

## Constitution (Slight revision 4/18/19)

### Article I—Name, Purpose, and Non-Discrimination Policy

- Section 1: Fashion Production Association
- Section 2: To provide students within the Fashion & Retail Studies (formerly Textiles and Clothing) program within the department of Human Sciences (formerly Consumer Sciences) in the college of Education and Human Ecology with the opportunity to publicly display their abilities in garment design and construction, as well as advertising, fundraising, and special event production, culminating in a fashion design show or public exhibit at the end of the school year.
- Section 3: To provide students with a service-learning experience to benefit a charity or foundation chosen by students through hands-on volunteering and coordinating a silent auction whose proceeds will benefit the charity or foundation.
- Section 4: To engage students campus-wide in providing an outlet for fashion-minded and creative individuals to express themselves and their ideas, and to network with professionals within the field.
- Section 5: 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: Qualifications and categories of membership

- Voting members are limited to Ohio State students currently enrolled in Fashion & Retail Studies, Business, Theatre, Art programs, Communications or other majors.
- Designers are primarily limited to Ohio State students enrolled in the Product Development concentration of the Fashion & Retail Studies program, or students in other art-related majors at Ohio State, or those who have skills in fashion design and construction.
- Removal of members  
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, under the counsel of the advisor.

### Article III—Organization Leadership

- President (or co-presidents):
  - One-year term: At the end of one-year term, leaders have completed leadership responsibilities and are free to apply for another position. Student should be a major in Fashion & Retail Studies. In the event of co-presidents, one should represent design and one should represent production.

- Selected by interest and participation in previous productions, working in either design or production, preferably serving in role of Director of one aspect of the organization (Design, Production, Marketing, Visuals).
  - Duties:
    - Meet weekly with advisor
    - Delegate responsibilities to other Directors
    - Oversee all of the exec team and supervise all directors and secretary
    - Coordinate with Special Event Planner in the Ohio Union
    - Create weekly PowerPoints
    - Run weekly exec meetings and general body meetings
    - Strong experience in FPA necessary (not necessarily a previous director, but this level of leadership preferred)
  
- Executive Director of Operations (when needed, based on strength of leadership team)
  - One-year term: At the end of one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
  - Selected by interest and participation in previous productions, working in either design or production, preferably serving in role of Director of one aspect of the organization (Design, Production, Marketing, Visuals).
  - Duties:
    - Meet weekly with advisor and president(s)
    - Delegate responsibilities to other Directors
    - Oversee all of the exec team and supervise all directors and secretary
    - Coordinate with Special Event Planner in the Ohio Union
    - Help to create weekly PowerPoints
    - Run weekly exec meetings and general body meetings
    - Strong experience in FPA necessary (not necessarily a previous director, but this level of leadership preferred)
  
- Director of Design:
  - One-year term: At the end of one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
  - Selected by interest and participation in previous design productions
  - Duties:
    - Establish a theme for the annual show or exhibit
    - Oversee all the designers and the quality and style of fashion designs

- Oversee organization of model information, fittings, and show format
  - Oversee order of designs for the show or exhibit with the help of advisor and president (optional)
  - Needs to motivate and keep up with designers to make sure everything is done in a timely manner
  - Keeps designers accountable for all of their commitments
  - Holds design workshops on the weekends
- Director of Production:
  - One-year term: At the end of one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
  - Selected by interest and participation in previous design productions
  - Duties:
    - Oversee fundraising, promotion, and advertising efforts
    - Oversee stage design, lighting, and other physical arrangements for the show or exhibit
    - Oversee music and power point for the presentation
    - Works with the event coordinator at the union
    - Oversees all the committee chairs beneath them including but not limited to silent auction chair, model coordinators, graphics chair, day of show chair and other production related committees added to the organization
    - Conceptualizes the runway and all other creative aspects of the show's production
    - Runs production meetings and makes sure people are staying on task and are getting things accomplished
- Director of Marketing
  - One-year term: At the end of one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
  - Selected by interest and participation in previous design productions
  - Duties: Oversees the committee chairs below them. They include but are limited to the marketing committee chair and fundraising chair
    - Creatively and effectively advertise the show around campus and in the surrounding Columbus area
    - Handles social media for the organization
    - Needs to be organized and communicate well in order to meet deadlines for marketing advertisements set by the university
    - Arrange and coordinate fundraising events

- Director of Visuals
  - One-year term: At the end of one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
  - Selected by interest and participation in previous design productions. Preferred experience with the Adobe suite but not required (Photoshop, Illustrator).
  - Duties:
    - Oversees graphic design for t-shirts, other merchandise, fliers, tickets, postcards, program design, all printing, show graphics or visuals;
    - Designs display cases in Campbell Hall and Ohio Union, changing them frequently or weekly close to the show.
    - Works with Director of Marketing & Director of Production on visual needs.
    - Coordinates designer interviews for inclusion in show.
  
- Treasurer:
  - One-year term: At the end of one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
  - Selected by interest and past experience in accounting
  - Duties:
    - Oversee financial transactions with advisor
    - Keep accurate accounting of all expenses and disbursements
    - Provide monthly financial statements
    - Collects dues from general membership
    - Handles attendance during general body meetings
    - Coordinates volunteer opportunities with respective charities
  
- Secretary:
  - One-year term: At the end of one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
  - Selected by interest and past experience in accounting
  - Duties:
    - Take minutes of all exec meetings & send out to exec team
    - Coordinate FPA list-serve and list of those taking for credit
    - Send weekly emails to all members
    - Take attendance for all meetings
    - Keep records of service learning, fundraisers, attendance for all taking for 4990 credit.

Removal of officers

If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is derelict in performance of the duties of their office, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, under the counsel of the advisor.

#### Article IV—Executive Committee

- Co-presidents, advisors, & Exec Director of Operations, Director of Design, Director of Production, Director of Marketing, Director of Visuals., Secretary, Treasurer.
- They meet weekly just prior to the regular FPA meetings on Thursdays.
- Co-presidents meet weekly with primary advisor.

#### Article V—Standing Committees

- Model Coordinators
  - Ensures that all designers have models lined up for their garments
  - Works with production in designing the choreography of the show
  - Works with the models to help them strengthen their walks
- Construction workshop facilitator
  - Works with Directors of Design & advisors to facilitate construction workshops on or off-site
- Marketing Committee Chair
  - Helps execute the marketing strategies put forth by the director of marketing
  - Relays all ideas and marketing opportunities for the organization to the Director of Marketing and work together to get accomplished
- Silent Auction Chair
  - Delegates to production members to talk to businesses to acquire donations
  - Follows up with members and companies about their requests
  - Keeps track of who contacts who and who has sent in donations
  - Arranges baskets and packages to be auctioned
  - Sets up the auction table day of the show and keeps track of the starting price and what the items sold for - \*\* Must be organized!
- Day of Show
  - Will assist the Director of Production in communicating with the event coordinator
  - Ensures everything day of the show runs smoothly and everyone is where they need to be at all times
  - Coordinates food of day of the show
  - Handles all press and aids the Director of Marketing in spreading the word outside of campus and around Columbus
- Fundraising Committee Chair
  - Coordinate all fundraising events
  - Acts as the point person for the companies where fundraising events are put on

- Relay all ideas and fundraising opportunities for the organization to the D of M and works together to get events scheduled
  - Fundraising is the key to being able to fund our production and this position needs someone who is motivated and organized
- Social Media & PR Committee
  - Compose blogs, post on Social Media (Instagram, Twitter, Facebook)
  - Handle print and TV ads
- Sponsorship
  - Work with advisors to solicit donations to organization (NOTE: We are NOT a 501c3 organization for them to write off donations.)
- Service-Learning Committee
  - Coordinate service-learning activities and requirements; coordinate activities with charity organization.
- Logistics
  - Assist with record keeping (attendance, service learning, fund raising, ticket sales and other records) and all other logistics such as moving and storing day-of-show items to show venue.
- Fashion Week
  - Plan events for fashion week leading up to show in conjunction with president(s), executive director of operations, advisor & director of marketing.

#### Article VI—Adviser

- Dr. Nancy Rudd (Professor, Fashion & Retail Studies, OSU) or other FRS faculty members or lecturer.
  - Responsible for overseeing all the elements that make up the final design show or gallery exhibit
  - Meets regularly with the Design and Production Directors to discuss progress and new ideas

#### Article VII—Meetings of the Organization

- Weekly meetings of the membership in Autumn & Spring semesters
  - Fashion design show or exhibit occurs at the end of Spring semester
- No meetings during Summer semester

#### Article VIII—Method of Amending Constitution

- A proposed amendment must be submitted in writing, will be read during the executive team meeting at which it is submitted (or the following meeting if submitted outside of meeting times), and a vote will take place in a future meeting no more than one month after the amendment is proposed.

- Pending a 2/3 majority vote and agreement between president, Directors and the Academic Adviser, the constitution will be changed within one week of the vote.

#### Article IX—Method of Dissolution of Organization

- If student interest indicates, the Fashion Production Association will be dissolved. Any remaining assets will be donated to the Computer Aided Design lab fund in the Fashion & Retail Studies program within the Department of Consumer Sciences at The Ohio State University.

### **By-Laws**

#### Article I—Parliamentary Authority

- The rules contained in Robert’s Rules of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

#### Article II—Membership

- To become a member of Fashion Production Association, a student must express interest in fashion design and production, be enrolled in the Fashion & Retail Studies program in the College of Education and Human Ecology, or a related program such as Theatre, Art or Business, and attend the first informational meeting to be held within the first 5 weeks of Autumn semester classes.
- Minimal membership dues are required, but each member should be prepared to dedicate his or her time to at least one fundraising event and advertising, as well as any other function that interests him or her, in lieu of annual membership dues.
- After the third Friday of Spring semester a student may not terminate his or her membership in the Fashion Production Association until the following year. This is because it is hard to reset the fashion production after this time.

#### Article III—Election/Appointment of Government Leadership

- In order to be eligible for the position of Director of Design, Production, Marketing, or Visuals, a student must be enrolled in the Fashion & Retail Studies program or other related major, and be in good academic standing. He or she must also have been involved in the Fashion Production Association the previous year and have extensive knowledge of the yearly requirements for a fashion production.
- Interested students will submit applications online to the FPA in Spring semester. Current president (s0, EDO, and advisor will make decisions.
- Any ideas for a theme proposal for the upcoming fashion production the following year should submit those to the president & advisor by early Autumn semester.

Article IV—Executive Committee

- See Article III of the Constitution

Article V—Standing Committees

- N/A

Article VI—Adviser

- See Article VI of the Constitution

Article VII—Meeting Requirements

- See Article VII of the Constitution

Article VIII—Method of Amending By-Laws

- A proposed amendment must be submitted in writing, will be read during the meeting at which it is submitted (or the following meeting if submitted outside of meeting times), and a vote will take place in a future meeting no more than two weeks after the amendment is proposed. Adjust this section in correlation with above corrections
- Pending a 2/3 majority vote and agreement between the president, EDO, Directors and the Academic Adviser, the by-law will be changed within one week of the vote.

Article IX – 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 Fashion Production Association 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>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).