

## Constitution of *Branches*

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

Section 1: The name of this organization is *Branches Tutoring Club*.

Section 2: The purpose of *Branches* is to expose young students to STEM classes at an early age, particularly in urban settings where they may lack such exposure, thus setting them well-equipped on a path towards future academic success. This will be accomplished primarily through the use of tutoring.

Section 3: This organization and its members do 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 II - Membership: Qualifications and Categories of Membership*

Section 1: Any student currently enrolled at The Ohio State University is eligible for club membership. Students become members by participating in two club meetings. The student will then be a club member for the remainder of the current semester. If that student does not participate in any additional club activities they will no longer be a club member.

Section 2: Member responsibility may include volunteering to help coordinate tutoring as well as transportation.

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

Section 1: If any member continuously conducts themselves in a manner deemed detrimental to the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they may be removed from the organization.

Section 2: Any officer, committee member, or person in a leadership role can be removed from their position with sufficient cause. This will be seen through by the group advisor as well as the other board members in any manner which they deem fit.

### *Article IV - Organization Leadership: Titles, Terms of Office, and Duties of the Leaders*

Section 1: The organization will be led by an elected, six-person Executive Board. The Executive Board will consist of the President/Primary Leader, the Outreach Coordinator, the Vice President/Secondary Leader, the Treasurer, the Secretary, and the Historian. The Executive Board can also create new committee chairs and select people for that role as they see fit.

Section 2: Actions of the Executive Board must be approved by a majority vote between the Executive Board members.

Section 3: The Executive Board must meet **once a month**, with the time organized by the President, to plan and organize the activities for at least until the next organizational meeting. It is recommended that tasks for each club meeting get delegated amongst the Executive Board members.

**Section 4:** The roles of the President include managing club meetings and activities, assisting fellow Executive Board members, and accomplishing the roles described by The Ohio State Center for Student Leadership and Service. The Tutoring Coordinate is to designate personal tutoring responsibilities as well as work to achieve an efficient tutoring environment and promote the club socially. The Vice President's roles include assisting the club President and managing the outreach of the club as well as handling group announcements. The Treasurer will keep track of funds and keep meeting notes of the club. Each of the Executive Board members can also have other duties assigned as necessary and they will also be expected to help plan club activities.

Section 5: Officers will serve for one year. There is no term limit for officers as long as the student remains enrolled at The Ohio State University.

Section 6: In accordance with the rules of the Office of Student Affairs, all officers must be enrolled for at least three quarters or semester equivalent within the current academic year, meet minimum GPA requirements as determined by the Office of Student Affairs, and not be on academic or disciplinary probation or suspension.

Section 7: If a person in a leadership position needs or wants to step down, the Executive Board can replace that person either by selecting a member in another leadership position or by holding a special election, as deemed necessary.

## *Article V – Advisor(s)*

Section 1: There shall be at least one faculty or staff advisor for the organization. An advisor must be a full-time member of the Ohio State University faculty or Administrative and Professional staff. A Co-Advisor may be appointed if deemed necessary by the Executive Board.

Section 2: Advisor selection shall take place during Spring Semester of each year if necessary. The advisors shall be nominated and selected by the Executive Board. A co-advisor can be nominated by the Executive Board, but must be approved by the club advisor.

Section 3: The advisor of the organization is required to meet with the Executive at least once a year.

Section 4: The advisor is welcome to come to as many club activities and meetings as they wish. They are also welcomed to assist with anything the Executive Board deems necessary.

Section 5: An advisor can be replaced if deemed necessary by the Executive Board upon a majority vote.

## *Article VI: Meetings*

Section 1: General meetings include the club leaders and the general population. Meetings will be held at the discretion of the Executive Board. The agenda for the meeting will be determined by the Executive Board.

## *Article VII: Method of Amending Constitution*

Section 1: This constitution may be amended by a majority vote of the executive committee.

Section 2: Any amendments made to the constitution require a meeting to be held within the executive committee in which all members of the committee vote.

## *Article VIII: Method of Dissolution of Organization*

Section 1: In the event that *Branches* ceases to be an active student organization, all remaining operating and programming funds from The Ohio State University shall be returned to the university. All money raised by the student organization shall be used to support The Ohio State University. This will be decided by the most recent club president or the previous club advisor.

