

Constitution

Article 1 - Name of Organization

Section A – Name: Palette Pals at The Ohio State University

Article 2 – Organization Purpose

Section A - Purpose: The purpose of this club is to provide a service that integrates Ohio State students with individuals with developmental disabilities and their families. Student volunteers will collaborate to administer a program that supports and empowers the creativity of individuals with developmental disabilities by hosting painting nights.

Article 3 – University Regulations

Section A - Harassment and Discrimination, including Sexual Misconduct: Palette Pals at The Ohio State University 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 these guidelines.

Section B - Hazing: Palette Pals at The Ohio State University 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: Palette Pals at The Ohio State University 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 these constitutional 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 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 4 - Membership

Section A – Membership Eligibility: Voting membership should be defined as limited to currently enrolled Ohio State graduate and undergraduate students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members. [For educational and leadership development reasons, student organizations are to be student initiated, student lead, and student run]. The organization does not allow non-student members.

Section B – Membership selection: Members must choose to join the organization. They can join the roster by contacting the organization officers to express interest in being added to the roster.

Section C – Membership timeline: Members are added on a rolling basis.

Section D – Member Removal: If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

Article 5 – Advisor

Section A – Advisor duties and responsibilities: Responsibilities and expectations of advisors include approving yearly goals, adding members to the roster, and other admin duties.

Section B – Advisor term: Advisor serves a term of one year with the opportunity of being reappointed.

Section C – Advisor selection: Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. They are selected by direct appointment from the organization's leaders.

Section D – Advisor replacement: A new advisor must be chosen who is a member of these University classifications listed above. They are selected by direct appointment from the organization's leaders.

Article 6 - Organization Leadership

Section A – Officer positions:

- President: The President is the highest-ranking officer and the leader of the organization. They preside over meetings, represent the organization externally, and provide overall direction and vision.
- Vice President: The Vice President supports the President and assumes their duties in their absence. They may also have specific responsibilities, such as overseeing committees or organizing and leading events.
- Secretary: The Secretary is responsible for keeping records of meetings, maintaining official documents, running social media, and handling organization-related correspondence.
- Treasurer: The Treasurer manages the organization's finances, maintains financial records, creates budgets, and handles financial transactions.

Section B – Officer eligibility: Any member of the club is eligible to run for office.

Section C – Officer selection process: Each leader will be chosen by majority vote in an election in which all members of the organization participate. The elected leaders will begin their terms on the first day of the summer semester. Terms will last 1 calendar year and elections will take place at the end of each spring semester.

Section D – Officer removal: Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. The officer shall have

the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two thirds affirmative vote of the executive board.

Article 7 – Organization Dissolution

Section A – Dissolution requirements: The organization may be dissolved if it is determined that its purpose is no longer being met, resources are insufficient to continue operations, or a majority vote of the governing body approves dissolution.

Section B – Dissolution procedures, including assets and debts:

1. Initiation of Dissolution: Dissolution of the Organization can be initiated through one of the following methods:

- A formal motion made during a general meeting, requiring a 2/3 majority vote of active members.
- A decision by the executive board, followed by a majority approval of the general membership.

2. Notification and Documentation: Once the decision to dissolve the Organization has been made, the executive board shall immediately inform the university administration and submit a formal letter indicating the intent to dissolve. The letter should include the following information:

- Name of the Organization
- Reason for dissolution
- Date of the decision
- Signatures of the executive board members

3. Inventory and Asset Management: An inventory of all Organization-owned assets, equipment, and materials shall be conducted. Assets can include but are not limited to:

- Office supplies
- Event materials
- Financial resources

The executive board shall determine the appropriate distribution of assets, ensuring compliance with university policies and any contractual obligations.

4. Financial Responsibilities: The treasurer or designated financial officer shall be responsible for settling all financial obligations, debts, and outstanding payments of the Organization. Any remaining funds in the Organization's account shall be disbursed in accordance with the Organization's constitution and/or bylaws.

5. Termination of Contracts and Agreements: All active contracts, agreements, and partnerships entered into by the Organization shall be reviewed, and necessary termination procedures shall be followed. The executive board shall communicate the dissolution to relevant parties and seek guidance on any required steps for termination.

6. Communication: The Organization shall notify its members, sponsors, collaborators, and the broader campus community about its dissolution through official channels, including social media, email, and the

organization's website. This communication should provide information about the reasons for dissolution and any final events or activities.

7. Records Preservation: The Organization shall maintain its records, documents, and archives for a specified period of time as required by university policy. The designated representative shall ensure that these records are properly stored and accessible for any potential audits or historical reference.

8. Final Meeting and Farewell Event: Prior to dissolution, the Organization shall hold a final general meeting to formally announce the dissolution and express gratitude to its members. An official farewell event may also be organized to commemorate the Organization's achievements and contributions to the campus community.

9. Official Closure: Following the completion of all dissolution tasks and responsibilities, the executive board shall submit a final dissolution report to the university administration, indicating the successful completion of the dissolution process.

Article 8 – Constitutional amendments

The constitution may be amended by proposing in writing and reading the change at a general meeting of the membership. The proposed change will be brought up for a vote at the next general meeting with a 2/3 majority vote of the membership present. Should the organization transition leadership or wish to amend the constitution in between registration cycles, the articles set forth in this document will remain in place until a new constitution is provided to the Ohio Union and Student Activities Department and is approved. Submission for approval of an amended constitution should occur within 30 days of the amendments.