**Her Campus Ohio State Constitution**

Article I: Name

Section 1: The name of this organization shall be Her Campus (at) Ohio State.

Article II: Purpose

Section 1: The purpose of the Her Campus Ohio State organization is to provide an online hub for Ohio State’s women by providing content that is both a resource and a source of entertainment, highlighting campus news, events, interesting students, interesting alumni, campus photos and fashion and lifestyle content specifically tailored for women at Ohio State. Her Campus Ohio State will also plan and implement fun and educational activities for students at Ohio State focused on a range of subjects to attract students of all backgrounds. Staff members will gain journalism, marketing, publicity, event planning and digital media experience, and all students at Ohio State will gain a new and fun online resource through this online publication. Other organizations will also have the opportunity to use Her Campus as a resource for marketing of events and initiatives upon request.

Article III: Non-Discrimination Policy

Section 1: 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.

Article IV: Officers

Section 1: The Executive Board shall be the officers (President, Vice President, Social Chair, PR Chair, Philanthropy Chair, Treasurer, Secretary, Fundraising Chair, Editor(s)-in-Chief, Membership and Recruitment Chair, Collaboration Chair)

Section 2: Officer duties are listed below:

President

* Act as liaison with Nationals
* Run meetings
* Make article assignments
* Delegate relevant tasks or emails to chairs
* Send email reminders to members
* Maintain email relations
* Attend all Her Campus events
* Point of contact for chairs
* Re-register Her Campus as a student org annually
* Attend university training
* Reach out to advisor at the beginning of each semester

Vice President

* Oversee editing process
* Maintain email relations
* Second-in command
* Lead meetings that president is unable to attend
* Attend all Her Campus events
* Schedule rooms for meetings
* Fill out MyCampus Weekly Report
* Attend university training

Social Chair

* Plan bonding events for members
* Plan campus-wide events
* Oversee campus and member committees
* Book rooms for events
* Communicate with PR chair to publicize events
* Manage partnerships with local businesses and student organizations
* Communicate with treasurer and president for all expenses

PR Chair

* Publicize all events
* Coordinate design materials for events
* Coordinate distribution plans for promotional materials
* Communicate with writers to publicize events
* Manage social media team
* Post all new content to all social media channels
* Contact person in case of media coverage
* Communicate with treasurer and president for all expenses

Philanthropy Chair

* Plan member philanthropy events
* Act as team captain for all philanthropy events
* Point of contact for all charity outreach
* Keep track of philanthropy hours
* Reach out to campus organizations to collaborate on outreach
* Communicate with PR chair to publicize outreach efforts

Treasurer

* Name on all bank records
* Maintain IRS documentation
* Monitor balance and communicate budgets
* Collect member dues
* Manage invoices
* Attend university training
* Keep all receipts for event expenses
* Procure gift card or monetary prizes

Secretary

* Track incentive points and report to vice president
* Take meeting minutes
* Keep track of member records
* In charge of all apparel orders

Fundraising Chair

* Plan events for fundraising for the chapter
* Communicate with PR chair to publicize fundraising events
* Liaison with local businesses for fundraising efforts
* Communicate with treasurer on funds raised
* Pick up checks from fundraising events and deliver to treasurer

Editing Team

* Adhere to editing duties
* Communicate with one another on editing delegation
* Communicate with writers on proper grammar
* Educate chapter on style guide rules at the beginning of the semester
* Adhere to nationals expectations
* Report site to president/vice president

Writing Team

* Upload weekly articles in every section
* Learn HC style guide
* Communicate with PR chair about promotional needs

Membership and Recruitment Chair

* New member recruitment
* Planning and organizing Involvement Fair
* Planning and organizing speaker to classes
* New member engagement
* Peer program
* Maintaining member lists
* Engage writers to get them to meetings
* Take attendance
* Choose member of the month and announce

Collaboration Chair

* Research relevant student organizations for collaboration
* Reach out to organizations to collaborate
* Brainstorm collaboration events
* Work with chair people to collaborate on events with the organizations

Section 3: The term of office for the Executive Board shall be from September to June of the academic year. Board members will be transition prior to summer in April.

Section 4: Executive Board members must be in good academic and disciplinary standing with Her Campus Ohio State.

Section 5: The Advisor shall be a non-voting member.

Article V: Membership

Section 1: Membership is open to all Ohio State students. This organization complies with all State and Federal laws and Ohio State policies on non-discrimination.

Article VI: Officer Election and Removal

Section 1: Officers shall be elected by popular vote conducted among all general members. Each individual running for a board position will be allotted two minutes to make a speech to members. After each candidate for a position has been allowed to speak, members will vote for the candidate of their choice. The elected board member will be announced directly after the voting process, with each position being announced individually after voting. New officers must already be members of the organization and must be current freshman, sophomores or juniors.

Section 2: Officer removal is based on a “three-strike” system. The President/Vice President and Executive Board members will determine the three strikes, which include but are not limited to: failure to attend meetings/events and/or notify Member Relations Chair of his/her absence within 24 hours prior, failure to complete one’s duties on two or more occasions, and irresponsible and/or unprofessional conduct when acting as a representative of Her Campus Ohio State. After three strikes, the Executive Board will vote on whether to dismiss the officer from his/her position.

Article VII: General Member Removal

Section 1: If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

Article VIII: Meetings:

Section 1: A staff meeting will be held once per week, at a time to be determined at the start of each semester. The Executive Board will meet one hour before this time every week.

Article IX: Hazing Policy

Section 1: There is a Zero Tolerance Policy for hazing, as defined here:

1. Hazing, defined by the Ohio Revised Code, means “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes and creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another.”
2. Hazing is inconsistent with Ohio laws/statute, University policies, the Student Code of Conduct, and fraternal/organizational laws. Her Campus Ohio State and its members agree to abide by the anti-hazing policy required of all student organizations at Ohio State.

Article X: Constitution Amendment

Section 1: This constitution will be reviewed annually.