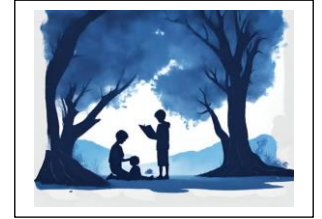


# Skills4Good Club Constitution 2024-2025



## Article I

### Section 1 – Name

*The name of this organization is Skills4Good. This is a non-profit organization at the Ohio State University that redefines tutoring by connecting students of many talents with underprivileged youth to pass on their expertise.*

### Section 2 – Purpose

*This is a club that will:*

- 1. Empower the younger generation to engage in healthy lifestyle choices through extracurricular engagement*
- 2. Provide privatized access to personalized tutoring in any hobbies of interest*
- 3. Expand and circulate high quality learning in many arts*
- 4. Grow a diverse community that enriches children of all backgrounds both locally and globally*
- 5. Create leadership opportunities for students to further develop skills for real world situations*

### Section 3 - 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. As a student organization at The Ohio State University, Skills4Good 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

### Voting:

*Voting for this organization should be bounded to current Ohio State students. Members outside of the university, such as faculty, alumni, and professionals are supported to join and may become members, but only as non-voting associates.*

### Recruitment:

*Club members can join whenever they would like during the school year. Current Ohio State University students can apply for leadership positions and must maintain a good standing with the university in order to be considered.*

## Article III – Methods for Removing Members and Executive Officers

*If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, 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 officers in consultation with the organization's advisor. In addition, any elected officer of the chapter may be removed from their position for cause. If by any chance removal of a member is protected for privacy reasons or Family Educational Rights, members can be voted to be temporarily suspended while being investigated. If any board member is to not be active or carry out the duties on time and/ or unable to do most of the tasks given to them for a repeated amount of time, the President has the right to terminate their leadership role and assign it to someone else who can aid in the efforts much more efficiently.*

## **Article IV - Organization Leadership**

### **Primary Leader (President):**

*The President of the club is in charge of overseeing all of the other leadership positions and making sure that there is clear communication amongst all of them. They are in charge of making sure requirements for the club's active status are being completed on time and that all members are also up to their respective standards as well. If need be, the President is also able to aid in efforts in order to help task completions during their term. Due to the club's recent construction, the incumbent leader, once (A) realizes that the club is able to be functioning with a good number of general members and all tasks are being completed or (B) is nearing graduation and will not be able to be part of the board, then will the president nominate a new President. All new Presidents must have been on the board for at least one year, and will be chosen by the end of the academic year.*

### **Secondary Leader:**

*The secondary leader or Vice president is going to be responsible for aiding the efforts of the president in charge. Tasks such as overseeing other chairs if the President is unable to, for whatever the reason may be, are also applicable to the vice president. The secondary leaders may also provide the President suggestions or more general help in completion of tasks whichever they may be in order to ensure progress of the club at a more optimal speed. Vice presidents are going to be elected by all previous board members and they must meet in a meeting with other officers and discuss why they would like to be part of the board. All vice president nominees must have been on the board previously for at least one year and will be elected by the end of the academic year with the President making the final call, and the term will be for one year or two semesters.*

### **Treasurer**

*The treasurer of the club will be responsible for managing the economic aspect. Making sure that the club is following all regulations and guidelines in terms of the finances is also a very important task and the treasurer will be making sure it is completed. The treasurer will have to report to the President on any failures of completion of tasks and review all edits and changes made to the club by following up with the President at least once a week with a summary of what changes were made. Treasurers will be elected by the officers by the end of the academic year with the President making the last call, and once again will serve for 2 semesters.*

### **Advisor**

*The advisor is a critical role for the club. Advisors are critical to ensure approvals of the club's decisions for tasks that may require communication with OSU or other large organizations. The advisor may also assist in programs or serve as a source of reference for possible initiatives during the semester that may need to be completed. The advisor is going to serve for two semesters, and be chosen at the end of the second semester by the President based on their discretion.*

## **Article V- Election / Selection of Organization Leadership**

*All elections will occur during the end of the second term or the end of the academic year. As mentioned before, in order to be considered for any for the President or Vice President role, at least one year of experience with the other leadership positions is needed. Election for the other officer roles, first a meeting between incumbent leadership roles and the member to be considered will be held where the potential nominee must discuss why they believe they are ideal for the position. Then, incumbent leadership positions will meet together and choose whom they believe to be fit for each role and the President will make the last call with advice from the other leadership figures. If someone were to resign mid way through the full 2 terms, the candidate next in line after the chosen candidate will be automatically given the leadership position before elections occur again at the end of the second term. Circumstances/ conflicts must be reported to the President and if possible must be reported before hand and mentioned during the meeting.*

## **Article VI - Executive Committee: Size and composition of the Committee.**

*The executive committee consists of 4 members: the President, Advisor, Treasurer, and Vice president. The ranking in which authority flows is as described: The advisor will have the final say in any important connections that may be made or ideas that may need to be passed via the advisor; the president is next in charge, then the vice president, and the treasurer. When voting for positions or amendments for possible additions to the constitution, the president must seek the approval of at least one board member when making the final judgment on whom is to be elected, or which amendment is to be passed, etc.*

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

*The president and vice president are to nominate members of the committee in order to help further aid in spreading awareness of the club and helping it to achieve it's goals. Committee size will be a range amount, and members are able to stay on the committee for up to 2 academic years or 4 semesters unless (A) they would like to be considered for a different position or (B) they are to graduate.*

- Outreach and Marketing committee (1-2)

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

*The advisor is a critical role for the club. Advisors are critical to ensure approvals of the club's decisions for tasks that may require communication with OSU or other large organizations. The advisor may also assist in programs or serve as a source of reference for possible initiatives during the semester that may need to be completed. Co-advisors may be assigned by the agreement of the President and the advisor if the advisor feels as though they may need assistance here and there due to schedule conflicts or whatever situation may arise; the advisor is expected to convey this to the President directly if this is something they would like for the President to consider.*

## **Article IX – Meetings and events of the Organization: Required meetings and their frequency.**

*Throughout the 2 full semesters or academic year, the club intends on hosting at least 2 fundraising events and other events in which all board members must be present. The club intends on hosting events, and in order to be considered for leadership, attendance will be taken and members must attend most or all of the group events/meetings and at least twice a week for individual mentoring.*

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

*The club has the right to remove any member of either the events or the individual mentoring sessions if (A) they are visibly seen being disruptive or (B) legal guardians or other members of the students being tutored report the behavior to the leadership figures or violates the organization's constitution.*

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

*Any possible adjustments or changes to the amendments should be sent to the organizations email which will be given to all members, but will not be acted upon immediately. It will be shared amongst leadership and then all members as a whole will come together and decide whether said amendment will be implemented. If the amendment gets approved by majority, it will go ahead and be passed; however, no more than one change per semester will be implemented at most.*

***Article XII – Method of Dissolution of Organization***

*If the organization is to be dissolute, all emails and other social media outlets are to be deleted by leadership collectively. Any debts or assets are to be made clear by the treasurer and discussed with OSU faculty who may need to be contacted or external departments and in coordination with leadership. Information of the organization once all settlements are made and outlets have been closed, will terminate its existence by deleting it off the official registry or list of OSU clubs on the official website.*

## **By-Laws**

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. However, most groups keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending.

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

### *Article I – Parliamentary Authority*

Most organizations use Robert’s Rule of Order to govern their organization’s decision making except when these rules are inconsistent with their constitution or by-laws of the organization. These rules are of Western cultural origin, and based on the premise that “though the minority shall be heard and absentees protected, the majority will decide.”

A recommended wording is “The rules contained in [specify the source for parliamentary practice] 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 II- Membership*

Procedures for becoming a member, which may vary by membership category, amount of dues, if any, and how often they should be paid, termination of membership, and so on should be described in detail.

### *Article III- Election / Appointment of Government Leadership*

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

*Article IV- Executive Committee* Specific duties of the Committee and its responsibilities to the membership.

### *Article V- Standing Committees (if needed)*

Specific duties of each committee and their responsibilities to the organization leadership, Executive Committee, and general membership.

### *Article VI - Advisor/Advisory Board Responsibilities*

Expectations of the advisor in the organization (e.g., availability, meeting attendance, support, etc.)

### *Article VII - Meeting Requirements*

Regular, special, size and determination of quorum (number of voting members required to vote on decisions placed before the general membership, executive, and standing committees).

### *Article VIII - Method of Amending By-Laws*

Method should be similar to amending the constitution, however, by-laws are apt to change more often than the constitution, thus amending should be somewhat easier. By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

Some organizations desire a structure that is fundamentally different from the guidelines presented here. The goal would be to incorporate basic principles important to the University while promoting those of the organization.

Constitution Rev.  
2/15/2017

{00312468-1}