**American Association of University Women (AAUW)**

**The Ohio State University Chapter**

**CONSTITUTION**

**ARTICLE I**

*Name, Purpose, and Non-Discrimination Policy of the Organization.*

Section I: The name of the organization shall be American Association of University Women (AAUW) at the Ohio State University.

Section II: The purpose of this organization shall be to advance equity for women and girls through advocacy, education, and philanthropy, and to provide a supportive space at the Ohio State University for women of all backgrounds, and for their allies, to meet.

Section III: his 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 II**

*Membership: Qualifications and categories of membership.*

Section I: Membership shall be open to all students at the Ohio State University who have a strong interest in advocating for University women.

Section II: To remain an active member, members must be undergraduate, graduate, or faculty or staff member at the Ohio State University. Upon completion of membership at said University, all members shall be considered Alumni of the AAUW at Ohio State chapter.

Section III: Voting membership shall be limited to currently enrolled students at the Ohio State University. All other members shall be considered non-voting associates of the chapter.

Section IV: Officers shall be elected from the general membership. No officer shall serve more than 2 years and more than one year in any given office. To be eligible for office, members must have paid their dues, shown an active interest in the chapter, and commit to at least one academic term of service.

Section V: Individuals are considered members upon paying membership dues and attending at least one meeting per month.

A. Not paying membership dues may be grounds for removal.

**ARTICLE III**

*Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.*

Section I: The elected officers of this organization shall be as follows: President, Vice President, Treasurer, Media Relations and Communication Chair, and Membership Chair.

Section II: The term of office shall be for the academic year.

Section III: Elections shall be held during the spring semester prior to the end of the academic year.

Section IV: It shall be the duty of the President to preside over the meetings of the organization.

1. The President shall serve as chief liaison between the Ohio State AAUW chapter and any other organization.
2. The President shall chair the Executive Committee and schedule its meetings.
3. The President shall work with the Vice President to propose a chapter focus for the Academic Calendar year. The chapter focus shall serve as a focal point for all projects, speakers, and advocacy work.
4. The chapter focus may be changed with a majority vote of the Executive Committee and voting members of the Ohio State AAUW chapter.
5. The President shall serve as student representative to the Board of Trustees or shall ensure that the Vice President can serve in the President’s stead.

Section V: It shall be the duty of the Vice President to serve in the capacity of the President during the absence of the President.

1. The Vice President shall take an active role in planning and scheduling programming and events for the Ohio State AAUW chapter.
2. The Vice President shall work with the President to propose the chapter focus (Section IV, C).
3. The Vice President shall serve as a non-partisan advocate for all policy endeavors the Ohio State AAUW chapter takes on.
4. Non-partisan in the nature of this constitution and of this organization indicates taking an active consideration of all parties at the Ohio State University and statewide. This includes, but is not limited to, the Faculty and Senate bodies, Administration, staff, student body, Ohio lawmakers, and AAUW. Collaboration, partnership, and affiliation with all groups and constituencies across campus should be taken into the highest of consideration with a greater end goal of advancement of women and girls in the forefront of all decisions.

Section VI: It shall be the duty of the Treasurer;

1. The Treasurer shall administer the financial affairs of the organization and to present the status of finances at organization meetings for approval.
2. The Treasurer will actively research and apply for grant opportunities in conjunction with AAUW National Guidelines.
3. The Treasurer shall assist in the planning and execution of fundraising events.
4. The Treasurer shall make all financial transactions available to the Executive Committee and advisor upon request.

Section VII: It shall be the duty of the Media Relations and Communication Chair;

1. The Media Relations and Communication Chair shall consult and advise the Executive Committee and the AAUW chapter as a whole on communication strategies and assist when necessary.
2. The Media Relations and Communication Chair shall proactively manage issues that have the potential to generate negative media coverage and reactively manage issues that have already generated negative coverage.
3. The Media Relations and Communication Chair shall work closely with campus and community organizations and media outlets for publicity and coverage.
4. The Media Relations and Communication Chair shall be responsible for developing innovative methods of communication, including but not limited to social media networking, direct contact with student organizations, and visual advertisements.
5. The Media Relations and Communications Chair shall be responsible for videography and photography.
6. The Media Relations and Communications chair will actively work to portray the non-partisan vision of the Ohio State AAUW chapter to the best of their abilities.

Section VIII: It shall be the duty of the Membership Chair;

1. The Membership Chair shall be responsible for organizing, at minimum, one fall semester recruitment event, and one spring semester recruitment event.
2. The Membership Chair shall be responsible for efforts towards retaining the membership of current members of AAUW at Ohio State.

**ARTICLE IV**

*Executive Committee: Size and composition of the committee.*

Section I: The Executive Committee or Executive Board shall consist of the five elected officers of AAUW at Ohio State. It shall be the duty of the Executive Committee to pass any business that refers to the Executive Board with a simple majority vote.

**ARTICLE V**

*Method of selecting and removing Officers and Members.*

Section I: All officers in the Executive Committee shall be elected by a simple majority vote held by the general membership of AAUW at Ohio State the spring before the Academic Year in question. No officer shall serve more than 2 years and more than one year in any given office. To be eligible for office, members must have paid their dues, shown an active interest in the chapter, and commit to at least one academic term of service.

Section II: Individuals are considered members upon paying membership dues and attending at least one meeting per month.

A. Not paying membership dues may be grounds for removal.

Section III: An Officer may be removed from the office or placed under a probationary period only for cause by a three-fifths vote of members of the Executive Committee present and voting in person at an annual meeting where charges are studied by the Committee.

1. Cause for removal from Office shall consist of such matters as misuse of office or persistent failure to perform duties of office as defined by the constitution Article IV.
2. The Executive Committee may decide to put the Officer in question under a probationary period in lieu of removal. This period will last either one month or the remainder of the time left in the Academic Year, with the shorter amount of time being selected.
3. The probationary period will be officially ended during another meeting of the Committee, held one month after the probationary period was invoked, if three-fifths of the Committee has determined, by vote, that during the probationary period the Officer in question has behaved in a manner fitting an Officer of AAUW at Ohio State.
4. If during this second meeting, three-fifths of the Committee has not voted in favor of reinstating the Officer to his or her position, the Officer will be removed permanently from office.

Section IV: The non-discrimination policy of AAUW at Ohio State outlined in Article I, Section III of this constitution shall protect any Officer from being removed based on its listed statuses.

**ARTICLE VI**

*Advisor qualification criteria.*

Section I: The Advisor shall be a staff or faculty member of the Ohio State University that has a strong interest in advocating for University women.

Section II: It shall be the duty of the Advisor;

1. To maintain an open line of communication with the President of AAUW at Ohio State and to provide support to any Officer if requested.
2. To attend at least one meeting of AAUW at Ohio State per semester.
3. To interpret University policies and procedures when they relate directly to the organization or the focus of the organization.

**ARTICLE VII**

*Meetings of the Organization: Required meetings and their frequency.*

Section I: Meetings of all members and the Executive Committee shall be held twice a month at a campus location unless otherwise specified.

Section II: There will be a meeting of the Executive Committee each week, at the discretion of the President.

**ARTICLE VIII**

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

Section I: Amendments must be presented in written format to the Executive Committee for approval before they may be proposed to the general body organization. Amendments must pertain to the purpose of the founding of the AAUW at Ohio State chapter.

Section II: Amendments will first be presented at a meeting of the general body of AAUW at Ohio State, and then voted upon at the subsequent general body meeting.

Section III: Approval of this amendment requires two-thirds of the voting members of AAUW at Ohio State to be present.

Section IV: A majority of the elected officials and members in attendance may transact business legally and will constitute a quorum.

A. “Majority” shall be defined as 50% +1 of total organization members.

**ARTICLE IX**

*Method of Dissolution of the Organization.*

Section I: To dissolve the organization, the Executive Committee must not register the organization with the Ohio State University’s Office of Student Life for the subsequent Academic Year.

Section II: Upon the dissolution of AAUW at Ohio State for any reason, all work, funds, and property controlled by the organization will be transferred to the Ohio State University’s Office of Student Life or to an organization that models the organization’s purpose.

1. Any debts accrued by the organization must be repaid in full before dissolution will be considered complete.