

# CONSTITUTION

## *Article I – Name, Purpose, and Non-Discrimination Policy of the Organization*

### **Section 1: Name:**

National Retail Federation Student Association (NRFSA)

### **Section 2: Purpose:**

*The purpose of the NRFSA is to provide students with opportunities within the professional retail community. The organization has the resources and network provided by the National Retail Federation Foundation, including stipends to attend the NRF Foundation Student Program in NYC in January (COVID permitting), which is considered the biggest retail hiring event in the country for students. Club members will participate in events including speakers, panel discussions, resume workshops, peer mentorships and committee activities. Membership is open to all majors that have an interest in a career in the fashion/apparel or retail industries.*

### **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, NRFSA 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).

***Article II – Membership: Qualifications and categories of membership.***

Active members of NRSFA are limited to current Ohio State University students. Any current student can join NRSFA as long as there is an interest in our purpose and goals. There will be a \$10 semi-annual dues fee (\$10 each semester) or a requirement of volunteering time at NRSFA events, such as fundraisers, if unable to pay. The officers reserve the right to establish an alternative payment of dues as the situation arises.

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

a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Team may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with

members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

***Article IV – Organizational Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders.***

**President:**

The President has a one year term and is selected through an application and interview process conducted by the current Executive Team. The President is responsible for coordinating meetings, as well as setting the goals and vision for the organization. The President is also the liaison between the university members and the National Retail Federation and will be nominated as the Student Ambassador if the position is left vacant.

**Vice President (or Co-President):**

The Vice President has a one year term and is selected through an application and interview process conducted by the current Executive Team. The Vice President is responsible for assisting with the coordination of meetings, communication with the organization's members, and enacting the goals of the organization.

**Student Ambassador:**

The Student Ambassador is the liaison between the National Retail Federation Foundation and the Ohio State chapter of the NRF Student Association. The Executive Team may choose to initiate an Ambassador Assistant that would take over the role the following academic year, if they choose to accept the position, otherwise the Executive Team will select the Student Ambassador via application and interview. The Student Ambassador is responsible for communicating all opportunities and resources made

available by the NRF or NRF Foundation. Additionally, this role has requirements set by the NRF Foundation that must be met annually. The Student Ambassador will be nominated by the previous Executive Team for the following academic school year and will report to both the current Executive Team and the NRF Foundation as needed.

**Treasurer:**

The Treasurer has a one year term and is selected through an application and interview process conducted by the current Executive Team. The Treasurer is responsible for accurately accounting of all of the organization's expenses, as well as applying for funding through the school. The Treasurer is also responsible for collecting dues each semester, and keeping track of which members have paid. Additionally, the Treasurer works closely with the Fundraising Officer and the Social Committee.

**Social Media Officer:**

The Social Media Officer has a one year term and is selected through an application and interview process conducted by the current Executive Team. The Executive Team may choose to initiate a Social Media Assistant that would take over the role the following academic year, if they choose to accept the position, otherwise the Executive Team will select the SM Officer via application and interview. The Social Media Officer is responsible for communicating the organization's events and vision through the use of social media platforms to the general members as well as the public. They are also responsible for meeting the monthly posting requirements set by the National Retail Federation.

**Fundraising Officer:**

The Fundraising Officer has a one year term and is selected through an application and interview process conducted by the current Executive Team. The Fundraising Officer is responsible for conducting a minimum of 2 events per semester, while in

office. The Fundraising Officer has a committee to assist in planning and execution of events, and works closely with the Treasurer. The funds raised are intended to assist members in attending the National Retail Federation Foundation Student Program in New York City every January.

***Article V – Election/Selection of Organizational Leadership.***

Applications for the Executive Team will occur every March, with the new term of leadership shadowing in April and will transition starting in May. Officers will be selected through an application and interview process conducted by the current Executive Team beginning in March. Previous Executive Team members must reapply for their current position, but might not necessarily need to be interviewed. This decision is to allow all members an equal chance at an Executive position.

***Article VI – Executive Team: Size and composition of the Team.***

The Executive Team will consist of the President, Vice President, Student Ambassador, Treasurer, Social Media Officer, and Fundraising Officer. Additionally, there will be “part-time” Executive Team members: Social Committee Chair(s), Merchandise Committee Chair, and Mentorship Program Committee Chair.

***Article VII – Standing Committees: Names, purposes, and composition.***

The Executive Team of 2021-2022 has established the following standing committees to carry on throughout the organization’s existence until formally removed.

Mentorship Program Committee, Merchandising Committee, and Social Committee. These committees will report to the Executive Team and any member is free to join any committee if they are interested and can commit the extra time. Committee

Charters are appended with the constitution and it is the responsibility of the income Executive Team to review and revise the Committee Charters as needed.

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

The organization’s Advisor is required to be a full-time member of the University Faculty. The Advisor is responsible for communicating between the school and organizations, as well as approving of the goals of the organization. The current Advisor for the NRFSA at OSU is Dr. Julie Hillery.

***Article IX – Meetings and events of the Organization: Required meetings and their frequency.***

The NRFSA will meet a minimum of seven times per semester, typically following the weekly meeting format. In order to stay active as a member of the organization, members are required to attend at least 5 meetings or events per semester. These 5 attendances can be through weekly meetings, special events hosted by NRFSA, or by volunteering at a social or fundraising event. Additionally, the NRFSA parent organization, the NRF Foundation, hosts many opportunities for students throughout the year, and if properly documented, this can count for the requirement.

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

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. The organization requires members to attend a minimum of 5 meetings or events per semester to remain an active member of the organization.

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

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. *The constitution should not be amended easily or frequently.*

***Article XII – Method of Dissolution of Organization.***

The organization will be dissolved if there is no longer student interest, and any remaining assets will be dedicated to the Department of Fashion and Retail Studies.

**BY-LAWS**

***Article I – Parliamentary Authority***

The rules contained in Robert’s Rule 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***

Active members of NRFSA are limited to current Ohio State University students. Any current student can join NRFSA as long as there is an interest in our purpose and goals.

### ***Article III - Election / Appointment of Government Leadership***

Any current and active member of the organization is eligible to apply for an Executive position. The applicant is subject to an interview with the current Executive Team and/or Advisor of the organization. The applicant must demonstrate their knowledge and passion for the organization and the leadership skills necessary to run the organization. Applications for officers will occur in March of every year, with the new officers shadowing the previous officer for one month, and taking their position starting in May.

### ***Article IV - Executive Team***

See Article IV of the Constitution.

### ***Article V - Standing Committees***

The Executive Team of 2021-2022 has established three standing committees to be perpetuated for the remainder of the organization. These standing committees are the Mentorship Program Committee, Social (+fundraising) Committee, and the Merchandise Committee. Each Executive Team and/or committee chair is responsible for updating the committee charters

### ***Article VI - Advisor/ Advisory Board Responsibilities***

See Article VIII of the Constitution.

### ***Article VII - Meeting Requirements***

See Article IX of the Constitution.

### ***Article VII - Method of Amending By-Laws***

Any proposed amendments should be submitted in writing, and will be read at the next general meeting after it was submitted. The amendment will be read and a vote will take place. If a two-thirds majority votes for the amendment, it will then be changed within one week of the vote.