

# ***Constitution of Sunrise Academy Tutoring Club at Ohio State***

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

**Section I - Name:** The full name of this organization is Sunrise Academy Tutoring Club at Ohio State. The organization is also referred to by the acronym of “SATC”.

**Section II - Purpose:** Sunrise Academy Tutoring Club (SATC) seeks to provide college students of all career interests and backgrounds an opportunity to tutor students K-12 at Sunrise Academy, an Islamic charter school. Members of SATC will assist students in various subject areas ranging from algebra to Arabic. Moreover, SATC strives to not only offer a free tutoring service but also allow Ohio State students to build long-lasting relationships and connections with Sunrise Academy's diverse student body.

### **Section III - Non-Discrimination Policy:**

SATC 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, SATC 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: Membership Selection and Removal Criteria**

**Section I - Acquiring Membership and General Meetings:** To become a member of SATC, potential members must fill out a Google form indicating their interest and preferred area to tutor in. The general member will then attend an online meeting with one or more of the club leaders, in which they will be informed of general club policies and what to expect when tutoring. Tutoring sessions will be held at Sunrise Academy once a week. These meeting times and other important information will be communicated to members via GroupMe.

**Section II - Removing Membership:** If a member actively signs up for tutoring sessions and consistently fails to show up, they will be removed from the club. Additionally, if a tutor is repeatedly reported for inappropriate or rude behavior during tutoring, they will be terminated from SATC. Members will be informed if their membership is called into question and will have an opportunity to dispute their potential removal.

### **Article III - Officer Selection and Removal Criteria**

**Section I - Acquiring an Officer Position:** To obtain a leadership position within SATC, the club member must actively attend tutoring sessions and have a good academic standing. Members will indicate their interest in a leadership role through a Google form that will be released in mid to late April. Leadership positions will be given based on a majority vote by the current leadership team.

**Section II - Officer Positions and Duties:** The President(s) is/are responsible for ensuring the club is functioning well and tutoring sessions are performing as intended. Any issues within tutoring sessions will be reported to the President(s), who will decide how to proceed. The Vice President is liable for communicating all information regarding club meetings to Sunrise Academy students and staff. The Vice President will also assist the President(s) in any necessary tasks. The Treasurer is responsible for club funding and spending. All officers will serve a one-year term. In the case that an officer cannot fulfill their one-year term, a special election will be held.

**Section III - Removal of Officers:** If an officer is insufficiently fulfilling their role or is repeatedly reported for inappropriate behavior, they may be demoted to a general member or removed from SATC entirely, depending on the severity of the demeanor.

### **Article IV - Advisor(s)**

**Section I:** The advisor must be a full-time member of the University faculty or Administrative & Professional staff.

**Section II:** The advisor is welcome to attend as many tutoring sessions or other club activities as they desire. The advisor is also welcome to assist with anything the executive board sees necessary.

### **Article V - Meetings**

**Section I:** Tutoring sessions/club meetings will be held weekly at a time and date that is decided by both Sunrise Academy staff and the SATC executive board.

**Section II:** General members will sign up for tutoring sessions and must attend for their entirety unless an emergency arises. Members will tutor in whatever subject area they sign up for unless in the event that multiple members sign up for the same subject. In this case, a member of the executive board will reach out to the members and will discuss tutoring alternatives.