

## **Women Founders at The Ohio State University Constitution**

**Article I – Name, Purpose & Non-Discrimination Policy of the Organization.**

**Section I – Name:** The name of this organization is Women Founders at The Ohio State University.

**Section II – Purpose:** The purpose of this organization is to create an inclusive cohort for founders to develop mutually-beneficial relationships, inspire each other, and together, inspire and support aspiring women founders to find their wings and soar through the world of entrepreneurship and innovation.

**Section III – 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. Additionally, as a student organization at The Ohio State University, Women Founders OSU 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 – Vision Statement & Organization Core Values**

**Section I – Vision Statement:** Empowerment, encouragement and inspiration to all members aspiring to be founders, with emphasis on creating a space for women founders to succeed in the realm of entrepreneurship and innovation. The establishment of a community of current students creating a lifelong network of entrepreneurial support.

**Section II – Organization Core Values:** We expect all members and associates of Women Founders OSU to align with and embody the core values listed below.

1. *Celebrate individuality:* Diversity is important to Women Founders OSU. Inclusivity, is even more.
2. *Grow through what you go through:* We firmly believe in learning from mistakes and understanding failure as an opportunity to rise. We will always support our members through difficult times and will do everything in our control to help them identify the blessing in disguise.
3. *Treat others the way you want to be treated:* We encourage healthy arguments and believe in the concept of agreeing to disagree, but we will not tolerate disrespect.
4. *Sharing knowledge is the most fundamental act of friendship:* We believe in creating a space where resources, knowledge and experiences are transparently shared. Knowledge is the most valuable gift one can receive.
5. *Positive Vibes Only:* We believe in inspiring those around us with positivity and viewing obstacles as opportunities for growth.

**Article III – Membership Qualifications, Categories of Membership & Selection of Membership**

**Section I – Qualifications of Membership:** All prospective members must align with the mission of Women Founders OSU, align with the values, and demonstrate interest and passion for the world of innovation and entrepreneurship. An active member must also maintain a point status of 12 points per semester which is gained through meeting attendance, reposting of marketing materials, paying dues on time (1 point), speaker attendance, fundraising attendance (2 points), bonding outside of meeting times (3 points), or being on exec or on a committee (4 points). Membership is open to anyone who meets the requirements in the preceding statement.

**Section II – Categories of Membership:** There are two categories for membership:

1. *Student Membership:* Current students at The Ohio State University, aligning with the qualifications of membership.
2. *Professional Membership:* OSU Alum, and founders, aligning with the qualifications of membership. Student memberships can be translated to alumni membership upon graduation without reapplication.

*90% of membership will comprise of students, and the remaining 10% will comprise of alumni.*

**Section III – Selection of Membership:** Interested candidates must submit an application for membership and then interview with the President and Vice President to be selected.

#### **Article IV – Methods of Removing Members and Executive Officers**

**Section I – Methods of Removing Members:** If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or bylaws, 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. Before removal, however, the member should be given an opportunity to petition and share their side of the story by writing a letter and receiving 50% recommendation from the organization body to remain in the organization. *No member should be removed without the president and vice president first discussing the situation with them. No member should be removed due to mental-health or physical-health related complications. No member should be removed due to personal crisis.*

**Section II – Methods of Removing Executive Officers:** 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 bylaws, failure to perform duties (after an initial warning or without a valid reason i.e. personal emergency), 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 Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor. *No officer should be removed without the president and vice president first discussing the situation with them. No officer should be removed due to mental-health or physical-health related complications. No officer should be removed due to personal crisis.*

#### **Article V – Organization Leadership**

**Section I – Executive Titles & Roles Defined:**

1. President

- a. Oversee the entire organization & leadership team.
  - b. Facilitate and lead meetings.
  - c. Ensure that mission and vision of organization is being met and fulfilled.
  - d. Work closely with all executive board members, collaborate, consider ideas and make final decisions.
  - e. Maintain student organization portal information.
  - f. Represent the organization in meetings and at events and in general.
  - g. Create annual goals & lead the entire organization to make steps to achieve those goals.
  - h. Approve all work completed by executive board.
  - i. Ensure that organization is growing as leaders and individuals in organization developing their skill sets to achieve their entrepreneurial goals and ambitions.
2. Vice President
    - a. Work closely with president as secondary leader.
      - i. Assist and support president to complete duties and tasks.
    - b. Lead meetings and events in the absence of president.
    - c. Collaborate with president to assist in making final decisions.
    - d. Ensure that organization leadership is performing duties.
    - e. Direct point of contact for candidates interested in membership.
    - f. Maintain online student org portal, add & delete members as necessary.
3. VP of Finance
    - a. Create budgets for every academic year and ensure that executive board and organization stays within budget.
    - b. Apply to all funding opportunities & fiscal resources available to students by the university.
    - c. Plan, coordinate & execute fundraising events to raise funds for the organization.
    - d. Collect dues.
    - e. Maintain bank account, venmo account and other financial accounts.
    - f. Review & approve or decline financial requests from the executive board for events and PR related activities.
    - g. Maintain accounts.
4. VP of Marketing
    - a. Create marketing concepts
    - b. Design & produce marketing material
    - c. Maintain social media accounts
    - d. Work closely with External affairs to perform the following tasks:
      - i. Create PR packages and send thank you notes as necessary.
      - ii. Collaborate to ensure that marketing material produced is circulated.
      - iii. Collaborate to ensure that marketing material produced and circulated or posted on social media aligns with values.
5. VP of External Affairs
    - a. Maintain relations with alumni & other stakeholders.
    - b. Invite and maintain communication with guest speakers.
    - c. Collaborate with VP of Marketing to send PR packages and thank you notes to necessary parties and stakeholders.
    - d. Maintain database with external stakeholder information.
    - e. Maintain relations with alumni.
    - f. Investigate breaches made by external stakeholders engaged with Women Founders and work closely with president & vice president to re-evaluate partnership with the individuals potentially posing a threat to the mission and well-being of the organization.
    - g. Plan and coordinate networking events & presentations.
6. VP of Internal Affairs
    - a. Ensure that mental health of members and executive board is positively maintained.

- b. Ensure that members and executive board are feeling satisfied and fulfilled.
  - c. Ensure that values of the organization are being held.
  - d. Perform executive board reviews.
  - e. Investigate breaches made by members and work closely with president & vice president to re-evaluate engagement of individuals potentially posing a threat to the mission and well-being of the organization.
  - f. Track point system of the organization
7. VP of Operations & Logistics
- a. Ensure that all material & supplies for events are procured in the right quantity and quality and are delivered to the right place, at the right time in the right condition at the right price.
  - b. Ensure that meeting rooms are booked for weekly meetings.
  - c. Ensure that materials required for meetings are procured in the right quantity and quality and are delivered to the right place, at the right time, in the right condition at the right price.
  - d. Work closely and collaborate with executive board members to order materials for events.
  - e. Maintain physical inventory and database.

**Article VI - Election / Selection of Organization Leadership:** All leaders must be nominated by an organization member, organization advisor or present executive board member to be considered for selection. They may also nominate themselves. Upon nomination, candidates must submit an application. Selected applicants will interview with the President & Vice President. The top 3 candidates for each position will then pitch themselves to the entire organization and will be selected based on majority vote from the organization and current executive board.

**Article VII – Meetings & Events Expectations:**

**Section I – Meeting Expectations:** All members and executive board members are expected to attend all meetings and events. Each individual will receive 3 excused absences per semester. The organization will meet twice weekly, for a total of 4 hours per week. During events and special occasions, members may be requested to invest more than 4 hours per week. This, by no means will be mandatory, however.

**Section II – Event Expectations:** Everyone is expected to be present at all events unless there is a health related, personal or academic emergency.

**Article VIII – Method of Amending Constitution:** 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 one more general meeting. At the third general meeting upon hearing the proposed amendments, votes will be taken, and require the entire membership of the organization present, and require a 2/3 majority to amend. The constitution should not be amended easily or frequently.

**Article IX – Method of Dissolution of Organization:** Upon at least 95% majority vote, the organization can be dissolved. All members must be reimbursed for any expenses they endured. The remaining

finances should be donated to a non-profit organization or Women founded start-up. Upon official dissolution, Student Activities staff must be contacted to remove organization information from the website.