

# Society of Sisters



“When sisters stand shoulder to shoulder, who stands a chance against us?” – Pam Brown

## *Constitution & By-Laws*

### Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section I - Mission Statement: The organization Society of Sisters functions to unite young African American women on The Ohio State University's campus, promote a collaborative sense of sisterhood, and foster social and professional development and

growth among all female students.

Section 2 - Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

### Article II - Membership: Qualifications and categories of membership.

Voting membership shall be defined as currently enrolled Ohio State students who have successfully maintained attendance at 3 or more general body meetings, and committed time to community service opportunities. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

### Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

Section I: The Executive Board of this organization shall consist of a President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Communications Chair, Morale Chairs, and Events Chairs. The Executive Board shall be elected by the method described in Article III of the by-laws. Terms for all officers last for one calendar school year and are elected by the membership. Duties are described in the by-laws.2

### Article IV - Executive Board: Size and composition of the Board.

The Executive Board represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. It shall be comprised of organization leaders, chairpersons of the standing Boards, and ex officio members from related student organizations.

### Section I: General Requirements:

The Executive Board shall be responsible for making executive decisions based on a compliance agreed upon by the organization as a whole. Members who serve on the Executive Board are expected to provide guidance and organization within SOS in all areas. Each Executive Board member shall keep a book of records for their activities to pass along to the future members\*.

Those who serve on the Executive Board are also required to plan and have a retreat at the end of each quarter to plan for the upcoming quarter. Each member is required to maintain a quarterly and cumulative G.P.A. of 2.5.

### Article V - Standing Boards: Names, purposes, and composition.

The following permanent Boards serve the organization leadership and general membership and are designed to carry out the basic functions of the organization. Chairpersons of these Boards are appointed by the Executive Board. Society of Sisters shall have three Boards to carry out the goals of the organization. They are the Event, Media, and Outreach Boards. The responsibilities the Board chair shall delegate are listed in the bylaws.

### Article VI – Method of Removing Officers.

Elected or appointed leaders are expected to meet certain standards and conduct themselves in a way that reflects well on the organization. In the event that a leader does not meet those expectations, the organization's procedures in place for objectively considering the leader's probationary membership status or removal from the organization are as follows:

The problem shall be brought to the attention of the rest of the Executive Board, who then will vote on whether or not the member in question will be allowed to remain. Removal shall occur with a majority vote in favor of it. The Advisor will play a key role in the decision process, however she/he will not vote.

### Article VII – Advisor(s) or Advisory Board: Qualification Criteria.

The advisors of this student organization must be members of the University faculty or Administrative & Professional staff. Responsibilities and expectations of advisors are as follows:

- The advisor(s) of this organization must have a vested interest in the goals and purpose of Society of Sisters.
- She/he must make herself/himself available to attend a minimum of 3 Executive board meetings per semester and 2 general body meetings per quarter.
- Provide feedback (suggestions, recommendations, and advice) to the organization regarding its operations and function upon request.
- Serve as resource and source of knowledge/ expertise.
- Serve as a non-voting member of SOS.
- Serve as a co-signer on checks, and other similar instances.

#### Article VIII – Meetings of the Organization: Required meetings and their frequency.

At least five (5) general meetings of the membership are required each academic term except for summer, and five (5) Executive Board meetings are required each academic term except for summer. The official meeting time and venue shall be Wednesday's at 6pm in Hale Hall; however this is subject to change. Meetings shall occur on a weekly basis with Executive Board meetings occurring the week prior to general meetings.

#### Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, and read again at the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business, SOS shall have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution shall not be amended easily or frequently.

#### Article X – Method of Dissolution of Organization

In the event of the dissolution of Society of Sisters, any unspent operating funds provided by Student Activities must be returned to Student Activities, and any program funds (raised through fundraisers or reimbursements) will be given as a donation to a women's organization of choice. This organization shall be disbanded if adequate leadership is no longer present, or the goals of the organization cannot be met or have been deemed obsolete. The dissolution shall be voted on only by the presiding officials, requiring a majority decision that the organization be dissolved.

## Society of Sisters By-Laws

#### Article I – Parliamentary Authority.

Society of Sisters shall foster an open and candid environment in which women can creatively and intellectually stimulate positive interactions among one another. The rules contained in the aforementioned constitution and in the by-laws shall govern the organization in all cases to which they are applicable. All members are expected to regard one another with respect at all times, and contribute to building a comfortable and constructive atmosphere.

#### Article II- Membership.

**Section 1:** Membership is aimed toward collegiate women at The Ohio State University, especially women of color. Although events are open for all that meet this criteria, Society of Sisters expects to build and maintain a dedicated membership. At SOS events, applications shall be available. Upon submission of this form, membership will become official. Each member is expected to contribute \$5 in dues per quarter, as well as maintain a quarterly and cumulative GPA of 2.0. Members are expected to attend 80% of SOS events. All members must participate in at least one Board\*.

**Section 2- Removal of Members:** Membership shall be revoked upon the failure of the member to remain in good standing with The Ohio State University, failure to pay dues, failure to correspond with and/or exhibit the values of the purpose of this organization, or failure to maintain the GPA requirement. This will be decided by the Executive Board.\*

#### Article III- Election / Appointment of Government Leadership.

For all elections following the initial formation of the organization, Leadership shall be appointed by the following process:

- The interested candidate must approach a member of the Executive Board to inform them of their interest, and then they shall receive an application for Executive positions.
- Qualified applicants will receive an interview from the current Executive Board to examine the applicants' ability to work well with others.
- As the final step, the Executive Board will select applicants to move forward and a candidate will be elected by the general body membership.
- All elected members must partake in training session led by the previous members of the Executive Board.

#### Article IV- Executive Board: Specific duties of each executive position and its responsibilities to the membership.

##### Section 1- President:

1. Oversees all actions of Society of Sisters by delegating responsibilities on the executive board.

2. Serves as the primary spokesperson of Society of Sisters and carry themselves in a professional and personable manner at all times.
3. Shall preside at all meetings of the general membership and the executive board members, and attend Board members.
4. Shall assist the 1<sup>st</sup> Vice President in maintaining order during all Executive Board meetings, and the 2<sup>nd</sup> Vice-President in maintaining order and general body meetings.
5. Shall be responsible for holding one-on-one meetings with each member of the executive board if necessary to have an accurate account of the standing condition of each Board.
6. Shall attend all Society of Sisters events and support other partnering organizations in their meetings and events to the best of her ability.
7. Responsible for sending communication to general body Listserv.
8. Shall be responsible for creating and planning community partnership networking opportunities and events for organization.

#### *Section 2- 1<sup>st</sup> Vice-President:*

- Assumes the duties of the President in case of absence, or if the position should become vacant.
- Shall be responsible for all internal affairs.
- Shall serve as a spokesperson for SOS and carry themselves in a professional and personable manner at all times.
- Shall assist the President in delegating responsibilities and facilitating meetings of SOS.
- Shall serve as a liaison between the general body members and the executive board members.
- Assist the 2<sup>nd</sup> Vice-President in acting as a parliamentarian for the organization.
- Shall attend all events and support other partnering organizations in their meetings and events to the best of her ability.

#### *Section 3- 2<sup>nd</sup> Vice-President/ Parliamentarian:*

- Shall assume the duties of the 1<sup>st</sup> Vice President and/ or President in case of absence, or if the position should become vacant. (3<sup>rd</sup> bullet was deleted also)
- Shall be responsible for all external affairs of SOS.
- Shall serve as another spokesperson for SOS and carry themselves in a professional and personable manner at all times.
- Shall assist the 1<sup>st</sup> Vice-President in serving as a liaison between the general body members and the executive board members.
- Shall serve as the Parliamentarian for the organization by maintaining order in all general body and executive board meetings.
- Shall attend all events and support other partnering organizations in their meetings and events to the best of her ability
- Shall be responsible for finding students for any panel and personally contacting any speakers for events along with Chairperson of the Events Board. This task may be delegated among Event Board.

#### *Section 4- Secretary:*

- Shall be responsible for the recording of minutes of all executive board meetings. The meeting minutes shall be typed and submitted to the President and Advisor(s) no later than four (4) days following the meeting date and time. Meeting minutes shall be accessible on the organizations Google Drive as well.
- Shall keep all records and bookkeeping for SOS up to date, including membership information.
- Shall also keep an accurate account of all members and is responsible for knowing the status of each member's membership as to whether or not they are in good standing
- Shall carry themselves in a professional and personable manner at all times.
- Shall be responsible for forwarding communication from other student organizations, university offices, and community partners to corresponding board members with President and Advisor copied on all communication.
- Shall be responsible for emailing all members weekly with assistance from the President on updates and current events that will affect the well being of the individual and organization as a whole along with the Events Board chairperson.
- Shall be responsible for all administrative works (Email correspondence, Google Drive maintenance, etc.)

#### *Section 5- Treasurer:*

- Shall be responsible for all of the financial affairs and direct the budget of SOS.
- Responsible for maintaining all financial records.
- Serve as the person of reference for the organization's account.
- Shall assist the Outreach Board in managing fundraising events.
- Shall carry themselves in a professional and personable manner at all times.
- Shall be responsible for 2 fundraising opportunities per semester.

Additional Executive Board members are the chairpersons of the three Boards.

#### *Section 5- Creative Marketing Chair:*

- Shall be responsible for all marketing materials for SOS.
- Shall be responsible for curating marketing materials (digital/hard copy flyers) for events and general body meetings.
- Shall manage social media accounts for SOS on a weekly basis (Twitter, Instagram).
- Shall be solely responsible for taking photographs at events.
- Market Organization major events though campus mediums & external mediums if applicable (Ohio Union TV screens, OU Twitter, Cabs)

Article V- Standing Boards: Specific duties and responsibilities to the organization leadership, Executive Board, and general membership:

Section 1- Event Chairs (2):

This is the chief group in charge of coordinating and executing events for the organization. The responsibilities the Board chair shall delegate are as follows:

- Shall work to present the meeting topics chosen by the Executive Board in the best possible manner.
- Shall be responsible for coordinating at least two (2) large scale events each semester, including Gathering of Women.
- Shall be responsible for booking all people who come and speak to the organization in a general body setting.
- Shall be responsible for the booking of venues.
- Shall be responsible for programming to facilitate the needs of the organization as a whole.
- Shall meet with the Executive Board on a weekly or bi-weekly basis to discuss ideas and any Board issues.
- Shall be responsible for coordinating with other Boards to generate contacts for the betterment of each member of the organization.

Section 2- Morale Chairs (2):

This is the group in charge of increasing membership and participation through general body interactions for the organization. The responsibilities the Board chair shall delegate are as follows:

- Shall be responsible for recruiting new members into SOS.
- Shall be responsible for constantly updating membership information for Listserv.
- Responsible for all membership drives and for providing assistance in any student activities fairs or opportunities to recruit new members.
- Shall be responsible for coordinating events for general body members and executive board members.
- Shall meet with the E-Board weekly or bi-weekly to discuss any membership drives or any other issues that pertain to the Board or organization as a whole.
- Shall be responsible for coordinating with other Boards to generate contacts for the betterment of each member of the organization.

***ALL MEMBERS ARE EXPECTED TO PARTICIPATE IN SERVICE-LEARNING ACTIVITIES***

Article VI - Method of Amending By-Laws.

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).