Constitution

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

Section 1- Name: GlamourGals Ohio State Chapter

Section 2-Purpose: GlamourGals is a 501 (c)(3) nonprofit whose mission is to inspire and organize teens to provide ongoing complimentary beauty makeovers and companionship to elderly women living in senior homes.

Section 3- Non-Discrimination Policy: *GlamourGals Ohio State Chapter 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*

In order to become a member of GlamourGals, one must be enrolled as a full time student at Ohio State University. Students must also pay a onetime $15 registration fee. This fee will go towards our annual fee to GlamourGals Nationals as a chapter.

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

Section 1-Titles and Duties of the leaders

Chapter President

* Recruits and manages volunteers and mentors the vice president
* Schedules makeover sessions with senior facilities
* Maintains chapter information on GGChapters.org
* Submits online supplies requests and post-makeover reports
* Preps and assists volunteers for makeovers
* Confirms transportation to Makeovers
* Coordinates chapter fundraisers
* Corresponds with GG National
* Participates in GG conference calls and events
* Responds to emails/phone calls

Chapter Vice President/Treasurer

* Assists the chapter president
* Acts as chapter president at makeovers in absence of a chapter president
* Respond to emails and phone calls
* Participate in monthly leadership calls
* Meet regularly with the advisor to discuss finances
* Request all funds for the organization
* Save receipts and complete audit forms
* Manage organization budget and bank account
* Steward of student money

Rally Girl/ Treasurer

* Network with the school in order to recruit other members and to improve her chapter
* Get the word about her GG chapter to other students at the school
* Help with fundraising and coming up with fundraising ideas
* Participate in Chapter Leadership Monthly Calls
* Engage chapter’s volunteers and encourage them to attend makeovers, get on GG chapters, and participate in makeovers/events
* Meet regularly with the advisor to discuss finances
* Request all funds for the organization
* Save receipts and complete audit forms
* Manage organization budget and bank account
* Steward of student money

Photographer

* She will take photos at the makeovers (action and candid shots)
* She will post the best shots on GGchapters.org
* She will be in charge of printing pictures to give to the women at the nursing home

Section 2-Terms of office: Each term of office is 2 academic school years. Each Term will begin in August of that school year and last until August of the end of the two years.

*Article IV-Method of Selecting and/or removing Officers and Members*

Section 1-Selecting Officers: We will hold elections at the end of each term for the open positions. In order to run for a position you must be nominated by another member and possess the qualities that we look for in that specific position. There will be an info sheet for new officers to understand the information behind GlamourGals. Officers will stay the same for the first three years in order to make sure the club stays on track.

Section 2-Removing Officers: If members deem a particular officer no longer suited for the position they must have 2/3’s vote to be removed and approval of the advisor.

Section 3- Removal of members: If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU 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. Examples of manner deemed detrimental, include but are not limited to, harassment, stealing funds, being disrespectful or disruptive, misrepresenting the organization or its purpose, conducting themselves in a general unethical manner, etc. Also, if a member is constantly not attending meetings/events or paying their dues the member can be removed.

*Article V-Advisor (s) or Advisory board: Qualification criteria.*

Advisors of student organizations must be members of the University faculty or Administrative & Professional staff. The responsibilities of the advisor are listed below:

* Attend an advisor certification training session once every two years
* Approve the organization’s online registration and agree to the terms of the [Campus Safety (Cleary) Act](http://www.securityoncampus.org/index.php?option=com_content&view=article&id=297%3Aclerysummary&catid=64%3Acleryact&Itemid=81), serving as a reporter if any person reveals to them they have been the victim, witness, and/or perpetrator of any incident that might involve a crime
* Review and approve an organization's annual goals
* Sign off on operating and programming funding requests
* Sign off on reservations of university space and equipment, as requested by the university department granting the reservation
* Be listed as a signatory on the organization’s checking account
* Attend some group events and activities
* Inform the group of infractions of their constitution, bylaws, or standing rules
* Speak up during discussion when s/he has relevant information
* Help the organization leaders to prepare an annual budget
* Recommend programs, speakers, seminars, ect.
* Objectively mediate interpersonal conflicts that arise between members

*Article VI-Meetings of the Organization: Required meetings and their frequency.*

In order to be an active member you must: attend mandatory meeting at beginning of each month*;* attend at least 3 makeovers per semester (one point each);Get 3 social points per semester. Examples of a social point include: dinner get-togethers, movie nights, fundraising events, guest speaker presentations, and journal entries on ggchapters.org. You also have the option of being a moderate member. In order to be a moderate member, one must attend the mandatory meeting at the beginning of each month, Attend 1 to 2 makeovers per semester and get 1 to 2 social points per semester.

*Article VII- Method of Amending Constiution: 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, should be read again at a specified number of subsequent general meetings and 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 an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.