Scarlette Magazine

2019 Constitution

Article I – Name, Purpose, and Non-Discrimination Policy

 Section 1: Name: Scarlette Magazine

 Section 2: Purpose

 Create and publish a biannual fashion magazine that recognizes and showcases campus individuality and beauty.

 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: Membership

 Voting Membership is open to all currently enrolled Ohio State Students. Faculty,

alumni, and professionals are welcome and encouraged to become honorary

members, but may not hold leadership positions and are considered non-voting

members.

Article III: Organization Leadership

 All positions are a one-year term. Consecutive terms are permitted.

President, Editor-In-Chief: Works hand in hand with Executive team in creating a schedule/outline for Scarlette each academic term. In charge of leading meetings, overseeing the structure of the magazine, and approving all content.

Responsible for delegating tasks appropriately for

everything else that is Scarlette related, and assisting the team as needed.

Responsible for the final proofing of each issue before going to print.

Vice Editor in Chief: Stand in for Editor in Chief if Chief is absent. Manager of the members of the club and first point of contact for conflict. Works hand in hand with the Editor in Chief in determining magazine direction.

Director of Journalism: Leads the writing team in determining a list of articles/content.

Delegate tasks/articles to writers and give timely deadlines. Responsible for

proofing Scarlette after content editor has edited all content. Work directly

with the printer to ensure a quality product in a timely manner.

Director of Social Engagement: Works directly with the committee chairs to determine, plan, and implement the goals of each team. Work directly with the PR director to plan and implement ways to promote our organization on campus.

Director of Finance: Treasurer for the Student org. Responsible for holding all financial records and accounts. Responsible for submitting requests, grants and budgets to the University in a timely manner. Responsible for the finance team and any and all fundraisers.

Social Media Director: Responsible for maintaining and updating the Scarlette web presence and Instagram accounts.

Visual Layout Director: Responsible for creating a layout and/or template for the

magazine each semester. Works hand in hand with the Editor-In-Chief to ensure proper

content and theme is executed through graphics. In charge of proofing magazine

before submitting a rough copy to the Editor-In-Chief. Also in charge of working directly

with the printer, as needed, to ensure a professional magazine is created. Also,

graphic odd jobs (designing model casting flyers, release party invites, etc.)

Styling Officer: In charge of proposing possible photoshoot concepts

and themes. Responsible for researching current trends in fashion. In

charge of pulling wardrobe at local boutiques and selecting apparel/accessories to feature

in photoshoots. Works directly with Styling Leads to create looks appropriate

to photoshoot theme. Will propose possible colors for the season and theme ideas for the magazine.

Photography Director: Responsible for securing a freelance photographer, as well as a

location for each photoshoot. Will assist in the creation of storyboards for each

photoshoot. All logistical planning of photo shoots.

Director of Communications: Responsible for managing all shoot groups. Ensuring deadlines, communication and credits. Direct contact for Shoot Leads and Indirect contact for Style Leads.

Director of Digital Media: Responsible for blogs, photos and other material on the blog.

Article IV: Executive Committee

 The executive committee is comprised of the Editor-In-Chief, Vice Editor in Chief, Director of Journalism, Director of Finance, Finance Officers, Director of Social Engagement, Director of Communications, Visual Layout Director, Director of Digital Media, and Photography Director

Article V: Standing Committees

Writing team: Led by the Director of Journalism. The team is responsible for pitching

story ideas to the rest of the group and producing the written content.

Styling Team: Director of Communications and Stylist Officer. The team is responsible for photoshoots. Required to attend a determined number of shoots each quarter. Responsible for bringing ideas to the table. Responsible for seeking and securing new vendors to pull clothes from.

Fundraising Committee: Team under Finance. Focuses on planning and implementing fundraisers.

Street Team: Team under marketing to raise awareness about the magazine and attend events together: membership to the street team is open to anyone, even past the application deadline.

Article VI: Method of Selecting and/or Removing Officers and Members

 Section 1: Officers

 Interested individuals can apply for positions during Spring Quarter. Candidates will be evaluated on their involvement with the organization, skills, leadership, and previous experience. Leadership will be selected by the Executive Committee and Faculty Advisor.

 Section 2: Members

 Membership is open to all currently enrolled Ohio State Students. Members will have to meet with the Editor-In-Chief and discuss involvement and expectations.

 Section 3: Removal of Officers and Members: General members and elected or appointed leaders should be expected to meet certain standards and conduct themselves in a way that reflects well on the organization. In the event that a member or leader does not meet those expectations, the President/Editor-In-Chief will approach the individual and discuss their underperformance. If underperformance persists, the Executive team will further discuss the individual’s performance and decide by majority vote if the individual should be removed from the organization.

-If the individual in question is on the Executive Team they will not be present at the deciding meeting.

-If the individual is the President/Editor-In-Chief, the Managing Editor and Creative Directors will act in their place.

Article VII: Advisor

The Advisor for the 2019 academic year is Alexandra Suer, Professor in the Fashion and Retail Studies department.

The agreed upon roles and responsibilities of the advisor include:

• Being a mentor, friend, and listener

• Advising the executive team on issues involving recruitment, goal setting and additional streamlining goals.

Article VIII: Meetings of the Organization

Meetings will occur as needed of the academic semester except summer. Executive board and advisors will meet as needed.

Article IX: Method of Amending Constitution

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 the

following general meeting and the general meeting in which the votes will be

taken. Approval requires 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).

Article X: Method of Dissolution of Organization

If student interests indicate, Scarlette will be dissolved. Any remaining assets will be donated to the Fashion and Retail Studies Program within the Department of Consumer Sciences at The Ohio State University.