

Adopt-A-School Constitution

Article I – Name, Purpose, and Non-Discrimination Policy

- a) *Name:* Adopt-A-School (hereafter referred to as AAS)
- b) *Purpose:* Adopt-A-School is a student organization at The Ohio State University in which its volunteers tutor students at Columbus-area schools. As tutors, college students help the kids by aiding in their studies and serving as a mentor in a structured environment.
- c) *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.
- d) *Sexual Misconduct Policy:* As a student organization at The Ohio State University, Adopt-A-School 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/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 Commitments of Membership

- a) *Qualifications of Membership:* Any regularly matriculated undergraduate or graduate student of The Ohio State University shall be eligible for participation in Adopt-A-School.
 - i) Faculty and staff are also eligible for participation.
- b) *Commitments of Membership:* Tutors are required to serve the time they commit to the organization.

Article III – Methods for Removing Members and Executive Officers

- a) *Method for Removing Members:* Members with more than 2 unexcused absences are subject to removal from the organization. It is left up to the discretion of the leadership team to determine if a member has a valid excuse that allows them to continue in the organization.
 - i) Members will be notified after two absences that they are on probation.
 - ii) To remove a member, the leadership team will notify the member of their removal; aforementioned member will be removed from the mailing list and other platforms currently in use by AAS as deemed by the executive board. The member will be notified that they can be re-trained and re-join the following semester. If a member once again incurs more than 2 unexcused absences, the member will be permanently removed from the organization.
 - iii) If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution, 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 leadership team, as well as an optional consultation with the organization's advisor.
- b) *Method for Removing Executive Officers:* Any elected leadership member may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution, 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 leadership team may act for removal upon a two-thirds affirmative vote of the leadership team in consultation with the organization's advisor.
- 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 leadership team, in consultation with the organization's advisor, may vote to temporarily suspend a member or leadership team member.

Article IV – Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders

a) *Organization Leadership:*

- a) **Primary Leader (Co-president):** In charge of coordinating with GEMS faculty, settling any unforeseen issues that may arise, overseeing/restructuring the volunteer program as needed, participating in outreach such as the involvement fair, completing annual training, and working with fellow officers.
- b) **Secondary Leader (Co-President):** In charge of coordinating with fellow Co-president to delegate and complete tasks. Will participate in outreach, work with executive officers, and oversee the training program.
- c) **Secretary:** In charge of checking emails and responding to common questions/requests, keeping track/updating attendance sheets weekly to track member activity.
- d) **VP of Finance:** In charge of handling necessary finances such as setting up a bank account and use of OSU funded resources, as well as keeping track of a semesterly budget to allocate funds appropriately.
- e) **VP of Engagement:** In charge of planning club events, managing club social media, and keeping track of school holidays to keep volunteers updated regularly.
- f) **VP of Recruitment:** In charge of planning and hosting recruitment events including Involvement Fair, training sessions, and outreach related tasks.
- g) **Advisor:** Will serve as a source of knowledge/inspiration for the current leaders when handling club issues; will mediate conflict and provide advice related to org operations when necessary.

- b) *Term of Office:* All members of the leadership team are able to remain in their elected positions or change positions within the leadership team until they graduate and are no longer affiliated with The Ohio State University.
- c) *Succession:* It is preferable that the primary leader be in their last year of college and that both the secondary leader and VPs are either in their second or third years of college so that they may advance into the position of the primary leader in their final year.
- d) *Duty of the Co-President(s):* The primary leader works to shape lower-level leaders or club members so that they may take over upon graduation. The Co-president(s) is responsible for setting goals and delegating tasks within the leadership team.
- e) *Duty of the Secretary:* It is the job of the attendance officer/secretary to keep track of the members that are or are not attending their scheduled tutoring days/times each week. It is also their responsibility to report members with two or more absences to the primary and secondary leaders so that the process for removal can begin.
- f) *Duty of the Leadership Board:* Each year the duties of each member of the leadership team may differ. It is up to the leadership team to collaborate and decide who will be in charge of what tasks to help keep Adopt-A-School functioning.

Article V – Election/Selection of Organization Leadership

The leadership team is a student organizational board that represents the general organization of Adopt-A-School. The leadership team is responsible for coordinating the organization.

- a) *Method for Leadership Selection:* Spring quarter of each year, the current executive board will vote prospective AAS leaders based on feedback from applicant interviews. Any current AAS executive officer is permitted to conduct interviews and is required to take thorough notes to share with the rest of the board upon meeting to cast votes.

- b) *Method for Filling Leadership Vacancies:* The new primary leader(s) must solicit the general membership for applications for any vacant positions. The new primary leader(s) will then select applicants with the counsel of any returning leadership team members for these positions.

Article VI – Leadership Team: Size and Composition of the Leadership Team

- a) *Organization Composition:* The Adopt-A-School leadership team must comprise at least five positions. The leadership team must include a primary leader, secondary leader, secretary and/or attendance officer, treasurer, and advisor. It is up to the discretion of future leadership teams to decide if more positions should be added.

Article VII – Standing Committees: Names, Purposes, and Composition

- a) *Standing Committee(s):* Adopt-A-School does not have a standing committee due to a lack of need. However, standing committees may be added at any time when the need is clear.

Article VIII – Advisor(s) or Advisory Board: Qualification Criteria

- a) *Methods and Criteria for Selecting Advisor(s):* Adopt-A-School advisor(s) may be selected from any college or position (while obeying university guidelines), so long as they are able to effectively fill the role as an advisor. The advisor acts as a mentor to the leadership team and ensures that the leadership team accomplishes all organizational directives. The advisor(s) will be involved in the process of removal of any members should it be necessary.

Article IX – Meetings and Events of the Organization: Required Meetings and their Frequency

- a) *Executive Board Meetings:* The leadership team will meet as needed.
- b) *General Body Meetings:* Meetings of the general membership are optional and held at the discretion of the executive board based on the nature of org activities of that semester.

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

- a) *Events:* The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution. Any member or event attendee that behaves in a way that does not align with the constitution, Code of Student Conduct, university policy, or federal, state or local law is subject to removal from the event and organization permanently.

Article XI – Method of Amending Constitution: Proposals, Notice, and Voting requirements

- a) *Method for Amending Constitution:* Amendments to the constitution made after its approval for the current term should be proposed during a meeting of the leadership team. The amendment can then be voted on in the subsequent meeting. All amendments must be passed with a majority vote of the leadership team.
- b) *Minor Changes to Constitution:* Minor edits are only permissible if made by the Co-President(s) in circumstances where slight revision is necessary to keep the constitution up-to-date and fix issues to promote readability and understanding; such changes may be announced to the executive board and do not require a majority vote.

Article XII – Method of Dissolution of Organization

- a) *Process of Dissolution:* Adopt-A-School shall use funds only to accomplish the purposes stated in this constitution in accordance with University policy. On dissolution of Adopt-A-School, all unused operating funds shall be returned to the Council on Student Affairs.

Constitution

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