**Leading Women of Tomorrow Constitution**

*Article I-*

***Section 1-*** Name: Leading Women of Tomorrow at The Ohio State University

***Section 2-*** Purpose: The purpose of this organization is to empower, encourage, and assist women in participating in careers in public service. Our efforts are aimed at bridging the gender gap among public representatives.

***Section 3-*** 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-*

***Section 1-*** Membership: Leading Women of Tomorrow is a student organization with open membership to all students, faculty, alumni, and professionals. Although all members can be recognized as non-voting associates, only currently enrolled Ohio State students may have voting member status.

***Section 2-*** If a situation would arise that the organization needed to remove a member from the organization, the member must first meet with the organization officers, where they will receive a warning. If the issue persists, the member may be removed from the group upon unanimous agreement amongst the officers.

*Article III-*

***Section 1-*** Organization Leadership: Leading Women of Tomorrow will have four organization officers: President, Vice President, Secretary, and Treasurer. The organization will hold yearly elections for each of these positions, however, there will be no term limits. Each member will run for an individual office with no single member running for multiple offices and no members running as a unit. All voting members will be eligible to elect and/or run for office and the member with the majority of the votes will be elected to that position.

***Section 2-*** Duties of each position:

President- The President of the organization will be in charge of contacting professional liaisons, public officials, and speakers to create events for the organization. The President will also lead all general meetings of the organization. Additionally, the President can delegate any additional tasks to the other officers.

Vice President- The Vice President of the organization will focus on student outreach. Any newsletters from the organization will be created by this person and they will be in charge of reaching out to the student body to inform them of upcoming events.

Treasurer- The Treasurer of the organization will oversee monitoring the money spent by the organization and allocating money towards specific events. If money is collected from the members, the Treasurer will also be responsible for this.

Secretary- The Secretary of the organization will be responsible for day to day tasks of the organization. This includes taking attendance at general meetings, counting votes, reading emails, and assisting the other officers in their duties when necessary.

*Article IV-*

***Section 1-*** Executive Committee: The Executive Committee will conduct business in between general meetings. During those general meetings, the committee will update the organization on any work that has been done for the group. The Executive Committee will be made up of the organizations officers.

*Article V-*

***Section 1-*** Method of Selecting/Removing Officers: As mentioned in Article III, each officer will be selected through an election by the voting members of the organization.

***Section 2-*** A member may be removed if the other officers feel that the member is not completing their responsibilities or is causing damage to the organization. The member will first get a warning from the other three officers. They will be put on a three month probationary period. If the activity persists, the other officers may immediately remove the officer from their seat upon unanimous agreement. At which point, the officers must appoint a member from the general body to fulfill the role for the remainder of the year.

*Article VI-*

***Section 1-*** Advisor Qualification Criteria: The advisor of this organization must be a member of the University faculty or Administrative and Professional staff.

***Section 2-*** The advisor acts as a guide to the organization. It is not mandatory for the advisor to be present at events held by the organization, however, the advisor must be notified of each event.

*Article VII-*

***Section 1-*** Meetings of the Organization: There will be two required general meetings per term. (Excluding summer term) One of these general meetings will be held to elect the new officers of the organization. Only members that are present at the meeting will be eligible to vote on any potential amendments or candidates for official positions. Any meeting that includes a vote must have at least 2/3 of voting members present.

*Article VIII-*

***Section 1-*** Method of Amending the Constitution: Proposed amendments to the constitution should be presented in writing. Prior to the meeting at which it is discussed, a copy of the amendment must be given to the President and the Vice President of the organization. The amendment must be read at a minimum of three general meetings. At the third meeting, the sponsor of the amendment will be given the option to have the organization vote on the amendment. For the amendment to pass, 2/3 of the voting members must be present and the amendment must receive a majority.

*Article IX-*

***Section 1-*** Method of Dissolution of the Organization: This organization may only dissolve by unanimous vote of the general body or by the decision of The Ohio State University. Should this organization dissolve, all assets will be given to The Ohio State University.

**By-Laws**

*Article I-*

***Parliamentary Authority:*** The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the Constitution of this organization.

*Article II-*

***Membership:*** This organization will have open membership to any person interested in joining. Although there may be dues required to attend a specific event, members will not be required to pay dues in order to maintain membership. Membership of the group may be terminated if a member doesn’t attend any events or meetings throughout a whole semester. A member may also leave the group by submitting a termination letter to one of the organization’s officers.

*Article III-*

***Election/ Appointment of Government Leadership:*** Only voting members will be eligible to run for a position as an officer. A member must also be in their 1st, 2nd, or 3rd year at The Ohio State University to be eligible to run for office. All candidates must be nominated by another member of the group and seconded by another member, excluding the candidate themselves.

Ballots for each election will list each of the candidate’s names and each member will only be eligible to vote for one candidate in each category. There will be no write-in option during elections. Ballots may be passed out during a general meeting of the group or provided through an online system, if the group agrees that it would be a more efficient process. If the ballot is given online, the ballot must be open for voting for at least 24 hours.

In the event that a seat opens in a leadership position prior to an election, the other officers must appoint a member to fill in the spot of that officer. In this case, a 4th year student at Ohio State would also be eligible for the position, along with those who are eligible to run for office.

*Article IV-*

***Advisor Responsibilities:*** The advisor for this organization will have a very hands-off role in the daily activities of the group. The advisor must be informed of all purchases, events, and decisions made by the group, however, permission from the advisor is not required for the decision to be made.

*Article V-*

***Meeting Requirements:*** Members are not required to attend any general meeting, however, if a member is not present they are not eligible to vote. For a vote to be held there must be at least 20 members present or a majority of the membership, whichever number is smaller. Special meetings may be called by the President of the organization with at least one week’s notice.

*Article VI-*

***Method of Amending By-Laws:*** To amend a section of the By-Laws, the proposition must be presented to the President and Vice-President in writing prior to the meeting. If they mutually decide to bring the amendment to the floor, it may be read and voted on in the same meeting. For an amendment to pass, it will need a majority of the present voting members to vote in favor of the amendment.