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

**Section 1 – Name:** Cosmetics Club at The Ohio State University

**Section 2 – Purpose:** To provide skills in creating one’s own homemade cosmetics, cosmetics usage, and knowledge of cosmetics. To come together and share ideas about cosmetic design and use. For anyone who is interested in creating, applying, or learning about cosmetics.

**Section 3 – Non-Discrimination Policy:**

This organization does not discriminate 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 bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, Cosmetics Club at The Ohio State University expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15.

**Article II – Membership: Qualifications and categories of membership:**

Students, faculty, and staff may become members of the Cosmetics Club at The Ohio State University. Only currently enrolled students of The Ohio State University will be able to vote on club decisions and officer elections.

As required by the Guidelines for Student Organizations, 90% of the membership of this organization includes current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

**Article III – Methods for Removing Members and Executive Officers:**

1. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member will receive a warning. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law for a second time, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor. The vote will be held at the next meeting following the violation.
2. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, 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 Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor. The vote will be held at the next meeting following the violation.
3. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

**Article IV – Organization Leadership:**

Primary Leader: The primary leader is voted on by members of the club that are currently enrolled as students at The Ohio State University. The vote takes place during the first week of February each year, and anyone who wants to be the primary leader will give a short speech as to why they are fit for the responsibility. Every year a new primary leader is selected\*. A responsibility of the primary leader is to email club members prior to every club meeting detailing what will be done at the upcoming meeting. The primary leader must also meet with the secondary leader and treasurer prior to almost all club meetings in order to plan for the upcoming meeting, and oversee that their responsibilities are taken care of. The primary leader is the main facilitator of each meeting, and makes sure things run smoothly. The primary leader will organize events and find the space necessary to hold each club meeting. The primary leader will also be the main contact with the advisor.

Secondary Leader: The secondary leader is voted on by members of the club that are currently enrolled as students at The Ohio State University. The vote takes place during the first week of February each year, and anyone who wants to be the secondary leader will give a short speech as to why they are fit for the responsibility. Every year a new secondary leader is selected\*. The main responsibility of the secondary leader is to help the primary leader with their responsibilities. The secondary leader will assist the primary leader in all of their responsibilities, as well as undertaking any projects on their own for the benefit of the club.

Treasurer: The treasurer is voted on by members of the club that are currently enrolled as students at The Ohio State University. The vote takes place during the first week of February each year, and anyone who wants to be the treasurer will give a short speech as to why they are fit for the responsibility. Every year a new treasurer is selected\*. The main responsibility of the treasurer is to request for all funds necessary for the club, and well as handle the club’s bank account and transactions throughout the year. The treasurer must communicate with the primary and secondary leaders about the state of the club’s funds.

Social Media Officer: The social media officer is voted on by members of the club that are currently enrolled as students at The Ohio State University. The vote takes place during the first week of February each year, and anyone who wants to be the social media officer will give a short speech as to why they are fit for the responsibility. Every year a new social media officer is selected\*. A responsibility of the social media officer is to manage any social media accounts by posting regularly to the account. The social media officer will also be in charge of advertising for the club by the use of fliers.

Advisor: The advisor was selected by the founder of this organization. The advisor will continue to be the advisor until he/she is unable or no longer wishes to be the advisor. If this happens, the organization officers must find a new advisor. A vote will be held between primary leader, secondary leader, and treasurer where majority rules. The main responsibility of the advisor is to make sure the organization follows the laws of the organization as well as the laws of The Ohio State University. The advisor may be as involved or uninvolved as he/she wishes at each club meeting.

\*With the exception of the first year the club is founded - where the officers will serve for a year and a half.

**Article V – Election/Selection of Organization Leadership:**

There will be an election once a year during the first week of February. The exact day of the meeting will be up to the current primary leader. Anyone who has been a club member for at least one semester may volunteer themselves as a nominee for either primary leader, secondary leader, treasurer, or social media officer. All nominees must be currently enrolled students at The Ohio State University, and one person may not have the same officer position two years in a row. Each nominee will give a 2-3 minute speech/presentation as to why they are fit for the role they are running for. Once all nominees have given a speech, the vote for each officer will be held by all currently enrolled students at The Ohio State University that are members of this organization. This will be done by form of paper ballot with the nominee’s name on them. The totals will be added up by the primary leader, who will then announce the new officers. There will be a one or two week, depending on how much each individual needs, adjustment period for the new and old officers to become acclimated to their new role.

**Article VI: Advisor(s) or Advisory Board: Qualifications Criteria:**

The advisor of this organization must be full-time members of the University faculty or Administrative and 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 does meet these classifications. The advisor must meet with the officers at least once a year.

**Article VII: Meetings and events of the Organization: Required meetings and their frequency:**

There are a wide variety of products to make falling under the term cosmetics, and a variety of workshops will be provided at club meetings where members will be able to take home and use the product they make. Meetings and events will range from learning how to create cosmetics, listening to/sharing expertise about a certain field of cosmetics, and anything that officers and/or club members can think of that align with the organization’s goals and interests.

A meeting or event will be held once a month. Anyone may attend an event held by this organization. However, in order to attend a cosmetic workshop, you must pay dues of ten dollars per person, and you must attend at least two other events held by this organization. This would automatically make you a member.