



Village Mentors at Ohio State Constitution 2024-2025

Article I

Section 1: Name

The name of the organization shall be Village Mentors at Ohio State. Village Mentors is the collegiate division of Village Book Builders, a 501(c)(3) NGO empowering villages around the world, by connecting diverse and passionate university students with existing virtual mentoring programs that aim to end the cycle of poverty through education and provide hope through books and virtual resources.

Section 2: Purpose

This chapter shall exist to:

- A. Empower & advocate the efforts of Village Book Builders supporting underprivileged children in developing communities across Africa, South Asia, & Central America.
- B. Fund, build, and sustain libraries as well as mentor programs designed to provide children with global education and enhanced quality of life.
- C. Develop a passionate community proactive in raising awareness of our cause through the creation of events & experiences that connect the student body virtually and physically with the mission of Village Book Builders.
- D. Become the school's largest traveling and cultural organization by involving students from a constellation of backgrounds, majors, and aspirations.
- E. Create tangible opportunities for students to obtain cultural knowledge and develop leadership skills necessary for handling professional and interpersonal situations in the real world.

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.

Article II: Membership

Section 1: Voting Privileges

The voting membership of this organization should be defined as limited to currently enrolled Ohio State students. Non-student members or guests including faculty, alumni, professionals, etc. are encouraged to become members but are ineligible to vote.

Section 2: Recruitment

Members may join at any point during the school year. Members must be enrolled students at The Ohio State University. Only active students are allowed to vote and must be in good standing with the university to be permitted to run for office.



Section 3: Revocation

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 will receive a notification of possible revocation 72 hours in advance of voting. The member will be removed upon a $\frac{2}{3}$ majority vote by the officers in consultation with the organization's advisor or if deemed necessary by the Executive President or Advisor. 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. Revocation will be in effect for (3) semesters.

Section 4: Appeals Process

Revoked members have up to (7) days to appeal their revoked status, which must be submitted to the Vice President and decided upon by a voting board consisting of the President, Advisor, and Vice President privately.

Article III: Organization Leadership

Section 1: Eligibility

Required leadership positions include the President, Vice President, Treasurer, and any other positions deemed necessary for the proper functioning of the organization. Any member of the organization that is an Ohio State student is eligible to run for Executive Board.

Section 2: President

The President shall be elected by the previous year's Executive Board. The President is responsible for enforcing leadership and overseeing all positions and members of the organization. The President, along with the Vice President, is responsible for maintaining close contact with National Council, Village Book Builders, the Ohio State University, the Executive Board, and general members. In doing so, the President is responsible for communicating time-sensitive projects, potential events, and any Village Book Builders initiatives to the Executive Board. Meetings are officially declared by the President or Vice President, which may be assembled if necessary. Ultimately, this position ensures that large-scale projects are progressing in a timely manner and tasks are delegated to the appropriate persons.

Section 3: Vice President

The Vice President shall be elected by the previous year's Executive Board. Responsibilities of the Vice President include overseeing operations of the Village Mentors Chapter and to serve as a direct point of contact for other board and general body members. This includes, but is not limited to, establishing the attendance policy (with consulting other members of the Executive Board), tracking member attendance and enforcing the attendance policy, emailing weekly meeting reminders and meeting recaps, planning the logistics of each general body meeting, updating the organization's constitution according to University policy and any changes made to



the organization's structure, and will additionally lead meetings if the President is unable to attend.

Section 4: Treasurer

The Treasurer shall be elected by the previous year's Executive Board. The primary responsibilities of the Treasurer are overseeing the finances and budgeting of the organization and keeping a detailed record of all expenditures and funds used by the chapter. More specifically, the Treasurer is responsible for managing all funds, sponsorships, or donations to the organization (including the organization's dues), budgeting for all the supplies needed for events and potential care packages, and applying for university-sponsored grants when applicable (e.g. for travel trips or large-scale fundraising events).

Section 5: Business Operations Director

The Business Operations Director shall be elected by the previous year's Executive Board. The Business Operations Director will lead the Business Operations committee and carry out tasks in order to sustain and grow the organization through sponsorships. Responsibilities include, but is not limited to, reaching out to potential sponsors for fundraising opportunities, maintain relationships with existing sponsors, apply for company-sponsored grants/funding that can be used for organizational events and other expenses, coordinating with merchandising companies for ordering and distribution of potential merchandise, and collaborating with the Social Media Director in order to promote sponsors as needed.

Section 6: Fundraising Director

The Fundraising Director shall be elected by the previous year's Executive Board. The Fundraising Director will lead the Fundraising committee and carry out tasks in order to sustain and grow the organization through sponsorships. Responsibilities include, but is not limited to, ideation/organization of fundraisers to collect funds towards the Kadzawalowa Library, collaborating with the Social Media Director in order to promote said fundraisers, and leading the Fundraising committee.

Section 6: Social Media Director

The Social Media Director shall be elected by the previous year's Executive Board. The Social Media Director is primarily responsible for increasing the organization's social media and on-campus presence and creating content for the purposes of chapter recruitment and sponsorship initiatives. Responsibilities include, but is not limited to, managing the organization's social media accounts and branding, creating a variety of content to advertise the organization's activities and increase engagement, collaborating with the Recruitment Director to aid with recruitment initiatives, and working with the Business Operations Director to promote sponsors.

Section 7: Recruitment Director



The Recruitment Director shall be elected by the previous year's Executive Board. Responsibilities of the Recruitment Director include overseeing collaboration efforts with other Student Life organizations and other Village Mentors chapters in the U.S., manage the chapter's recruitment efforts including all preparation required for the Involvement Fair, collaborate with the Social Media Director to promote recruitment efforts on social media, and coordinate efforts geared towards member retainment. The position is also tasked with leading the Recruitment committee.

Section 8: Mentor Development Director

The Mentor Development Director shall be elected by the previous year's executive board. The primary responsibility of the Mentor Development Director is to plan and execute initiatives with the goal of helping members become better mentors and providing resources to make the mentoring process easier. To effectively lead the mentor development committee and achieve these goals, the Mentor Development Director is responsible for brainstorming tangible committee goals for each semester, creating meeting agendas for committee meetings, planning and executing initiatives to achieve those goals, and developing and maintaining a Mentor Resource Hub.

Article IV: Selection of Officers

Section 1: Eligibility to Hold Office

Any student who meets Article III Section 1, regardless if they are a member of the chapter or not, may be eligible to hold a position.

Section 2: Selection Process

- A. New officers are chosen via an application and interview process.
- B. The President and Vice President must appoint a President-in-Training and Vice President-in-Training two semesters before the expected end of the incumbents' expected terms. For instance, if the President is expected to leave at the end of the Winter/Spring 2024 semester, the President-in-Training must be selected in the Winter 2023 semester.
- C. Selection of the Director- and Chair-level positions must be done before the end of the Spring semester.
- D. All officers—including the 'in-training' positions—will be selected by a majority vote among the incumbent Executive Board. The candidate whom receives the majority vote will be elected to a position on the Executive Board.

Section 3: Term of Office

Every member on the Executive Board, including President, Vice President, Treasurer, and all other necessary positions should uphold a one-year term of service. Individuals may hold the same position over the course of their membership, but they must not hold multiple positions simultaneously. All incumbent officers must be reevaluated for election to the position annually.



Section 4: Officer Transition

All incumbent officers are responsible for transitioning their successors for the following school year. Each officer must submit their POKR and any helpful information prior to departure.

Article V: Officer Vacancies

Section 1: Statement on Removal of Officers

Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, violation of standing rules, 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. A designated committee may act for removal upon a $\frac{2}{3}$ affirmative vote in consultation with the organization's advisor.

Article VI: Advisor(s) or Advisory Board

Advisors of the organization must be faculty at the Ohio State University. The advisor(s) should be the primary resource for guidance to the Executive Board when questions or problems arise that can't be resolved by the Executive Board. Advisors don't need to be involved in every Executive Board meeting but time to time involvement is required.

Article VII: Finances

Section 1: Membership Dues

- A. General Membership Dues may be established at the discretion of the chapter. Starting dues may be \$10.00 for both the Fall and Spring semesters.

All fees are donated to Village Book Builders. As stated in Article I Section 3, no university student may be denied membership due to inability to pay dues. If a member is seeking active voting membership status and is not able to pay dues, other arrangements will be made. Members may be asked to supply proof of financial hardships.

Section 2: Spending the Organization's Money

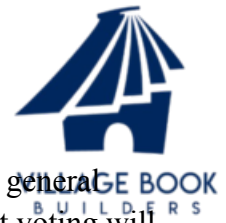
All purchases \$200 or below must be approved by the Treasurer. Any purchase above \$200 must be approved by the Treasurer, President, and Advisor.

Article VIII: Amendments

Section 1: Amendment Proposals

To propose an amendment to the constitution, a general body member of Village Mentors may contact any of the Executive Board members to communicate said amendment and its purpose in writing. Executive board members must unanimously vote to approve said amendment. Should this approval be provided, the amendment can be introduced to the general body of Village Mentors by the president/vice-president (or other present board member if neither are available), and thereafter elaborated upon by the member that initiated the amendment.

Section 2: Amendment Approval & Voting Requirements



To finalize the approval of the amendment, there must be a majority vote within the general body in favor of the amendment (if a quorum is present). Notification of amendment voting will be communicated to the general body via the regular meeting notification emails to ensure that a quorum is obtained. Only after said finalization can the amendment be acted upon. Should an Executive Board member propose an amendment to the Village Mentors constitution, the amendment must be deliberated upon by the Executive Board and similarly gain unanimous approval. Thereafter, this amendment is to follow the same finalization process as an amendment proposed by a general body member.

Section 3: Frequency of Amendments

The amendment constitution can not be amended easily or frequently, as should be objectively regulated by the Executive Board members with no personal bias.

Article IX: Dissolving the Organization Method, Requirements, and Procedures

Section 1:

Should conditions arise in which the Village Mentors organization cannot no longer be financially maintained or consistent low membership volumes force the dissolution of Village Mentors, the Executive Board must consider the circumstances surrounding potential dissolution and unanimously vote in favor of dissolution alongside the faculty advisor.

Section 2:

Unless extreme circumstances require it as signed off by the organization's faculty advisor, Village Mentor dissolution will occur at the end of the academic semester in which it has been deliberated and voted upon.

Section 3:

Should such agreement for dissolution occur, dissolution procedures may begin and the general body should be notified at the first meeting following the decision to dissolve Village Mentors.

Section 4:

Unless necessary for the sake of paying off debt, all organization fundraising activities will be halted immediately and removed from advertisement notifications, both digital and physical. All publicly-announced organization events that do not serve as a fundraising effort may be executed as planned.

Section 5:

Should any debts arise throughout each semester of the organization activity, the treasurer should communicate such debts to the Executive Board & Village Book Builders to create a comprehensive debt-relief plan based on the monetary value of the debt.

Section 6:

Any monetary surplus in organization funds that exists at the time of dissolution will be donated



in whole to Village Book Builders. If dissolution is forced to occur before semester end, any monetary surplus may be redistributed among due-paying general body members.

Section 7:

Precautions should be taken to ensure that organization activity does not surpass the monetary value of \$200 “student-led organization seed money” initially provided and the combined value of member dues. These dues should be collected within the five weeks after the first official Village Mentors meeting, excluding any informational/promotional meetings.

Section 8:

Physical organization assets such as recruitment fliers, posters, tri-fold displays, etc. and other merchandise bearing any Village Mentors or Village Book Builders insignia can be given to general body members or Executive Board members at the time of organization dissolution with an understanding to not use these materials to falsely advertise the dissolved organization.

Section 9:

Digital assets such as social media accounts associated with Village Mentors at Ohio State can be archived or deleted, based on Executive Board deliberation and the conditions surrounding organization dissolution.

Section 10:

Upon the official dissolution of Village Mentors, Student Activities staff must be contacted to remove organization information from the official OSU organization website.

Article X: Officer Removal Policy

Section 1: Conflict of Interest

An officer has a conflict of interest when their personal interests – family, friendships, financial, service, entrepreneurial, or social – interfere with his or her judgment, decisions, or actions in the chapter. This section is to protect the interests of the chapter and Village Book Builders by a) preventing the personal interests of Executive, Director, Chair, and Committee officers as well as members from compromising their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. Just because conflict of interest exists does not necessarily mean the officer(s) acted against the constitution & bylaws set forth: this clause is only in effect when causation is found to significantly impede progress and there is repeated failure by the officer(s) in question to address such instances as agreed upon in their conflict management plan.

A. Persons Concerned

- a. All Chapter Officers
- b. Advisor
- c. Members

B. The following items are considered a conflict of interest to the organization:

- a. Schoolwork

- b. Preparing for Standardized Tests
 - c. Sports or Other Athletic Commitments
 - d. Family, Friends, or Other Interpersonal Matters
 - e. Additional Extracurriculars Activities
 - f. Participating in Service-Related Engagements with Similar Missions
 - g. External Business Venture
 - h. Having a Job
- C. Procedure for Preventing & Reviewing Conflicts
- a. Disclosure
 - i. All chapter officers must disclose both their own conflict of interests and report others' as they arise using a Conflict of Interest Disclosure Form.
 - 1. Required Times to Disclose
 - a. Beginning of Every Semester
 - b. Mid-Terms of Every Semester
 - 2. Conflict of Interest Disclosure Forms will be reviewed and brought forth to the President & Vice President by the Secretary.
 - 3. The President shall generate and regularly review the conflict management plans of each officer. A conflict management plan is an outlined plan of action to minimize the extent by which an officer's personal interests interfere with the progress of the chapter.
 - ii. The chapter leadership team must devote at least one meeting per month to discussing conflict of interests that may have arisen.
 - b. Addressment
 - i. Board will convene and ascertain if the conflict in question is a true issue.
 - c. Documentation
 - i. Effective management strategies shall be implemented to minimize development of actual conflicts of interest
 - 1. All chapter officers must attend compliance training sessions hosted by their school, if offered, and Village Book Builders.
 - ii. Conflict shall be tracked, documented, & consolidated from disclosure forms and reports on behavior by other officers, Village Book Builders, as well as performance reviews.
- D. Disciplinary Actions for Violating Conflicts
- a. If there is failure to disclose or the leadership team is unable to manage an individual's conflicts of interest—leading to true conflict (ex. constantly delaying completing tasks)—appropriate internal disciplinary action will be taken.
 - b. A committee consisting of the Director of Chapter Relations, Advisor, and President will be formed to deliberate and vote on the disciplinary action to take on an officer.

- i. The officer with said conflict of interest must NOT
 1. attend or participate in deliberation of the vote on their conflict of interests.
 2. improperly influence the deliberation or voting

Section 2: Disciplinary Actions, Terminations, and Resignations

A. Warning System

If an officer is found neglecting his/her responsibilities in a manner significantly detrimental to the organization, via consistent failure to manage their conflict of interests or otherwise, they will receive up to two warnings.

A. Two Strikes

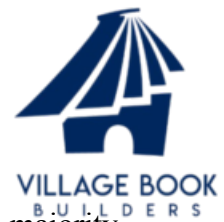
- i. Verbal Warning
 1. An officer will receive a verbal warning if found during performance review they have been unable to minimize their conflict of interests.
 2. The conflict management plan for said officer(s) must be revised and monitored for the next (14) days before issuing a written warning.
- ii. Written Warning
 1. A written warning is issued (14) days after a verbal warning if the conflict of interest is not deemed on-track to be resolved according to their conflict management plan.
 2. Failure to demonstrate improvement (14) days after a written warning will trigger a notification and motion for removal to be set in motion.

B. Removal of Committee Leads

- a. Committee Leads may be removed for any reason deemed necessary by the presiding Director over the team which the Committee Lead(s) is/are a part of.
- b. Removal Committee Leads will be decided by a majority vote from the Director & Chairs of their respective team. For example, a Committee Lead in the Marketing Team may only be removed by a $\frac{2}{3}$ majority vote of leaders in the marketing team.
- c. The Committee Leads will be notified

C. Removal of Executive, Director, and Chair Officers

- a. Should any officer receive (2) warnings, a deciding committee must be assembled and a date to vote on possible termination or removal must be set.
- b. All officers will be notified of possible termination or removal at least 72 hours ahead of the voting date. They may present the presiding committee any relevant defense during this time period.
 - i. The presiding committee must exercise impartiality at all points during the process, considering evidence for or against the conflict at hand.



- ii. Following 72 hours:
 1. The Chair officer shall be removed by a $\frac{2}{3}$ affirmative majority vote between Director, President, and Vice President.
 2. The Director officers shall be removed by a $\frac{2}{3}$ affirmative majority vote between chapter Advisor, President, and Vice President.
 3. The Executive officers shall be removed by an $\frac{2}{3}$ majority vote from an independent body consisting of the Village Book Builders Director of Chapter Relations, Advisor, and COO of Village Book Builders.

D. Tiebreakers

- a. In the event of a tiebreaker, cases for removal and termination shall be brought to the Director of Chapter Relations for further consideration.

E. Replacing Officers

- a. Should any officer be terminated from their position, the chapter must provide an appropriate delegate or replacement for the position within (1) month following termination.

F. Resignation

- a. Any officer no longer wishing to serve on the leadership team must submit a resignation email to the Secretary at least (2) weeks in advance.
- b. Prior to leaving their position, officers must provide all documents related to the organization and brief the Secretary & Director on the current projects in his/her care.

G. Appeal Process

- a. A removed officer has (7) days to fill out an Appeal Form if they believe they had an unjust trial by the investigating committee.
 - i. Possible negligence may occur at any of these points:
 1. Creation & Monitoring of Conflict Management Plan
 2. During & Between Issuance of Warnings
 3. During the 72-hour period prior to voting for removal.

History of the Constitution

Created: Unknown Day of August in the Year 2020

Updated: 11th Day of July in the Year 2023

Updated: 7th Day of November in the Year 2024