

Adopt-A-School

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Name: Adopt-A-School (hereafter referred to as AAS)

ARTICLE II. ORGANIZATION PURPOSE

Adopt-A-School is a student organization at The Ohio State University in which its volunteers tutor students at Columbus-area schools. As tutors, college students help the kids by aiding in their studies and serving as a mentor in a structured environment.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Adopt-A-School 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

Adopt-A-School 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

Adopt-A-School 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

Any regularly matriculated undergraduate or graduate student of The Ohio State University shall be eligible for participation in Adopt-A-School. Faculty and staff are also eligible for participation as associate members but may not comprise more than 10% of the total membership.

Section B. Member Selection

To gain membership, nonmembers must attend one 30-minute online zoom training session. After the training session, they must complete “Youth Protection at The Ohio State University FY25-26” via Buckeyelearn. Then, members must submit the group membership form, with their completed training certificate.

Section C. Membership Timeline

Membership is open on a rolling basis.

Section D. Member Removal

- Members with more than 2 unexcused absences are subject to removal from the organization. It is left up to the discretion of the leadership team to determine if a member has a valid excuse that allows them to continue in the organization.
- Members will be notified after two absences that they are on probation.
- To remove a member, the leadership team will notify the member of their removal; aforementioned member will be removed from the mailing list and other platforms currently in use by AAS as deemed by the executive board. The member will be notified that they can be re-trained and re-join the following semester. If a member once again incurs more than 2 unexcused absences, the member will be permanently removed from the organization.
- If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the leadership team, as well as an optional consultation with the organization’s advisor.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

Will serve as a source of knowledge/inspiration for the current leaders when handling club issues; will mediate conflict and provide advice related to organization operations when necessary.

The advisor acts as a mentor to the leadership team and ensures that the leadership team accomplishes all organizational directives. The advisor(s) will be involved in the process of removal of any members should it be necessary.

The responsibilities of the advisor are as follows:

- Complete advisor training every two years

- Complete the anti-hazing training module available on BuckeyeLearn or through stophazing.osu.edu
- Submit online approval of the organization's registration every year
- Submit online approval of the organization's goals every year
- Submit online approval of any Council on Student Affairs (CSA) Operating or Programming funds requests initiated by the organization's treasurer
- Follow applicable laws, regulations, university rules, policies and guidelines
- Complete relevant reporting obligations

Section B. Advisor Term

The advisor will serve a term of one year with the opportunity to be reappointed

Section C. Advisor Selection

Adopt-A-School advisor(s) may be selected from any college or position (while obeying university guidelines), so long as they are able to effectively fill the role as an advisor.

The Primary Advisor must be a member of the faculty or administrative and professional staff selected by the student organization.

Classified civil service employees, graduate administrative associates, and emeritus and retired faculty/staff may serve as co-advisors, but the primary faculty/staff advisor must complete the certification process for the organization to be registered.

Advisors should not be on extended leave without mutually agreed upon contingency plans to provide for the organization's needs during their absence. This can come in the form of regular communication during the leave or bringing on a co-advisor.

Section D. Advisor Replacement

In the case of resignation or removal, the leadership team will meet to consider a new advisor. A simple majority vote will determine the new advisor, and the leadership team will contact the advisor candidate, requesting them to join as the new advisor.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

- Primary Leader (Co-president): In charge of coordinating with GEMS faculty, settling any unforeseen issues that may arise, overseeing/restructuring the volunteer program as needed, participating in outreach such as the involvement fair, completing annual training, and working with fellow officers.
- Secondary Leader (Co-President): In charge of coordinating with fellow Co-president to delegate and complete tasks. Will participate in outreach, work with executive officers, and oversee the training program.
- Secretary: In charge of checking emails and responding to common questions/requests, keeping track/updating attendance sheets weekly to track member activity.

- VP of Finance: In charge of handling necessary finances such as setting up a bank account and use of OSU funded resources, as well as keeping track of a semesterly budget to allocate funds appropriately.
- VP of Engagement: In charge of planning club events, managing club social media, and keeping track of school holidays to keep volunteers updated regularly. f) VP of Recruitment: In charge of planning and hosting recruitment events including Involvement Fair, training sessions, and outreach related tasks.

Section B. Officer Eligibility

Any regularly matriculated undergraduate or graduate student of The Ohio State University shall be eligible for participation on the Adopt-A-School leadership team.

Primary Leader and Treasurer must be enrolled as full-time students; Secondary Leader(s) must be student(s) in good standing.

Section C. Officer Selection Process

In the spring semester of each year, the current executive board will vote prospective AAS leaders based on feedback from applicant interviews. In the event of a tie, the vote of the primary leader will serve as the deciding vote. Any current AAS executive officer is permitted to conduct interviews and is required to take thorough notes to share with the rest of the board upon meeting to cast votes.

Section D. Officer Removal

Any elected leadership member may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution, 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. The leadership team may act for removal upon a two-thirds affirmative vote of the leadership team in consultation with the organization's advisor.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

If the organization no longer has enough active membership become recognized by the university as active, then the organization will proceed with its procedure to dissolve.

Section B. Dissolution Procedures, including Assets and Debts

Adopt-A-School may be dissolved by a two-thirds (2/3) majority vote of the active membership, provided that written notice of the proposed dissolution has been given to all members at least two weeks in advance.

Adopt-A-School shall use funds only to accomplish the purposes stated in this constitution in accordance with University policy. On dissolution of Adopt-A-School, all unused operating funds shall be returned to the Council on Student Affairs.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Constitution: Amendments to the constitution made after its approval for the current term should be proposed during a meeting of the leadership team. The amendment can then be voted on in the subsequent meeting. All amendments must be passed with a majority vote of the leadership team.

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.