

SHEROS



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

A. Name:

The name of this organization is as follows: SHEROS (At The Ohio State University)

B. Purpose:

The purpose of this organization is to provide a safe space where student-athletes can learn and develop the essential skills that will help us lead successful lives in the future. The organization is meant to provide this group of student-athletes with the understanding of the importance of unity, skills to accomplish beneficial networking, the development of philanthropic skills, and the proper guidance towards professional development and personal growth. Most importantly, this organization should stand as a support system for its members in order to give each of them the necessary encouragement and reassurance to lead a successful life while enrolled at The Ohio State University, and beyond graduation. Our organization strongly supports the success of female-student athletes.

C. Non-Discrimination & Sexual Misconduct Policy:

SHEROS 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. For further information purposes, The Ohio State University’s current policy is quoted as follows: ““The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State 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.”

SHEROS adheres to The Ohio State University’s sexual misconduct policy, which is stated as follows:

As a student organization at The Ohio State University, SHEROS, 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, which can be found here:

<https://hr.osu.edu/public/documents/policy/policy115.pdf>.

Article II - Membership: Qualifications and Categories of Membership

A. General Membership

The organization's voting membership should only be open to currently enrolled Ohio State Student-Athletes that are a part of a varsity Ohio State University athletic team. However, the general membership is granted to any individual that fits the previously stated guidelines, regardless of their personal grade point average or current ability to compete. The general body membership is both open and inclusive of all Ohio State University students.

B. Executive Board Officer Membership

In order to become an Officer of This Organization, one must complete all of the following:

- a. Must earn at least a Cumulative GPA of 2.0.
- b. Must be an Ohio State Student-Athlete
- c. Be enrolled in at least their second full time semester, as an Ohio State student-athlete.
- d. Currently, in good standing per the Ohio State Student Code of Conduct
- e. Apply for the officer membership position of their interest during the spring term of that current year via the current SHEROS officer membership application.
- f. Be selected, based on their application, by a majority vote of the current SHEROS executive board and successfully complete the necessary training for the applicable positions. (If no one is interested in a position that is available, the president is able to then appoint someone to that role.)

Article III – Methods for Removing Members and Executive Officers

- A. If a general member or executive board member of SHEROS displays behavior that is unbeneficial to progressing the purpose of this organization, violates any of the organization's constitution or by-laws, or defies the Ohio State Code of Student Conduct, university policy, or federal, state, or local laws, the member will either be removed via the majority vote of the current executive board officers and organization's advisors or via the executive order by the organization's advisors.
- B. If the reason for the removal of a member is protected by the Family Educational Rights and Privacy Act (FERPA); or furthermore, the reason cannot be shared with the executive board members, the President of the Executive Board, along with the organization's advisor(s), will vote to temporarily suspend that member or executive board officer.

Article IV - Organization Leadership:

A. Title and Duties of Each Organization Leadership Position:

a. President:

- i. Primary Speaker/ Representative of SHEROS for all formal/informal events outside of SHERO's events
- ii. May attend meetings outside of SHEROS meetings, representing SHERO, as long as all discussed topics and future plans are brought to SHERO's e-board attention as soon as possible
- iii. Main contact for outsiders to invite SHEROS to attend events outside of events that SHERO plans
- iv. Construct proposals for all SHEROS events and sees that the tasks are evenly distributed throughout all e-board members based on their board position title , as well as send formal proposal to advisor(s) and SASSO to be approved (excluding events that other members are taking the lead on)
- v. Ensure that teamwork is being promoted on every SHEROS dealing ad that every board member is efficiently completing their tasks for each event and any SHEROS dealings
- vi. Possess The Final Decision in SHEROS Decisions if a majority vote cannot be reached
- vii. Sends out weekly updates/reminders to ensure tasks for the current event to do lists are being completed
- viii. Leads all executive board meetings

b. Vice President:

- i. May attend meetings (representing SHEROS) outside of SHEROS meetings, as long as all things discussed are presented to fellow e-board members as soon as possible
- ii. Secondary speaker/representative for SHEROS at all informal/formal events (outside of SHEROS created events)
- iii. Plays a leadership role in assisting all board members in their tasks to ensure things run smoothly
- iv. Reserves Rooms for all SHEROS executive board meetings
- v. Has final decision for all SHEROS decisions (if president is not present) if a majority vote cannot be reached
- vi. Secondary contact for outsiders to invite SHERO to attend events outside of events that SHEROS plans

- vii. Sends out weekly meeting reminders containing necessary information regarding our weekly meetings (location and time)
 - viii. Promotes teamwork throughout every SHEROS dealing
 - ix. Leads executive board meetings (in the event that the President cannot be present)
- c. Treasurer:
- i. Make a SHEROS bank account
 - ii. Keeps a record of all transactions for this bank account
 - iii. In control of all withdrawals & deposits for this bank account
 - iv. In possession of all documents pertaining to this account(along with the president & SHEROS advisor(s))
 - v. Contact for Donations /In charge of funding for each event
 - vi. In Charge of cost estimations for all events (informs SHEROS board members of realistic cost for events, pertaining to the account)
- d. Secretary:
- i. Takes notes at every meeting in a google doc that can be viewed by all board members (in order to recall previously discussed things/ and to update board meeting absentees on the things that took place at the board meeting)
 - ii. Makes excel sign up sheets for each event so that new members can provide their necessary information
 - iii. Make/ Consistently Updates a document that lists all current members and their information (email, sport, phone number) so that we can keep track of who is/ is not yet a member
- e. Community Outreach Chair:
- i. Creates a list of ideas that involve collaborating with other student organizations or various groups/organizations within the Columbus community, to present to fellow SHEROS board members at every other meeting to be discussed (ex: ideas for SHEROS and another orgs collaborative events, events SHEROS members can attend in our community)
 - ii. Takes notes in a google doc that lists all possible community service ideas(for all board members to have access to in order for each of us to be able to view this list outside of meetings & add our own ideas to this list as well)

- iii. Carry out (construct/plan) one philanthropic/community service event every month for the executive board and/or SHEROS general body members to take part in

f. Event Manager Chair:

- i. In Charge of booking spaces for all SHEROS events (outside of SHERO E-Board Meetings)
- ii. Main contact for food reservations for all SHEROS events (Makes food reservation for every SHEROS event alongside the advisor(s))
- iii. Makes estimated cost of events (excluding the events that other members are taking the lead on)
- iv. Communicates all details for every event to the SHEROS e-board, and constructs a document containing all the details so that all members can refer to it when needed
- v. Communicates with other organizations to establish the event planning for any collaborative events (excluding community service related events and event that other members are taking the lead on)

g. Social Media Chair:

- i. Creator of all SHEROS social media accounts
 - 1. Instagram, twitter, and eventually maybe a snapchat to document things on a personal view at our events or events that we attend, once our organization is formal and on a bigger scale
 - 2. Must contain all passwords for all social media accounts and share them with both the advisor(s), as well as the president/vice president when needed
- ii. Keeps all Social Media accounts up to date with current and future events
 - 1. Post pictures & videos from SHEROS events and outside events that SHEROS members attend , flyers/invitations for SHERO events

- iii. Social Media Contact (can communicate via social media representing SHERO (ex: direct messaging); all things discussed must be brought to the attention of all board members at the next executive board meeting)
 - iv. Ensures that SHEROS social media presence abides by the Ohio State Compliance Rules (in close contact with our advisor(s) if questioning a post), as well as stands by the purpose, morals, and values of SHEROS
 - v. Creates flyers/invites for all SHEROS events and presents them to fellow executive board members to be voted on
 - vi. Creator & Conductor of SHEROS' current website and logo
 - 1. Must keep fellow executive board members up to date with website/logo changes (following a majority vote on a logo/website change)
 - 2. Must keep website up to date as the current term progress with all SHEROS' hosted events, or events that SHEROS will be attending
- h. Historian:
- i. In charge of keeping track of all of the progression of the group
 - ii. Takes photos during all SHEROS' events/activities
 - iii. Responsible for collecting and keeping (in an organized manner) all photos/videos/newsletters/articles/interviews on a common file that can be easily shared with the entire executive board
 - iv. Establishing an alumni base with former SHEROS' members, and keeping in constant contact with these former members
 - v. Collaborate with the Treasurer, in order to gain possible donors via the SHEROS' member alumni database

B. Length of Terms

- a. Each executive board member is allowed to hold their executive board leadership position for one full year: fall, spring, and summer (if necessary) term. Two weeks before the expiration of the term, executive board members can either:
 - i. Announce their resignation (without the submittance of a resignation letter).
 - ii. Apply to either carry out their current executive board leadership role for another term.
 - iii. Apply to obtain a new executive leadership role.

Article V- Election / Selection of Organization Leadership

- A. At the end of the spring semester, student-athletes that are interested in being on the SHEROS executive board, will complete the current application form, provided by SHEROS current executive board members.
 - a. Application will include prospective executive board member basic information, their resume, and various questions regarding both the reasoning behind their interest, as well as, what they believe they can offer SHEROS in order to better the student-athlete organization.

- B. Resignation & Position Switching
 - a. If an executive board member would like to resign before the end of their term, they must present their fellow executive board members and advisors with a one month notice prior to officially stating their resignation.
 - b. A letter of resignation must be submitted, explaining their reasoning behind their desire to resign, as well as the name of a current general member of SHEROS, that they have discussed their resignation with, and suggest to take their place on the executive board.
 - c. In the event that an extreme emergency takes place, and a current e-board member is unable to carry out their role, the current executive board members will collectively take on their role, until the position is permanently filled.

- B. Appointment Process
 - a. Depending on the executive board role, the prospective e-board member will need to be trained by the current executive board member, whose place they will be taking.
 - i. The roles that require training are as follows: Treasurer
- C. Nomination Process
 - a. Our nomination process criteria is as follows:
 - i. Self-Nomination based on their general member attendance (must attend at least 2 SHEROS general member meetings/events)
 - ii. Current Executive Board Member Nomination
 - 1. A general member is nominated to be on the executive board by a current executive board member

- D. Ballot Design/Balloting Procedures
 - a. The election ballot will include every self-nominated/nominated member that is running for an executive board position.
 - i. The ballot should have a maximum of 3-4 candidates for each executive board position. (If the self-nominations/nominations exceed this amount, the current executive board members will vote each position down to 3-4 prospective executive board members.)
 - b. The election ballot will be distributed during an executive board meeting.
 - c. The election process should not take more than half of the executive board meeting time.
 - d. The executive board will be taken through an anonymous majority vote administered by the advisors in order to select the new executive board members.
 - i. This means that the advisor will conduct all parts of the election: hand out ballots, tally anonymous votes (voters must close eyes during the entire election process), and announce the winners.

Article VI - Size and composition of the Committee

- A. The maximum number of executive board membership roles is twelve. This number can be altered via a majority executive board member vote, in the event that the number of student athletes increases at the university or the advisory committee comes to an agreement that additional roles are needed for the betterment of the student organization as a whole.

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

- A. The Advisor(s) or Advisory Board of SHEROS must meet the following criteria:
 - a. Must be a part of the Ohio State University SASSO(Student- Athlete Support Services Office) staff
 - b. Must attend at least one event and/or exhibit an understanding of what SHEROS is
- B. Number of Advisor(s):
 - a. At least two advisors should remain on the SHEROS advisory board.
 - b. In the event that less than two advisor(s) meet the above SHEROS advisor(s) criteria:
 - i. Must be a part of the Ohio State University faculty or administrative/professional staff
- C. Responsibilities of Advisors:
 - a. Assist with all event planning
 - i. Assuring that every executive board member is correctly and efficiently carrying out their leadership role
 - b. Assist with communication within and outside of the Ohio State University Community
 - c. Accompany executive board to all events (unless they are unable to due to other significant circumstances)
 - i. In/Out of Town
 - ii. Maternity Leave
 - iii. Sickness/Illness (Themselves or Family)
 - d. Election Conductor
 - e. Mediator
 - f. Approve all SHEROS' purchases
 - g. Supporting the general success of SHEROS
 - h. Other duties (as they arise)
- D. Selection of Advisor(s):
 - a. Prospective Advisor(s) can be sought out by the current executive board members, or self-nominate, both via informal contact (in person, via email, phone call).
 - b. Prospective Advisors will be selected based on the majority vote by the current executive board members and advisors.
 - i. This election process will be conducted non-anonymously and will take place during an executive board meeting.

Article IX – Meetings and Events of the Organization

- A. Required Executive Board Meeting Frequency
 - a. The SHEROS executive board (along with the advisory board) should meet at least three times every month (approximately once every week), during both the fall and spring semesters.

- B. Required General Body Meeting/ Event Frequency
 - a. General body meetings/events should take place at least once every two weeks (twice a month) during the fall and spring semesters.

- C. Attendance:
 - a. All executive board members are required to attend at least 2 executive board meetings every month.
 - i. Executive board members can be excused from an executive board meeting with a valid excuse.
 - 1. Sick/Illness
 - 2. Self or Family Related Emergency
 - 3. Practice/Competition Related
 - 4. Academic Commitment
 - 5. Out of Town
 - 6. 12 hour notice of non attendance prior to executive board meeting (only allowed one of these per month)
 - b. All executive board members are required to attend at least 50% of SHEROS hosted events during the fall and spring semesters. (Approximately one event per month).
 - i. Non attendance at a SHEROS hosted event can be excused due to the following:
 - 1. Sick/Illness
 - 2. Self or Family Related Emergency
 - 3. Practice/Competition Related
 - 4. Out of Town
 - 5. Academic Commitment
 - c. Failure to Attend
 - i. Failing to abide by the attendance rules, will result in the following in a one-three strike manner:
 - 1. Strike One: An informal warning administered by the president.
 - 2. Strike Two: A formal warning administered by the advisory committee and ability to lead an event is suspended for one month.

3. Strike Three: Executive board and Advisory Committee will vote on the consequence.
 - a. Consequences are up to the discretion of the majority vote (a list of consequences will be constructed based on the particular situation by the executive board and the advisory committee), this vote will be administered by the advisory committee, anonymously. (Privilege of Executive Board Membership is at risk.)

Article X – Attendees of Events of the Organization: Required events and their frequency.

- A. If any general member, executive board member, student, or non-student behaves in a way that is detrimental to the success of a SHEROS' event in any way (disruptive, physically or continuously verbally offensive, in violation of the Ohio State University Student Code of Conduct, or federal law) that person(s) will be asked to leave and their attendance will be suspended for the next SHEROS hosted event (including collaborative/partnership events). (The person(s) will have to attend the event after the next one.)
 - a. If the person(s), exhibits behavior for a second time that is detrimental to the success of a SHEROS' event, they will be permanently excluded from attending all SHEROS hosted events in the future, after being asked to leave.

Article XII – Method of Changing the SHEROS Constitution

- A. In order to change the SHEROS constitution, at least 70% of the Executive Board must vote in agreement with the possible amendment(s) to the constitution.
 - a. The vote must be administered by the current SHEROS advisor(s).
 - i. This vote must be carried out in the anonymous fashion.
 - b. If the amendments are voted to take place, the Student Organization Office must receive a formal copy of the amendments and approve of the newly amended constitution.

By-Laws

- A. Upon the approval of the constitution, this organization must always have "SHEROS" as the main name of the organization, although minor amendments can be made to add onto the main name of "SHEROS".
 - a. Minor amendments can be made to the name as follows:
 - i. For example, "SHEROS- The Ohio State University" -or- "SHEROS -osu".

