The Constitution of Advocates for Women of the World

Women are marginalized in many areas of world, including the United States. Advocates for Women of the World seeks to educate the students of OSU about the struggles women endure in our country, as well as the debilitating problems women endure around the world. Our goal is to spread awareness on the disenfranchisement of global women and to advocate on behalf of their inherent rights as people. Most importantly, we want to take action on these issues through various partnerships and programs that AWOW will organize, such as volunteer work, campaigning, and activism. Our focus areas include: workplace equality, honor killings, gender norms and how it harms both women and men, girls’ education, female infanticide, child marriage, and political and economic rights.

Advocates for Women of the World shall be governed by the following:

Article I: Meetings

1. Executive Board Meetings
	1. The executive board will meet at least once per week.
	2. Executive board meetings are mandatory for all officers.
	3. Committee leaders may attend executive board meetings.
		1. Committee leaders may be called to attend certain executive board meetings by the Co-Presidents.
	4. An agenda will be mandated prior to the executive board meeting.
		1. It is the responsibility of all officers to communicate with the Co-Presidents on topics they would like to discuss during the executive board meeting prior to that meeting.
			1. Officers must make an addition to the agenda through the Co-Presidents at least 3 days prior to the executive board meeting.
			2. Failure to adhere to this means that the agenda will be set without the discussion of said topic.
2. General Body Meetings
	1. Advocates for Women of the World will meet every Wednesday at 7:30pm with the exception of summer semesters and holidays.
3. Committee Meetings
	1. Committee meetings will be scheduled at the discretion of the committees.
		1. Committee leaders will facilitate a committee-wide vote on how often meetings will be held and when they will be held.
	2. Committee meetings should be held at least once a month, excluding holidays and summer sessions.
	3. The accomplishments and minutes of the committee meetings must be presented to the Co-Presidents after each committee meeting
	4. Executive officers may attend committee meetings in order to observe the session.

Article II: Membership

1. Prerequisites to Membership
	1. Potential members must be enrolled students at Ohio State in good academic standing with the university.
	2. Potential members must attend at least 4 meetings in order to be eligible for membership.
		1. 2 of these 4 meetings must be attended consecutively.
	3. Upon meeting these requirements, potential members will be notified and given official membership status.
2. Membership Requirements and Responsibilities
	1. Members must attend at least half of all meetings held per semester.
	2. Members must participate fully in the organization by contributing to general body meeting discussions and ideas and by participating in external AWOW events.
		1. External AWOW events include volunteer opportunities, campaigns, and programs pursuant to AWOW’s mission.
		2. Members must attend at least one external AWOW event per semester.
	3. Members must pay $10 in membership dues per year.
		1. Dues must be paid within a month of instated membership.
		2. Regarding returning members, dues must be paid within a month of the start of fall semester.
	4. Members are responsible for voting in general elections.
	5. Members may, due to special circumstances, discuss exemption of membership requirements with the Co-Presidents and VP membership.
3. Demographics
	1. All those who are interested in striving towards equality of the sexes are welcome.
4. Non-discrimination Policy
	1. People of all genders and ethnicities are welcome. There will not be any discrimination on the basis of age, disability, gender, sex, religion, sexual orientation, veteran status, or origin.

Article III: The Executive Board

1. Officers
	1. Co-Presidents
		1. The Co-Presidents will ensure that all activities promoted by the organization are pursuant to AWOW’s mission and values.
		2. The Co-Presidents will coordinate and oversee the activities of the organization.
		3. The Co-Presidents will set the agenda for the executive meetings and the general body meetings.
		4. The Co-Presidents will lead all general body and executive board meetings.
		5. The Co-Presidents will ensure that they are in constant communication with the advisors of the organization and notified of new developments when needed.
		6. The Co-Presidents will be responsible for facilitating all organizational operations.
		7. The Co-Presidents will be responsible for supervising AWOW’s financial activities and financial documents in order to ensure that funds are used appropriately and there is no illicit activity.
		8. The Co-Presidents will have access to AWOW accounts in order to ensure that the correct amount of funds is present but will not be permitted to withdraw from the account without the approval of VP Finance.
		9. The Co-Presidents will be responsible for ensuring that all officers on the executive board are fulfilling their stated duties.
	2. VP Finance
		1. The VP Finance will be responsible for fiscally managing the organization, which includes the management of AWOW’s financial accounts.
		2. The VP Finance will be responsible for fundraising, seeking opportunities for donation and beneficial financial partnerships, and applying for grants in order to fund AWOW operations.
		3. The VP Finance will be responsible for keeping accounting records that state all income, expenditures, and financial activities of the organization.
		4. The VP Finance will be responsible for the following duties:
			1. Collection, maintenance, and recording of the membership dues;
			2. Preparing financial documents for the use of the club;
			3. Preparing a budget for the following semester, allocating costs and funds appropriately;
				1. Budgets must be set at least 3 weeks prior to the start of each semester.
				2. Budgets will be created according to the funds needed by each officer on the executive board and to those committee leaders who require funds.
			4. Setting reasonable and fair dues for the members to stay on budget;
				1. Dues must be calculated based on the budget set for the semester. To set the dues, the required budget should be divided by the number of official members of AWOW in order to allocate the budget evenly across members.
				2. Budgets should, for the most part, stay consistent each semester, in order to ensure that dues are not dramatically changing each semester.
			5. Stay up to date for the requirements instituted by any third body organization (the Ohio State University, the city of Columbus, the Internal Revenue Service etc.)
		5. The Vice President of Finance will enforce limited participation by non-paying members so as not to use membership dues or other funds to cover expenses of such individuals.
			1. Non-paying members will not be permitted to attend events other than general body meetings.
		6. Dues and other club funding will be used strictly for the intention of the club as a whole, and will not be distributed to club members exclusively for individual or off mission funding.
		7. The financial statements will be prepared transparently, accurately, and in a timely manner to reflect the current monetary position of the club.
		8. The VP of Finance will be solely responsible for editing the club financial documents.
		9. The VP of Finance must make available all financial documents to the executive board for proper supervision of the financial activities of the organization.
		10. The VP of Finance, and the advisor will be the sole cosigners on the bank account holding club funding.
		11. The Co-Presidents will have access to funds with the approval of the VP of Finance and may withdraw funds with the prior approval of the VP Finance on the withdrawal and amount of withdrawal.
		12. The VP of Finance, aside from the Co-Presidents with VP Finance approval, is the only person that may withdraw funds from AWOW accounts for AWOW use.
		13. The VP of Finance must receive the approval of Co-Presidents prior to the withdrawal of funds from AWOW accounts.
	3. VP Publicity
		1. Social Media
			1. The VP Publicity is responsible for the management of all social media accounts.
			2. AWOW has opened an account on Facebook and Instagram.
			3. If the VP Publicity feels that another account should be opened on a different social media platform, the VP Publicity must confirm the idea with the executive board prior to creating a new account.
			4. The VP Publicity is responsible for posting on social media accounts prior to each AWOW event.
				1. The VP Publicity must post on all accounts prior to the event.
			5. The VP Publicity is also responsible for the creation of social media campaigns, potentially at least once a year.
				1. It is the responsibility of the VP Publicity to organize these campaigns, create tags for the campaigns, and enlist help from general body members.
		2. Marketing
			1. The VP Publicity is responsible for creating flyers that advertise AWOW and its purposes.
				1. The VP Publicity is also responsible for printing these flyers for the purposes of the organization.
			2. The VP Publicity must create and print sign up sheets for those interested in being on AWOW’s email list.
			3. The VP Publicity must also create new ways to market for the organization.
			4. The VP Publicity is responsible for creating and executing these new marketing ideas.
		3. The VP Publicity is responsible for budgeting for what he/she needs each semester to fund social media campaigns/marketing.
			1. It is the responsibility of VP Publicity to submit a detailed list of costs of social media campaigns/marketing to the VP Finance in order to request funding.
				1. This request for funding must be submitted to the VP Finance at least 6 weeks prior to the start of each semester.
	4. VP Membership
		1. Attendance
			1. The VP Membership should be present at each general body meeting.
				1. Should the VP Membership be unavailable during a general body meeting, it is the responsibility of the VP Membership to ensure that another individual takes responsibility for the tasks of the VP Membership.
		2. Membership Requirements
			1. The VP Membership must ensure that everyone is signed in at the start of each general body meeting.
				1. The VP Membership should use an excel sheet to sign members in.
			2. The VP Membership is responsible for ensuring that potential members meet all membership requirements prior to receiving official membership status.
				1. The VP Membership must ensure that the individual attended 4 meetings and two were attended consecutively.
			3. The VP Membership is responsible for notifying individuals when she/he is officially a member.
			4. The VP Membership is responsible for ensuring that each AWOW member participates in one external AWOW event.
		3. Membership Events
			1. The VP Membership is also responsible for coordinating official social events.
				1. At least two social events should be organized each semester, where AWOW members will have the opportunity to socialize and get to know those that are in the organization.
		4. Recruitment
			1. The VP Membership is responsible for improving membership retention and recruiting potential new members.
			2. The VP Membership is responsible for recruiting new members with flyers, presentations, emails, or otherwise in classrooms, other student organizations, etc.
			3. The VP Membership is also responsible for organizing the booth at the Involvement Fair and collecting all relevant materials.
		5. Emailing
			1. The VP Membership must send a weekly email to AWOW members reminding them of general body meetings and notifying them of upcoming events.
				1. Weekly emails must be sent out every Sunday.
		6. The VP Membership is responsible for budgeting for what he/she needs each semester to fund membership events.
			1. It is the responsibility of VP Membership to submit a detailed list of costs to the VP Finance in order to request funding.
				1. This request for funding must be submitted to the VP Finance at least 6 weeks prior to the start of each semester.
	5. VP Community Liaison
		1. The VP Community Liaison is responsible for seeking new partnerships with various organizations and nonprofits that align with AWOW’s mission.
		2. The VP Community Liaison is responsible for maintaining all AWOW partnerships.
			1. Established AWOW partnerships are currently with US Together for Refugee Settlement, Dress for Success, and the YWCA.
		3. It is the responsibility of the VP Community Liaison to organize opportunities for service at Dress for Success, YWCA, and others. This includes:
			1. Communicating with all relevant parties to set up the event.
			2. Ensuring that the VP Membership sent out an email created by the VP Community Liaison, asking members to sign up to participate in the event.
			3. Announcing these events in advance at general body meetings and giving members an opportunity to sign up at the meetings.
			4. Organizing reliable transportation for AWOW members to and from the event.
			5. Ensuring that the VP Membership sent out an email created by the VP Community Liaison, notifying members who have signed up to participate in the event of the pickup and drop off time and location.
			6. Ensuring that all members who signed up for the event are present in a timely manner.
			7. Bringing all relevant materials to the event.
		4. The VP Community Liaison is responsible for budgeting for what he/she needs each semester to fund service events.
			1. It is the responsibility of VP Community Liaison to submit a detailed list of costs to the VP Finance in order to request funding.
				1. This request for funding must be submitted to the VP Finance at least 6 weeks prior to the start of each semester.
2. Officer Requirements
	1. Any member in good standing is eligible to assume an elected position.
	2. All officers are elected by the members of Advocates for Women of the World.
	3. All officers serve a one year term and may serve an unlimited number of terms, so long as they are elected.
	4. All officers must provide an update of their activities at the weekly executive meeting.
3. Officer Selection
	1. Elections must take place during the third week of spring semester, with terms of office beginning the sixth week of spring semester.
		1. The weeks between the third and sixth week of the spring semester will function as a transition period. New officers will be trained by previous officers during this period.
	2. Elections
		1. Members who wish to be considered for a certain officer position should notify one of the Co-Presidents no later than the second week of spring semester.
		2. Members may be considered for more than one position.
		3. Officers will be elected in this order:
			1. Co-Presidents
				1. Co-presidents are required to run for election together.
				2. Co-presidents are required to give a 4 minute presentation in place of a speech.
			2. VP Finance
			3. VP Publicity
			4. VP Membership
			5. VP Community Liaison
		4. Contenders for each position will be given the opportunity to speak for two minutes. The speech will follow with a two-minute question and answer period.
		5. After all contenders for a certain position have completed their speech and question/answer period, they will leave the room and AWOW members will vote on a sheet of paper for one to be elected.
		6. The votes will be immediately collected and counted, and the new officer will be announced.
			1. A simple majority must be reached for the new officer to be elected.
			2. If there is a tie, the two candidates with the highest number of votes will compete in a second election. The candidate with the highest number of votes in the second election will be elected the new officer.
		7. Should an officer position be vacated prior to the end of the term, a new officer must be elected in accordance with all election requirements.

Article IV: Committees

1. Committee Creation
	1. If a member is interested in creating a new committee, the creation of the new committee must be approved by the executive board.
	2. The goals and plans of the committee should be presented to the entire executive board by the member who is interested in creating this committee.
		1. This member should have at least 3 other members who are interested in participating in this committee, should the committee be created.
		2. This member should also have at least one actionable program that will begin once the committee is created.
	3. After the presentation has been completed, the executive board will discuss the potential creation of the committee and come to a consensus.
	4. After the discussion has been completed, the executive board must vote to confirm or deny the creation of the committee.
		1. Vote must be unanimous to confirm the creation of the committee.
2. Committee Membership
	1. A member of Advocates for Women of the World can become a member of any committees operating under this organization.
	2. To be eligible for committee membership, a potential member must solely pay AWOW dues.
3. Committees
	1. Committees
		1. Sexual Assault Awareness Committee
		2. Refugee Rights Committee
		3. Girls’ Education Committee
	2. Committee Leaders
		1. Potential committee leaders may apply for more than one committee leader position.
		2. Applications for committee leader positions will take place during the third week of spring semester, with terms of office beginning the sixth week of spring semester.
			1. The weeks between the third and sixth week of the spring semester will function as a transition period. New committee leaders will be trained by previous committee leaders during this period.
		3. Potential committee leaders must fill out applications provided by the executive board in order to apply for the position that they desire.
		4. The executive board will review each application for each position.
		5. The executive board will then meet to discuss each applicant.
		6. After discussing the applicants for a committee leader position, the executive board will vote on who should be elected to the position.
			1. A simple majority must be reached for the new officer to be elected.
			2. If the vote is a tie, the relevant committee will be provided with the applications of their committee leader position.
				1. The relevant committee will then discuss potential leaders.
				2. After the discussion is complete, the committee will vote for a new committee leader to be elected.

A simple majority is required for the new committee leader to be elected.

* 1. Committee Requirements
		1. Each committee must have at least two programs per semester.
		2. Each committee is responsible for consistently notifying the entire organization of upcoming programming.

Article V: Advisor Requirements

1. An advisor must fulfill any requirements set forth by the Ohio Union and the Office of Student Life.
2. An advisor must oversee the affairs of the organization to ensure that the organization operates pursuant to its mission.
3. An advisor must be in communication with the co-presidents to ensure that she/he has up-to-date information on the affairs of the organization.

Article VI: Officer or Membership Removal

1. Membership Removal
	1. The VP Membership may remove a person who has not fulfilled a membership requirement and is lacking an approved excuse.
	2. The VP Membership may remove a person who has committed a harm to other members of the organization.
	3. The person subject to removal will have the opportunity to appeal their removal.
		1. The person subject to removal must give a speech to the executive board that is no more than 4 minutes in length, outlining the reasons why she/he should not be removed from membership.
		2. The VP Membership must give a speech to the executive board that is no more than 4 minutes in length, outlining why he/she removed the member.
		3. The executive board will vote to remove or reinstate the member. A simple majority must be reached.
2. Officer Removal
	1. An officer may be removed at anytime if members feel that the officer is not fulfilling his/her duties, is not acting in a way that aligns with AWOW’s mission, or commits a harm against members of AWOW.
	2. The officer subject to removal must give a speech to AWOW that is no more than 4 minutes in length, outlining the reasons why she/he should not be removed from office.
	3. The person who initiated the officer removal process must give a speech to AWOW that is no more than 4 minutes in length, outlining why he/she believes the officer should be removed.
	4. Both people will then exit the meeting and members of AWOW will discuss for 5 minutes.
	5. A simple majority must be obtained for an officer to be removed.

Article VII: Constitutional Review

1. The Constitution must be reviewed every year to ensure that it is up-to-date.
2. The Constitution must be reviewed by the Co-Presidents during the organization’s registration period.
3. Any amendments to the Constitution must be passed by AWOW with a simple majority.