentors
      6. Will attend all monthly general staff meetings and any development team meetings at the discretion of the Vice President of Development
   10. Photographer/Videographer
       1. Will photograph and/or film various aspects of the organization, such as activities, fundraising events, and any other chapter events
       2. Will pioneer any visual media initiatives
       3. Will create the recruitment video
       4. Will assist in the recruitment, selection, and retention of mentors
       5. Will attend all monthly general staff meetings and any development team meetings at the discretion of the Vice President of Development

**Article VII – Meetings**

1. The executive staff will meet once a week on Sundays at 7pmduring the academic year.
2. The full staff will meet once a monthduring the academic year
3. The president will hold all executive staff and full staff meetings
   1. If the president is unable to attend, the Vice President of Engagement will hold the meeting(s).
4. If an emergency meeting needs to be held:
   1. The president will call the executive staff members individually.
   2. If additional staff members are needed, the executive staff will call their specific staff members to ensure all members are aware of the meeting.

**ARTICLE VIII ‐ Constitutional Amendments**

1. All changes to the Constitution must be voted on the executive staff
   1. To pass, 2/3 of the executive staff must be in favor.
   2. If the changes aren’t passed, the executive staff will work until a compromise is made and a 2/3 vote of members must be in favor.
2. Amendments regarding staff positions or staff selection cannot be made without the approval of the national office staff.

**Article IX – Dissolution**

1. Dissolution will occur if the College Mentors for Kids national office and current executive staff deem that the program is no longer being effectively implemented and run at The Ohio State University.Dissolution of the College Mentors for Kids Ohio State University chapter must be voted on by the full staff. To pass, ⅔ of staff members must be in favor. Unspent funds will be given to the College Mentors for Kids national office.
2. The national office has the right to dissolve a chapter that is not in compliance with the policies and procedures or is deemed unable to effectively promote and uphold the organizational mission.