

Perfect Pair at Ohio State Constitution

Preamble: We, the members of the Perfect Pair at Ohio State, in order to develop effective student organizations and leaders through training and education, do hereby establish this constitution.

Article I: Name

The name of the organization will be Perfect Pair at Ohio State, henceforth referred to as Perfect Pair at Ohio State.

Article II: Affiliation with other groups

Perfect Pair at Ohio State does not have affiliations with any campus departments or other organizations at this time.

Article III: Purpose, vision, mission, aims, functions of the organization.

Section 1. Purpose: Perfect Pair at Ohio State is created in order to establish one-on-one connections between seniors in assisted living communities and college students. Student volunteers and senior participants will be paired based on similar interests, hobbies, and background and are provided with a wide array of activities that they can choose to do together. Pairs will be able to tailor their meetings to fit their individual goals and needs, allowing for more personalized and unique connections.

Section 2. Mission: Through connecting generations, we aim to foster friendships and provide support to seniors in assisted living, as well as, college students who are looking for a meaningful volunteer experience. Perfect Pair at Ohio State advocates for seniors in these communities, encouraging them to re-explore some of their passions with their new companions.

Section 3. Perfect Pair at Ohio State understands and is committed to fulfilling its responsibilities of abiding by the Ohio State University policies and procedures.

Article IV: Membership

Section 1. Active membership shall be limited to persons officially connected with the Ohio State University as faculty, staff, registered students, or alumni. In addition, the following requirements are necessary to constitute active members:

- a) Filling out a Volunteer Match Application (can be found on perfectpair.org/getinvolved).

- b) Completing all necessary volunteer paperwork and attending our New Volunteer Orientation.
- c) Payment in full of financial obligations, as determined by Perfect Pair at Ohio State.
- d) Attendance at all Perfect Pair at Ohio State meetings, if paired.
- e) Active participation in all activities, events, and fundraisers hosted by Perfect Pair at Ohio State.

Perfect Pair at Ohio State openly admits students to its membership and does not discriminate on the basis of race, ancestry, HIV/AIDS status, military status, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status.

Section 2: Joining the organization: Interested individuals may join the organization by attending a meeting, requesting to be added to the listserv, contacting a member, or emailing the group. To be considered active, the individual must meet the requirements outlined in Article IV, Section 1.

Section 3: A member may voluntarily withdraw from the organization by notifying the executive board of their desire to discontinue membership. Financial obligations previously paid to the organization will not be refunded.

Article V: Officers

Perfect Pair at Ohio State will be governed by an executive committee consisting of 11 officers:

a) A President will preside at all meetings and will be selected via an application process. The President will create an executive board meeting schedule and will facilitate all board meetings. The President will lead, organize, and facilitate all chapter operations by maintaining effective communication with the executive board, community directors, and program sponsors. The President is responsible for checking in with board members to ensure that procedures are operating smoothly and to offer assistance wherever requested or necessary. The President is responsible for all tasks that are not included in other positions' responsibilities but essential to the success of Perfect Pair at Ohio State

b) Perfect Pair at Ohio State shall also select a Vice President of Operations. The VP of Operations acts as a supporting administrative role to help the chapter of Perfect Pair run smoothly. The VP of Operations' job is to support the President

and maintain the chapter's administrative tasks while being specifically responsible for overseeing volunteer communications. The VP of Operations will also be responsible for sending biweekly update emails to all volunteers. These emails will be sent the day that follows executive board meetings.

c) Perfect Pair at Ohio State shall also select a Vice President of Programming. The Vice President of Programming's duties shall be to create programming that pairs can choose to complete together. The Vice President of Programming will provide the pairs with an exceptional selection of activities - supplies included - that are tailored to feedback from pairs.

d) Perfect Pair at Ohio State shall also select a Vice President of Matching who will create meaningful, sustainable matches between volunteers and residents based on shared interests, hobbies, personality traits, and goals for their participation within Perfect Pair at Ohio State. The Vice President of Matching will follow up with senior participants to get feedback about their connections.

e) Perfect Pair at Ohio State shall also select a Match Onboarding Chair who will work with the Vice President of Matching to seamlessly onboard each resident and volunteer once they have been matched. The Match Onboarding Chair will be responsible for creating and updating pair "Welcome Packets", along with other resources provided to pairs upon being newly matched.

f) Perfect Pair at Ohio State shall also select a Volunteer Chair who will work with the volunteers in order to ensure volunteer satisfaction, to prepare them for their volunteer experience, and to support them while they are part of our program. The Volunteer Chair will keep volunteer sheets up-to-date with relevant information and will contact members for monthly feedback on how their connection is going.

g) Perfect Pair at Ohio State shall also select a Treasurer who will ensure that Perfect Pair at Ohio State has sufficient funding for sustaining all operations and programming. The Treasurer is responsible for monitoring our budget and, in doing so, will keep track of all income, expenses, and reimbursements. The Treasurer is in charge of applying for and acquiring grant money from the University or other outside sponsors.

h) Perfect Pair at Ohio State shall also select a Fundraising Chair who will plan monthly fundraisers to ensure that we have enough money to comfortably and successfully run the organization. All members of Perfect Pair at Ohio State will have the opportunity to participate in fundraisers.

i) Perfect Pair at Ohio State shall also select a Special Events Chair who will brainstorm, promote, and organize special events for the residents to do with their pairs. The Special Events Chair will send out special event information and templates for pair activities (Valentine's Day, Mother's Day, Christmas, Hanukkah, Birthdays, etc.).

j) Perfect Pair at Ohio State shall also select a Community Events Chair who will organize one new and innovative community event each semester for all of the assisted living communities that we serve. These events will be for all residents and volunteers to participate in, even if they are not yet paired in the program.

k) Perfect Pair at Ohio State shall also select a Publicity Chair who will reach out in facebook groups, student organizations, and via other methods to establish and support a large volunteer-base at the Ohio State University. The Publicity Chair will communicate with members through weekly updates on social media platforms (Facebook, Instagram, and Website) and will create PR flyers in both printable and virtual versions.

Article VI: Advisor

Perfect Pair at Ohio State will have a faculty advisor from Ohio State University, as it is required for Registered Student Organizations (RSO). Perfect Pair at Ohio State will be registering as a Registered Student Organization (RSO).

Article VII: Operations

Section 1: Selection process for leadership:

a) The president will be selected using an application process. The application will be sent out at the end of the school year (March). The National Board of Directors will deliberate and elect the next President. The selection must be unanimous.

b) After the selection of the President, the new President will send out applications for all remaining positions. Previous executive board members will be required to re-apply if they would like to maintain a position on the board. The new President and the National Board of Directors will deliberate and select the new executive board based on a unanimous vote.

Section 2: Executive Board Meetings

All executive board meetings will occur on a bi-weekly basis at a time selected by the executive committee and will follow the procedure set forth below.

- i) Attendance
- ii) Report by the President
- iii) Executive Board Member Reports
- iv) Vote on all committee motions/decisions
- v) Any other business
- vi) Dismissal by the President

Section 3: All Member Meetings

All member meetings will happen based on a schedule set by the executive board to talk about and improve the Perfect Pair at Ohio State program.

Article VIII: Finances

Perfect Pair at Ohio State will finance the activities it engages in by the following means:

- a) Applying for funding grants from the Central Student Government
- b) Applying for funding grants from outside sponsors
- b) Membership dues
- c) Fundraisers organized by the Publicity Chair
- d) Donations via perfectpair.org

Article IX: Quorum

Three-Fourths ($\frac{3}{4}$) of the executive board members must be present to constitute a quorum for official business that requires a vote.

Article X: Removal of Membership or Officers

Section 1: Removal of Officers

Any officer of Perfect Pair at Ohio State in violation of Perfect Pair at Ohio State's purpose, constitution, or who fails to fulfill their responsibilities as outlined in Article V, may be removed from office by the following process:

- a) A written request by at least three members of the organization.

- b) Written notification to the officer of the request, asking the officer to be present at the next executive board meeting and prepared to speak.
- c) A two-thirds ($\frac{2}{3}$) majority vote of eligible voting members is necessary to remove the officer.

Section 2: Removal of Membership

Any member of Perfect Pair at Ohio State in violation of Perfect Pair at Ohio State's purpose, constitution, or who fails to meet the membership requirements as outlined in Article IV, may have their privileges as a member revoked through the following process:

- a) A written request by at least three members of the organization must be sent to the executive committee.
- b) Written notification to the member in question, asking the member to be present at the next executive committee meeting and prepared to speak.
- c) A two-thirds ($\frac{2}{3}$) majority vote by the executive committee members to remove the member from the organization.

Article X: Amendments

Section 1: This constitution is binding to all members of Perfect Pair at Ohio State but it is not binding unto itself. Amendments to the constitution may be proposed in writing by any voting member of Perfect Pair at Ohio State at any meeting at which quorum is met. The amendments will be placed on the agenda for the next regular meeting and voted on at that time.

Section 2: Proposed amendments will become immediately effective following approval of two-thirds ($\frac{2}{3}$) vote of all active members.

Article XI: Ratification

This constitution must be ratified by two-thirds ($\frac{2}{3}$) of all active members to take effect and shall be reviewed every 3 years.

Article XII: Statement of Compliance

Perfect Pair at Ohio State has read and agreed to fully comply with the University's policies. We understand that the organization's registration is contingent on acceptance of these policies.

Article XIII: 501(c)(3) Exemption

Section 1: Perfect Pair at Ohio State attests that our purposes are limited to one or more exempt purposes outlined in section 501(c)(3).

Section 2: Perfect Pair at Ohio State attests that our Constitution does not expressly empower us to engage in activities that in themselves are not in furtherance of one or more exempt purposes

Section 3: Perfect Pair at Ohio State attests that our remaining assets will be used exclusively for section 501(c)(3) exempt purposes, upon dissolution.