

4 Paws for Ability at Ohio State

Constitution

ARTICLE I: NAME OF ORGANIZATION

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

ARTICLE II: ORGANIZATION PURPOSE

This University Program is a chapter of 501(c)(3) nonprofit 4 Paws for Ability, located in Xenia, OH.

- 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: UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

4Paws for Ability at Ohio State agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.

Section B. Hazing

4 Paws for Ability at Ohio State agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

4 Paws for Ability at Ohio State *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

ARTICLE IV: **MEMBERSHIP**

Section A. Membership Eligibility

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. All handlers that complete the necessary training through 4 Paws for Ability in Xenia, OH can be members, but not all approved handlers are members.

- 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.
- ii. 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.

Section B. Member Selection

The club shall not enforce direct member selection as long as the preceding eligibility requirements have been met. Open membership will be maintained throughout the entirety of each academic year.

To join the club, prospective members shall fill out the interest form for the respective semester (AU or SP), where the payment of dues will be prompted. After which they will be given the link to join the GroupMe for that semester. Should prospective members want to experience the club before committing and paying dues, they can attend a meeting or meet with any member of the executive board.

Section C. Membership Timeline

All members of the club will retain their membership status, pending satisfaction of dues payment, until the conclusion of each academic year. All current members in good standing shall be invited to maintain their membership status through the Summer Term without the requirement of additional dues or fees.

Section D. Member Removal

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.

- 1) 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.
- 2) 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.

ARTICLE V: **ADVISOR**

Section A. Advisor Duties and Responsibilities

The advisor shall serve as a resource for the Executive Board and members, offering guidance and support in compliance with University expectations.

- i. Complete advisor and anti-hazing trainings as required by The Ohio State University
- ii. Support compliance with University policies and financial management
- iii. Approve annual registration, goals, and the constitution
- iv. Mediate conflicts amongst the Executive Board and members and assist with the approval, and/or the delivery, of warnings.

Section B. Advisor Term

The advisor will serve a one-year term with the option for renewal through agreement of both the advisor and the elected Executive Board.

- i. Should an advisor be willing to remain in their position, they shall assume renewal if the new Executive Board does not contact them stating otherwise by the Spring registration deadline.

Section C. Advisor Selection

The advisor shall be selected by a simple majority vote of the elected Executive Board for the upcoming academic year.

Possible advisors shall be dictated through consideration of the following criteria:

- Experience in being an advisor and being able to effectively perform the duties listed in Article V, Section A.
- Availability and accessibility. Do they have the availability in their schedule to take on the responsibility of being the advisor or attending a meeting every once and awhile throughout a semester? Are they easy to contact or approach to both inform of tasks to complete or issues/concerns within the club?

Should the executive board decide to elect a new advisor, they shall identify any connections with past or current professors or other staff members to expedite the process and ensure comfortability in the case of mitigating conflicts.

Section D. Advisor Replacement

The advisor shall be replaced at the discretion of each Executive Board following the above selection procedure.

ARTICLE VI: ORGANIZATION LEADERSHIP

Section A. Officer Positions

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.

- a. 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.
- ix. Duties and Responsibilities
1. Conduct the general management of the affairs and purposes of the club.
 2. Prepare the agenda for meetings.
 3. 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.
 4. Each member should have an outline of what's happening each month based on their duties.

5. Plan Optional Command Practices (OCP) and assemble an OCP committee.

Section B. Officer 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 those interested in running for a position must meet with an executive member currently in at least 1 of the positions they look to run for.
- d. Executive Board candidates must be within good standing of both the OSU club and 4 Paws
 - i. Candidate must have no previous issues or infractions on record in the club or with 4 Paws
 - ii. Candidates may petition any issues or infractions on record within the OSU club.
- e. 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.
- f. 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
 - iv. Of each requirement, no more than half can be met in the Spring semester.

Section C. Officer Selection process

The Executive Board of 4 Paws for Ability Ohio State shall be elected by a majority vote among The Ohio State University 4 Paws members present during the in-person election meeting in the Spring Semester.

- b. Special elections and appointments are allowed in extreme circumstances as deemed by the Executive Board.
- c. The Executive Board interest form must be submitted at least one week before the election.
 - i. The form must include a brief paragraph explaining their intention for the position(s) and why they are a good fit.
- d. A member can run for a maximum of three positions of their choosing.
- e. At a meeting during the Spring semester there will be an election for the Executive Board for the following academic year.
- f. 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

Section D. Officer Removal

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.
- v. Should an executive member want to voluntarily remove themselves, a meeting with the current President and advisor must be held before the individual can relinquish their responsibilities. The executive member may elect to have one other member currently on the executive board to sit in the meeting. At said meeting, a unanimous agreement between all three parties (President, Advisor, member looking to remove themselves) on the course of action in relation to voluntary removal.

ARTICLE VII: ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The club shall be voluntarily dissolved by a two-thirds majority vote of active members at an in-person meeting called for by an initial unanimous vote of the Executive Board. All members

must be notified at least 14 days (2 weeks) in advance. Involuntary dissolution may be initiated by the Office of Student Activities of The Ohio State University should the club not follow university policies or fail to remain in active status for 2 consecutive terms. The club may also be involuntarily dissolved by 4 Paws for Ability headquarters in Xenia, OH at their discretion of the university branch abiding by their policies and maintaining the non-profit status.

Section B. Dissolution Procedures, including Assets and Debts

Upon dissolution, the Executive Board shall ensure all outstanding debts, contracts, and financial obligations be settled. Any previous donations made to 4 Paws for Ability at Ohio State will be distributed on a first come, first served basis to active members within one week of the announcement of dissolution. All remaining funds and assets not contributed by or owed to the university will be donated to 4 Paws for Ability headquarters in Xenia, Ohio, with a detailed financial report submitted to the Office of Student Activities.

ARTICLE VIII: CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

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.