



## The Sister Accord at The Ohio State University Constitution

### Article I-

#### Section 1: Name

The Official name of the organization is The Sister Accord at The Ohio State University

#### Section 2: Purpose

**Part 1:** The goals of the Sister Accord are:

1. to educate women for career success
  - Through workshops and biweekly meetings
2. foster the POWER of SISTERHOOD
  - Through group outings and bonding events
3. promote camaraderie and support systems among women.
  - Assist women in forging meaningful relationships

**Part 2:** target membership

- Young individuals at The Ohio State University who are passionate about promoting camaraderie and sisterhood among each other and in the world.

**Part 3:** Type of programing

- Daily meetings will focus on building camaraderie among members and planning events and workshops for the semester to further our organization goals.

#### 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, The Sister Accord 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**

**Part 1- Who can be a member:** Membership is open to all students at The Ohio State University. Members must complete all of the membership requirements to be considered a member of the organization.

### **Part 2- Membership requirements:**

- All members must be pursuing an undergraduate degree
- Must be at least a part time students
- Must be in and remain in good academic standing

### **Part 3- Active Membership responsibilities:**

- Must attend regularly scheduled bi-weekly meetings in person or virtual
- Must serve on a committee
- Must participate in at least two of the major events of the year

### **Part 4- Member dismissal:**

- A member may be dismissed if they do not meet the requirements outlined in the constitution

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

**Part 1-** The Sister Accord at The Ohio State holds the right to remove a member or executive officer not cooperating with the goals and policies of the organization. Removal is at the discretion of the executive board officers. The board will vote on the matter and if unanimous the member will be removed from meetings and activities regarding the organization. **(Unexcused absences from more than 1 out of 8 total events and meetings per semester may result in your dismissal from the Executive Board).**

## **Article IV - Organization Leadership:**

Organization leaders represent the Executive Committee, general membership and are elected or appointed from the ranks of the organization's voting membership. Must keep records of all activities during their term to be given to the historian.

## **Section 1: Titles**

### **Part 1- President:**

- Uphold the values and mission statement of The Sister Accord
- Informs general body and Executive Board Members of any updates to programming
- Responsible for The Sister Accord as a whole making sure that the Executive Committees are operating in excellence
- Assess the process of organization goals monthly to make sure the year goals are met
- Work closely with other Executive Board Members to assist in programming efforts
- Responsible for leading designated meeting (introducing guest speakers for in-person or virtual programming)
- Attend all Executive and General Body Meetings. (Unexcused absences from more than 1 out of 8 total events and meetings per semester may result in your dismissal from the Executive Board)

### **Part 2- Vice President:**

- Uphold the values and mission statement of The Sister Accord
- Assist the President in Executive Board operations
- Serving as leader in meetings if the President should not be able to attend
- Work closely with the Co-Marketing Committee and Co-Service Chairs to ensure weekly goals are met (including marketing, researching service events, brainstorming ways to engage the student body in organizations initiatives)
- Attend all Executive and General Body Meetings. (Unexcused absences from more than 1 out of 8 total events and meetings per semester may result in your dismissal from the Executive Board)

### **Part 3- Treasurer:**

- Uphold the values and mission statement of The Sister Accord
- Keep all financial records of organization
- Participate in virtual and online treasurer training during time window of August - September
- Prepares budget for each semester with the Co-Service Chair and Social Chair
- Prepare all budget request for funds submitted to the Ohio Union by Fall funding period and Spring Funding periods
- Plan two fundraisers each semester
- Gather funds for Annual Tea Party hosted in March
- Prepare purchase orders and fundraising for organizations promotional gear

### **Part 4- Secretary:**

- Uphold the values and mission statement of The Sister Accord
- Maintain weekly communication with Marketing Committee to ensure flyers are constructed for collaborative programming.

- Communicate with Programming and Outreach Committee and Co-Service Chair Committee for newsletter updates
- Draft weekly AND monthly newsletters
- Facilitate when weekly emails must be sent \_\_\_\_\_ (day and time) of Monthly emails must be sent on the first of every month
- Include an interesting fact in the email and or community updates
- Create and manage “Member Spotlight” form to highlight our members accomplishments in email
- Take notes during executive board meetings (actively record zoom meeting)
- Take down notes/advice of members and speakers during general body meetings
- Manage attendance of members during general body members
- Create and update an organized list of all general body members
- Attend all Executive and General Body Meetings. (Unexcused absences from more than 1 out of 8 total events and meetings per semester may result in your dismissal from the Executive Board)

#### **Part 5- Recruitment Chair:**

- Uphold the values and mission statement of The Sister Accord
- Implement unique idea for The Sister Accord Presentation at Involvement fair in August each year
- Create innovative ideas/programs to help membership
- Directly work with Social Chair to ensure certain programs are interactive
- Provide a sense community by planning and implementing ice breaker at the beginning of selected meetings
- Issue surveys to learn about the needs, issues and desires of members
- Raise awareness of the value of membership in The Sister Accord
- Represent The Sister Accord at other events to advocate and increase membership
- Plan social events for members outside of weekly meetings
- Attend all Executive and General Body Meetings. (Unexcused absences from more than 1 out of 8 total events and meetings per semester may result in your dismissal from the Executive Board)

#### **Part 6- Social Chair :**

- Uphold the values and mission statement of The Sister Accord
- Plan social events for members outside of bi-weekly meetings (apply virtual meeting activities rules)
- Create unique idea for The Sister Accord Presentation at Involvement Fair in August
- Create innovative ideas/programs to help membership
- Directly work with Recruitment Chair and Leadership and Development Chair to ensure certain programs are interactive

- Foster a sense of community by planning and implementing ice breaker at the beginning of selected meetings
- Issue surveys to learn about the needs, issues and desires of members (i.e. special guests desired, areas in law most interested, law schools most interested in, etc.)
- Raise awareness of the value of membership in The Sister Accord
- Represent The Sister Accord at other events to advocate and increase membership
- Document listed information (name, year, area of personal growth focus) of all general body members
- Attend all Executive and General Body Meetings. (Unexcused absences from more than 1 out of 8 total events and meetings per semester may result in your dismissal from the Executive Board)

#### **Part 7- Leadership and Development Chair:**

- Uphold the values and mission statement of The Sister Accord
- Enrich members understanding of leadership skills through bi-weekly program
- Structure 10-15 minutes of engagement activities at the start of each meeting (ex. Reciting The Sister Accord Resolution)
- Create unique idea for The Sister Accord Presentation slides for special guest speakers
- Create innovative ideas/programs to help membership
- Create sense of community by planning and implementing ice breaker at the beginning of selected meetings
- Represent The Sister Accord at other events to advocate and increase membership
- Leverage outside leadership opportunities for members
- Attend all Executive and General Body Meetings. (Unexcused absences from more than 1 out of 8 total events and meetings per semester may result in your dismissal from the Executive Board)

#### **Part 8- Co-Service Chair:**

- Work alongside your Co-Service Chair to brainstorm interactive and authentic ways to connect with the student body
- Assist your Co-Chair with feedback on service opportunities (delegate the role)
- Manage correspondence with Treasurer and Secretary for all volunteer agencies and keep accurate records of organization engagements.
- Communicate with Secretary to make ensure volunteer opportunities are in email newsletter for general body members
- Inform members of collaborative events that are service-based
- Create innovative ways to engage students and faculty
- Research creative ideas for two fundraising opportunities per semester with the assistance of the Treasurer
- Attend all Executive and General Body Meetings.

(Unexcused absences from more than 1 out of 8 total events and meeting per semester may result in your dismissal from the Executive Board)

#### **Part 9- Co-Marketing Chair:**

- Work alongside your Co- Marketing Chair to create interactive and authentic ways to connect with the student body through social media and newsletters.
- Assist your Co-Chair with feedback on flyer designs, grammar, and punctuation (delegate the role)
- Communicate with the Secretary to make sure Marketing has ample time to produce flyers if there is a collaborative event with another organization.
- Manage all social media platforms with consistency of content (including Instagram, Facebook, twitter, and GroupMe)
- Create innovative ways to engage students and faculty on social media
- Gather creative ideas for marketing the Annual Tea Party hosted in March
- Post and Share content that is appropriate and highlight the mission and values of The Sister Accord Organization.
- Create professional flyer utilizing interactive flyer creations
- Attend all Executive and General Body Meetings.

(Unexcused absences from more than 1 out of 8 total events and meetings per semester may result in your dismissal from the Executive Board)

#### **Section 2: Requirements for running for and holding Office**

All officers and candidates must be active members of The Sister Accord at The Ohio State University and currently be enrolled as full time students

#### **Section 3: Nominations and elections**

**Part 1:** Elections for the President and Coordinator positions will take place in March of the spring semester at a convenient time for the organization. The newly elected positions will take effect in the summer for the following school year. Nominees for the president and vice president must have served a term as a lower level officer. Candidates will have the opportunity to campaign for the position by emailing and speaking to members. Officers will be elected by active members in the organization using an online ballot. Chair positions will be filled in the fall of the following school year. Candidates for chair positions will submit applications and resumes. The applications will be reviewed and the top applicants will be interviewed as executive board president and coordinator in charge of position. Once interviews are completed a selection will be made.

#### **Section 4: Removal from Office**

**Part 1:** If an officer is not fulfilling their duties they can be removed from

office by a unanimous vote by the executive board after a discussion is held on the matter. There also needs to be considerable evidence regarding the matter to prove the person is no longer qualified to hold their position. Members must inform the council if they wish to remove an officer by vote. A notice will be issued to the officer in question

**Part 2:** All executive board members are required to attend executive board meetings, general body meetings and other events throughout the year. The president will allow excused accidents however, if an officer misses multiple meetings with no reasonable cause a vote for removal will ensue.

#### **Section 5: Terms of Office and Vacancies**

**Part 1:** terms shall be from the start of the summer before the following school year until the end of spring semester. After the elections the retiring executive board members will mentor the new incoming mentors.

**Part 2:** If a vacancy arises in the office a nomination and election process for the vacant position will arise using the process outlined here.

**Part 3:** As long as the executive board member is enrolled at Ohio State next year they can apply to the same position or another one.

#### **Article V- Meetings and events of the Organization:**

General body meetings will be held biweekly on Mondays at 5:30PM-7:00PM.

The Executive Board Meeting takes place the following Monday when the general body is not meeting at 5:30PM-7:00PM. Additional meetings can be called by the President if needed. Active members must attend at least 50% of organization programming. This will be kept track of by sign in list (virtual feedback form) at meetings and events.

Meetings will be headed by the Social Chair, Leadership, and Development Chair and Recruitment Chair.

#### **Article VI - Committees**

The Committees are established to help the organization reach its goals successfully in an organized manner. The President, Vice President, and Treasurer in each committee:

1. **Primary Leadership Committee:** (Advisor, President, Vice President, Treasurer, and Secretary)
2. **Programming and Outreach Committee:** (Recruitment Chair, Social Chair, Leadership and Development Chair, Treasurer, Secretary)
3. **Co-Marketing Committee:** (Co-Marketing Chairs, Secretary, Vice President, President)
4. **Co-Service Chair Committee:** (Co-Service Chairs, Treasurer, Secretary, Vice President, President)

#### **Article VII – Advisor(s) or Advisory Board: Qualification Criteria.**

**Part 1:** Advisors of student organizations must be full-time members of the University faculty or Administrative & 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 is a member of these University classifications.

**Part 2:** Advisors should be there to support the organization in meetings its goals and outcomes. They should be available to assist when needed and attend organization meetings when presence is necessary.

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

**Part 1:** Students exemplifying behavior that interferes with students, faculty, or staff and their access to an appropriate educational or work environment or do not align with our organizations constitution, the Code of Student Conduct, university policy, or federal, state or local law may be dismissed.

**Part 2:** The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization's constitution.

**Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.**

**Part 1:** The constitution will be reviewed for amendment every two years by the executive board and general body. Changes at that time or brought to the executive board for consideration earlier will go through a process to be amended. The student or students wishing to amend the constitution must make a written proposal to the organization as a whole on the matter. The change will not be acted upon when it is introduced. The proposal must be read at multiple meetings. At a different meeting a vote will take place and a two thirds vote is needed for the amendment to take effect.

**Part 2:** The constitution should not be amended easily or frequently.

**Article X – Method of Dissolution of Organization**

The organization can be dissolved by a two thirds majority vote at a general body meeting of voting members. If dissolution happens the organization is required to submit all past due balances, debt or current charges before removing the organization information. Should any organization assets and debt exist appropriate means for disposing of these assets and debts will be conducted by the executive committee. Should any organization assets and debts exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally. Student Activities staff must be contacted to remove organization information from the website.