

# Constitution

## *Article 1 - Name, Purpose, and Nondiscrimination Policy of the Organization.*

Section 1 – Name: Palette Pals at The Ohio State University

Section 2 – Purpose: The purpose of this club is to provide a service that integrates Ohio State students with individuals with developmental disabilities and their families. Student volunteers will collaborate to administer a program that supports and empowers the creativity of individuals with developmental disabilities by hosting painting nights.

Section 3 – Nondiscrimination 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.

## *Article 2- Membership: Qualifications and categories of membership.*

Voting membership should be defined as limited to currently enrolled Ohio State graduate and undergraduate students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members. [For educational and leadership development reasons, student organizations are to be student initiated, student lead, and student run]. The organization does not allow non-student members.

## *Article 3 – Methods for Removing Members and Executive Officers.*

3.a. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

3.b. Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two thirds affirmative vote of the executive board.

3.c. If 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 4 - 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 or appointed from the ranks of the organization's voting membership. The titles of organization leaders, the length of terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified. Organizations need to have the necessary leaders to conduct their activities.

- President: The President is the highest-ranking officer and the leader of the organization. They preside over meetings, represent the organization externally, and provide overall direction and vision.
- Vice President: The Vice President supports the President and assumes their duties in their absence. They may also have specific responsibilities, such as overseeing committees or organizing and leading events.
- Secretary: The Secretary is responsible for keeping records of meetings, maintaining official documents, running social media, and handling organization-related correspondence.
- Treasurer: The Treasurer manages the organization's finances, maintains financial records, creates budgets, and handles financial transactions.

Each leader will be chosen by majority vote in an election in which all members of the organization participate. The elected leaders will begin their terms on the first day of the summer semester. Terms will last 1 calendar year and elections will take place at the end of each spring semester.

*Article 5 - Executive Committee (if needed): Size and composition of the Committee.*

This Committee (like a board of trustees or directors) represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. This Committee is comprised of the organization leaders: President, Vice President, Secretary, and Treasurer

*Article 6 - Standing Committees (if needed): Names, purposes, and composition.*

These committees serve the organization leadership, Executive Committee, and general membership and are permanent and designed to carry out the basic functions of the organization. Often chairpersons of these committees are appointed by the organization leadership.

*Article 7 – 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. Responsibilities and expectations of advisors include approving yearly goals, adding members to the roster, and other admin duties.

*Article 8 – Meetings of the Organization: Required meetings and their frequency.*

Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term except for summer.

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

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a majority or two-thirds of the entire voting membership of the organization, present or not. If an executive committee member is the one proposing the amendment, they will be removed from the voting pool. In the event of a tie, a revote will be held, where all members can cast a new vote. This may be repeated until the tie is broken. The constitution should not be amended easily or frequently.

*Article X – Method of Dissolution of Organization.*

**1. Initiation of Dissolution:** Dissolution of the Organization can be initiated through one of the following methods:

- A formal motion made during a general meeting, requiring a 2/3 majority vote of active members.
- A decision by the executive board, followed by a majority approval of the general membership.

**2. Notification and Documentation:** Once the decision to dissolve the Organization has been made, the executive board shall immediately inform the university administration and submit a formal letter indicating the intent to dissolve. The letter should include the following information:

- Name of the Organization
- Reason for dissolution
- Date of the decision
- Signatures of the executive board members

**3. Inventory and Asset Management:** An inventory of all Organization-owned assets, equipment, and materials shall be conducted. Assets can include but are not limited to:

- Office supplies
- Event materials
- Financial resources

The executive board shall determine the appropriate distribution of assets, ensuring compliance with university policies and any contractual obligations.

**4. Financial Responsibilities:** The treasurer or designated financial officer shall be responsible for settling all financial obligations, debts, and outstanding payments of the Organization. Any remaining funds in the Organization's account shall be disbursed in accordance with the Organization's constitution and/or bylaws.

**5. Termination of Contracts and Agreements:** All active contracts, agreements, and partnerships entered by the Organization shall be reviewed, and necessary termination procedures shall be followed. The executive board shall communicate the dissolution to relevant parties and seek guidance on any required steps for termination.

**6. Communication:** The Organization shall notify its members, sponsors, collaborators, and the broader campus community about its dissolution through official channels, including social media, email, and the

organization's website. This communication should provide information about the reasons for dissolution and any final events or activities.

**7. Records Preservation:** The Organization shall maintain its records, documents, and archives for a specified period of time as required by university policy. The designated representative shall ensure that these records are properly stored and accessible for any potential audits or historical reference.

**8. Final Meeting and Farewell Event:** Prior to dissolution, the Organization shall hold a final general meeting to formally announce the dissolution and express gratitude to its members. An official farewell event may also be organized to commemorate the Organization's achievements and contributions to the campus community.

**9. Official Closure:** Following the completion of all dissolution tasks and responsibilities, the executive board shall submit a final dissolution report to the university administration, indicating the successful completion of the dissolution process.

# By-Laws

## *Article 1 – Parliamentary Authority.*

The rules contained in Robert's Rules of Order 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 2 – Membership.*

Any individual who takes interest in Palette Pals at The Ohio State University is eligible to become a member. They must attend at least 2 paint nights to become a registered general member. Members can terminate their membership at any time.

## *Article 3 – Election/Appointment of Government Leadership.*

### **Eligibility for Office:**

- To be eligible for office in Palette Pals at The Ohio State University a candidate must be a registered member of the organization for at least two consecutive academic semesters.
- Candidates must maintain good academic standing and adhere to the code of conduct of the institution.

### **Nominating Process:**

- A call for nominations will be announced 3 weeks before the election date.
- Nominations can be submitted by any registered member and may not include the candidate's consent, but the candidate's consent is required to participate in the election.
- Nominees will have the opportunity to accept or decline the nomination.

### **Design of Ballots and Balloting Procedures:**

- Ballots will be designed in a clear and easy-to-understand format.

- Balloting will take place online 3 weeks before the end of the spring semester.
- The voting process will be conducted through electronic voting.

**Appointment and Ratification Procedures:**

- In the event of a vacancy, the Executive Board will appoint an interim candidate to fulfill the duties until the next election cycle. If the appointed individual rejects, someone may volunteer themselves. If multiple people volunteer, they will be chosen via majority vote in an election.
- The appointment will be subject to ratification by a majority vote at the next general meeting.

**Timing of Elections and Appointments:**

- Regular elections for the executive board will be held annually.
- Special elections may be called in case of unexpected vacancies and will occur within one month of the vacancy.

**Procedures for Special Circumstances:**

- Resignations: In the case of a resignation, the President will assume the duties temporarily until a new election can be held.
- Impeachments: A petition signed by 80% of members may trigger an impeachment process, leading to a special vote of no confidence.

*Article 4 - Executive Committee.*

- President: The President is the highest-ranking officer and the leader of the organization. They preside over meetings, represent the organization externally, and provide overall direction and vision.
- Vice President: The Vice President supports the President and assumes their duties in their absence. They may also have specific responsibilities, such as overseeing committees or organizing events.
- Secretary: The Secretary is responsible for keeping records of meetings, maintaining official documents, running social media, and handling organization-related correspondence.
- Treasurer: The Treasurer manages the organization's finances, maintains financial records, creates budgets, and handles financial transactions.

*Article 5 - Advisor/Advisory Board Responsibilities.*

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. Responsibilities and expectations of advisors include approving yearly goals, adding members to the roster, and other admin duties .

*Article 6 - Meeting Requirements.*

**Regular and Special Meetings:**

- **Regular Meetings:** Palette Pals at The Ohio State University shall hold regular meetings on 1 day of each week during the academic year.

- **Special Meetings:** Special meetings may be called by the President or upon written request of 50% of the voting membership. Notice of special meetings shall be given at least 7 days in advance.

#### **Size and Determination of Quorum:**

- **Quorum for General Membership Meetings:** A quorum for general membership meetings shall consist of 50% of the total voting membership.
- **Quorum for Executive Committee Meetings:** A quorum for executive committee meetings shall consist of 75% of the total executive committee members.

#### **Committee Guidelines:**

- **Executive Committee:** The executive committee shall consist of President, Vice president, Secretary, and Treasurer and shall have the authority to make decisions on behalf of the organization between general membership meetings.

#### **Conduct of Meetings:**

- Meetings shall be conducted in accordance with Robert's Rules of Order.
- The President or their designee shall preside over meetings and facilitate discussions.

#### **Voting:**

- Voting on decisions shall be by electronic voting.
- Each voting member shall have one vote. Proxy voting is not allowed.
- A simple majority of those present and voting shall be required to approve most decisions. However, certain decisions, such as amendments to the bylaws or dissolution of the organization, may require a 2/3 vote of the total voting membership.

#### *Article 7 - Method of Amending By-Laws.*

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership. The proposed change will be brought up for a vote at the next general meeting with a 2/3 majority vote of the membership present.