

## **4 Paws for Ability at Ohio State**

### *Constitution*

#### ARTICLE I: **NAME**

- A. The name of the club/organization shall be 4 Paws for Ability at Ohio State.

#### ARTICLE II: **PURPOSE**

- A. Reinforce basic obedience training with specified service-dogs-in-training.
- B. Socialize specified service-dogs-in-training.
- C. Make sure the service-dog-in-training is ready for placement.
- D. Allow students to participate in handling while gaining community service hours.
- E. Educating the community and raising awareness about service dogs and ADA laws.

#### ARTICLE III: **SEPARATION OF POWERS**

- A. The club shall consist of the general members, Primary Volunteer Trainers/handlers, Secondary Volunteer Trainers/sitters and the Executive Board of the club/organization. This University Program is a chapter of 501(c)(3) nonprofit 4 Paws for Ability, located in Xenia, OH.

#### ARTICLE IV: **MEMBERSHIP/FINANCES**

- A. Eligibility
  - a. The club shall consist of undergraduate students, graduate students, and faculty at The Ohio State University who are interested in the training & socializing of service-dogs-in-training.
    - i. Undergraduate students attending a university within a five mile radius of The Ohio State University who are approved Primary Volunteer Trainers may become a member under the discretion of the Executive Board so long as 90% of the club membership is currently enrolled Ohio State students.
      - 1. The Volunteer Trainer must remain a Primary Handler to maintain club membership.
  - b. Primary Volunteer Trainers and Secondary Volunteer Trainers must be approved and have gone to 4 Paws for Ability orientation to be a handler or alternate handler in the club.
    - i. The club shall have a semesterly cap of the number of dogs that will be in the club. The cap will vary every semester based on retainability.

- ii. Membership is open throughout the semester with the restriction of not being able to bring a dog to class with them, unless approved otherwise through ADA Coordinator Scott Lissner.
  - c. In order for volunteer trainers to house a service-dog-in-training, they must have signed landlord permission for off-campus housing or approval from The Ohio State University housing department for on-campus housing.
  - d. All members must pay dues of \$11 per semester or \$20 per school year.
    - i. For Primary and Secondary Volunteer Trainers, dues must be paid two weeks after the submission of the membership interest/intake form.
- B. Voting Rights
- a. Voting shall be open to all Primary and Secondary Volunteer Trainers attending The Ohio State University who have met and maintained membership requirements.
- C. Points
- a. Ways to earn points:
    - i. Attending Meetings
    - ii. Supporting Fundraisers
    - iii. Attending Events and Socializations
    - iv. Other initiatives under the Executive Board's discretion
  - b. To earn points, pictures of proof must be submitted via the Assignments in Canvas.
  - c. Prizes:
    - i. 5 points: bag of treats, button, tennis balls
    - ii. 10 points: \$5 gift card, treat bag, water bottle
    - iii. 15 points: bone, toy, accessories, \$10 gift card
    - iv. 25 points: t-shirt, toy, custom art, leash
    - v. People with the three highest point totals receive special prizes.
  - d. Points are cumulative over the semester and reset after the semester.
  - e. Prizes are subject to change based on availability.

## ARTICLE V: MEETINGS

- A. Meetings shall be held consisting of a minimum of three general meetings and one Executive Board meeting every month with the option of adding additional meetings at the Executive Board's discretion during the academic year.
- B. All meetings are recommended for general body members. Primary and Secondary Volunteer Trainers are required to attend four meetings a semester.
  - a. If this requirement were not met, members may not join the following semester.
    - i. With approval, members may substitute meeting requirements for double the amount of other activities hosted by the club, such as events, socializations, fundraisers, etc.

- C. Meetings shall be called by the President, Executive Board, or by 75% of the membership.
- D. Meetings must be announced to the general membership two weeks prior to the meeting.

ARTICLE VI: **EXECUTIVE BOARD**

A. Membership

- a. The Executive Board shall consist of the President, Vice President, Director of Membership & Recruitment, Director of Logistics, Public Relations Chair, Fundraising Chair, Events Chair, and Design Chair.
- b. The Executive Board will consist of eight members:
  - i. President
    - 1. Serve as the official representative of the club.
    - 2. Preside over all meetings and oversee the efficiency of the club.
    - 3. Hold the rest of the Executive Board accountable for their responsibilities.
    - 4. Act as the liaison between The Ohio State University and the club and must be present at all meetings in relation to the university and 4 Paws for Ability.
    - 5. Function as a verified user on the checking account.
    - 6. Plan agendas for all meetings with the help of the Executive Board.
    - 7. Manage the content and membership of the Carmen page.
    - 8. Organize and apply for a locker/office through the KBK.
    - 9. Maintain prize redemption and tracking.
    - 10. Maintain club active status and go through President training.
    - 11. Assist with all administrative tasks.
    - 12. Open communication with other Executive Board members and plan Executive Board meetings/agendas.
    - 13. Plan Optional Command Practices (OCP) and assemble an OCP committee.
  - ii. Vice President
    - 1. Perform the duties of the President in their absence or as needed.
    - 2. Assist in managing the content and membership of the Carmen page.
    - 3. Plans and organizes socialization events for Primary and Secondary Volunteer Trainers.
    - 4. Organize educational events with outside organizations for Primary and Secondary Volunteer Trainers to attend.
    - 5. Maintain relationships with socialization and educational contacts.
    - 6. Assume all other duties assigned by the President.

7. Plan Optional Command Practices (OCP) and assemble an OCP committee.
- iii. Director of Membership & Recruitment
1. Maintain a master list of all members, orientation certificates, and active statuses.
  2. Create and maintain club Primary and Secondary Volunteer Trainer groups.
  3. Respond to inquiries about club membership.
  4. Monitor incoming emails through the club's email.
  5. Create and maintain club group chats.
  6. Create the official document for the ADA coordinator including Primary and Secondary Volunteer Trainer group roster, assigned SDiT, color, breed, age, birthday, and vaccination records for all handlers.
  7. Create and share interest forms before each semester starts.
  8. Utilize interest/intake forms throughout the semester to update membership.
  9. Hold events to recruit new General Body Members and Primary and Secondary Volunteer Trainers.
  10. Host an involvement fair and gather information from interested members.
  11. Update the Comprehensive Dog List.
  12. Organize member check-ins.
  13. Organize and create feedback forms.
  14. Plan Optional Command Practices (OCP) and assemble an OCP committee.
- iv. Director of Logistics
1. Oversee and organize the expenses and spending accounts of the club.
  2. Keeps track of online banking such as Venmo, Square, and cash log.
  3. Collects club dues from members and other revenue such as fundraiser checks.
  4. Prepare the annual budget for the club and present it to the Executive Board at least once during both the Fall and Spring semesters.
  5. Send out weekly emails.
  6. Fulfill all monetary requests and grant applications in a timely manner as requested by other Executive Board members.

7. Efficiently communicates when and where money is being spent with the entirety of the Executive Board.
  8. Responsible for ordering catering or other club supplies in advance.
  9. Ordering of commencement materials.
  10. Plan Optional Command Practices (OCP) and assemble an OCP committee.
- v. Public Relations Chair
1. Manage all of the club's social media platforms. Such as: website, Facebook, Instagram, and TikTok.
    - a. Plan, promote, and post social media initiatives.
  2. Coordinate photoshoots for members of the club.
  3. Advertise for club events, fundraisers, recruitment, and other designated club activities with materials created by the Design Chair.
  4. Create and manage the collection of all photos.
  5. Plan Optional Command Practices (OCP) and assemble an OCP committee.
- vi. Fundraising Chair
1. Set up fundraisers with businesses in the Columbus area.
  2. Maintain fundraiser contact list.
  3. Create at least five fundraisers per semester.
  4. Print out flyers and posters for fundraisers.
  5. Reach out to companies for donations.
  6. Plan Optional Command Practices (OCP) and assemble an OCP committee.
- vii. Events Chair
1. Organize and facilitate social events for all members with or without dogs.
  2. Must create at least one social event a month, including bonding events at meetings.
  3. Promote bonding between club members.
  4. Plan Optional Command Practices (OCP) and assemble an OCP committee.
- viii. Design Chair
1. Design and distribute a yearbook for each semester.
  2. Plan, design, and distribute merchandise packages including club apparel and accessories at least once a semester.

3. Design and manage promotional items (i.e. flyers and posters) for club events, fundraisers, recruitment, and other designated club activities.
4. Manage and utilize KBK resources and budget.
  - a. Including but not limited to business cards, recruitment flyers, pins, and banquet materials.
5. Plan Optional Command Practices (OCP) and assemble an OCP committee.

#### B. Means for Removal

- a. A hearing will be held in front of the remaining Executive Board and Faculty Advisor. After this, a 7-1 vote of hearing attendees will result in continuing on or removal from the Executive Board if one or more of the following situations occurs:
  - i. In the event that an officer does not fulfill their duty.
  - ii. In the event that an officer is found to be purposefully disrespectful to another member.
  - iii. In the event that an officer is found sharing private information with general members relating to the Executive Board. This information includes but is not limited to screenshots, surprise planned events, private information, etc.
  - iv. The Executive Board member is removed from the 4 Paws for Ability program.

#### C. Duties and Responsibilities

- a. Conduct the general management of the affairs and purposes of the club.
- b. Prepare the agenda for meetings.
- c. Each Executive Board member should be committed to working together efficiently and professionally while working to serve the club's best interests. This includes thorough and timely communication via group chats, text message, phone call, etc.
- d. Each member should have an outline of what's happening each month based on their duties.

#### D. Appointment

- a. The Executive Board of 4 Paws for Ability Ohio State shall be elected by a majority of The Ohio State University Primary and Secondary handlers during an in-person meeting in the Spring semester.
- b. Special elections and appointments are allowed in extreme circumstances as deemed by the Executive Board.

### ARTICLE VII: ELECTIONS

#### A. Eligibility

- a. To run for President the member has to be in at least their second semester as a primary or third semester as a secondary.
  - b. To run for Vice President, Director of Membership & Recruitment, Director of Logistics, Public Relations Chair, Fundraising Chair, Events Chair, or Design Chair, the member has to be in at least their second semester as a primary or secondary.
  - c. All Executive Board candidates must be full-time students at the Ohio State University for Fall and Spring of the upcoming school year.
    - i. A candidate is not eligible if they intend to graduate between Fall and Spring semesters.
  - d. All Executive Board candidates must meet the following minimum of involvement during the academic year in which they are running for a position.
    - i. 5 meetings, 6 socializations, 2 Optional Command Practices (OCPs), 3 fundraisers, 2 events or the equivalent of 20% of club programming per semester of the academic year.
    - ii. Candidates may petition to the current Executive Board to substitute one category of programming for another.
    - iii. Candidates who have been issued a warning for failure to attend promised commitments to the club may be deemed ineligible by the Executive Board
- B. Application
- a. The Executive Board interest form must be submitted at least one week before the election.
  - b. The form must include a brief paragraph explaining their intention for the position(s) and why they are a good fit.
  - c. A member can run for a maximum of three positions of their choosing.
- C. Election Meeting
- a. At a meeting during the Spring semester there will be an election for the Executive Board for the following academic year.
  - b. The order of elections will be as follows: President, Vice President, Director of Membership & Recruitment, Director of Logistics, Public Relations Chair, Fundraising Chair, Events Chair, and Design Chair.

## ARTICLE VIII: **VOLUNTEER TRAINER EXPECTATIONS**

- A. Volunteer Trainers
  - a. All trainers must abide by 4 Paws for Ability policies.
  - b. All members of the OSU club must abide by the club's rules.
- B. Graduation
  - a. Primary and Secondary Volunteer Trainers will be qualified for commencement materials.

**ARTICLE IX: HAZING/NON-DISCRIMINATION**

- A. 4 Paws for Ability at Ohio State and all members thereof pledge to take a stand against hazing in this organization and will report hazing to the proper authorities.
- B. 4 Paws for Ability at Ohio State will not discriminate against members for any reason, including but not limited to 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 basis in accordance with the Student Organization Registration and Funding Guidelines.

**ARTICLE XI: AMENDMENTS**

- A. Amendments to this Constitution will be imposed resulting from a majority vote of the Executive Board or from a petition signed by 67% of the voting membership.

**ARTICLE X: EXPULSION OF MEMBERS**

- A. Any member may be removed from the club with just cause. For this to occur, a complaint must be brought to the Executive Board by any member/individual. A hearing will be held where cases can be pleaded. After this, a vote by the Executive Board will decide the member's club status, with at least 7 members of the Executive Board confirming the member's expulsion from the club.
- B. If a member is removed from the 4 Paws for Ability program, they will also be removed from the club, and no vote is required by the Executive Board.
- C. Membership Evaluation
  - a. Should a club member participate in club activities with a behavior unbecoming of the club's purpose, the Executive Board has the right to issue a series of warnings if the behavior does not cease.
    - i. One warning will entail communication from the Executive Board via email.
    - ii. After a second warning, the Executive Board has the discretion to bar the member from access to socializations and/or events arranged by the club for one month.
    - iii. After a third warning, the Executive Board has the discretion to bar the member from access to socializations and/or events arranged by the club for the academic year.
    - iv. After a fourth and final warning, the Executive Board has the discretion to deny the member access to all club activities and remove the member from



the club for the academic year. A final warning would be discussed with the Executive Board and the Faculty Advisor.

1. Should the individual like to petition for their membership status, the Executive Board for the following academic year can vote to reinstate the individual as an active member with a majority vote.
- b. Examples of behaviors warranting the issuance of warnings include but are not limited to:
- i. Bullying: We do not tolerate any behavior that intends to intimidate, belittle, or harm others emotionally or physically. This includes but is not limited to name-calling, spreading rumors, threats, or any form of aggressive behavior.
  - ii. Negativity at Socializations/Events: We encourage members to attend the socializations our club will provide. However, a positive environment is expected at club-sponsored outings. Any form of bullying/negative talk about other members, club, etc. is not tolerated at these outings. If at an event/socialization that includes children, members shall refrain from using profanity and talking about topics that are not appropriate for the age group.
  - iii. Inclusivity: We welcome individuals from diverse backgrounds, beliefs, and perspectives. Discrimination, prejudice, and hate speech are not tolerated.
- c. Warnings are to be given based on a 6-month time period. If a member has two or fewer, six months after issuing the most recent warning, those existing warnings will expire, and the member will go back to having no warnings. If a member accumulates three or more warnings, they will not expire after six months and will be considered for future complaints.
- d. If a complaint is brought to the executive board that occurred before a warning already issued, another warning will not be issued but will be kept track of by the executive board.
- e. All communication of these behaviors will be taken seriously and discussed within the executive board to determine if warnings will be issued. The executive board will evaluate all situations to determine if a warning will be issued and if more than one warning is necessary for the complaints brought forward. All warnings will be kept anonymous to protect those bringing them forward.