

Wigs For Kids at Ohio State
Constitution

ARTICLE I: NAME

1. The name of the club/organization will be Wigs for Kids at Ohio State

ARTICLE II: PURPOSE

1. Wigs for Kids at Ohio State is a student-run subsection of the non-profit Wigs for Kids. The club/organization's purpose is to raise awareness of the non-profit and their mission to help children with medical related hair loss. The club/organization will be involved in fundraising, educating, and creating awareness events on Ohio State's campus.

ARTICLE III: SEPARATION OF POWERS

1. The club will consist of a President, Vice President, Treasurer, Director of Member Recruitment, Director of Public Relations, Director of Logistics, and general body members. This university program is a chapter of the 501(c)(3) nonprofit Wigs for Kids located in Westlake, Ohio.

ARTICLE IV: MEMBERSHIP

1. Eligibility
 - a. All part-time or full time undergraduate, graduate, and professional currently enrolled students at The Ohio State University will be eligible to participate in Wigs for Kids at Ohio State.
2. Code of Student Conduct
 - a. Members of Wigs for Kids at Ohio State must adhere to the Ohio State Code of Student conduct found at http://studentlife.osu.edu/resource_csc.asp
3. Non-Discrimination Policy
 - a. The members of Wigs for Kids at Ohio State will not discriminate against any individuals 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 basis in accordance with Student Organization Registration and Funding Guidelines.
4. Hazing Policy
 - a. Wigs for Kids at Ohio State strictly prohibits hazing in any form. This includes making hair donation necessary for involvement as any individual is welcome to be a part of the organization. All members involved with Wigs for Kids at Ohio State pledge to take a stand against hazing and report any signs of such to the necessary authorities.

5. Membership Expectations

- a. All members of Wigs For Kids at Ohio State should be passionate about spreading kindness and awareness for medical related hair loss across campus while being committed to the mission of the club and nonprofit organization.

ARTICLE V: **MEMBERSHIP REQUIREMENTS**

1. Expectations and Requirements

- a. Members of Wigs for Kids Ohio State are expected to pay yearly dues to the Treasurer. If a member is restricted financially, they may be exempt from dues after speaking with the President and Treasurer. Yearly dues will be \$15 to cover the cost of t-shirts, future events, and fundraising efforts. All members must adhere to the contents of article IV to maintain membership, any violations will be addressed by the president.

2. Attendance

- a. Attendance is not mandatory for members of Wigs for Kids Ohio State but is heavily encouraged to attend meetings and events held by the club.

3. Voting Rights

- a. All registered general body members are able to vote for the next executive board at the end of each school year (April/May).

4. Member Selection

- a. Members are able to join the club at any given time so long as they pay dues.

5. Member Removal

- a. All members are protected from removal based on the statutes of article 4, section 3. Membership removal can occur for a number of reasons whether voluntary, such as personal reasons or time conflicts, or on a case by case basis as discussed by the executive board. It should be noted that no member of Wigs For Kids Ohio State shall be removed on the basis of discrimination from the executive board or club members.

ARTICLE VI: **ORGANIZATIONAL LEADERSHIP**

1. Executive Board and Duties

- a. The executive board of Wigs for Kids Ohio State shall consist of the President, Vice President, Treasurer, Director of Member Recruitment, Director of Public Relations, and Director of Logistics. All executive board members must fulfill executive board expectations and individual expectations in regards to their role. All executive board members will attend all required Wigs for Kids Ohio State meetings and events.

2. Executive Board Eligibility

- a. All executive board members just be in good standing with the university and maintain a gpa of 2.00 or higher. All applicants just be physically able to come to campus during their term or have internet capabilities to call into the meetings when necessary. Executive board members must be able to attend general body and executive board meetings.
3. Term of Office
 - a. Term of office will be approximately 13 months and change upon election results in April or May of the school year.
4. Election Process for Executive Board
 - a. Elections will be held towards the end of each Spring semester where exact dates will be determined by the current executive board. There should be 80% of the members of the club present to proceed with an election.
5. Executive Board Removal
 - a. Any executive board member can be removed if they fail to meet the expectations outlined in article V section 1 or article VI section 2. It should be noted that no member of Wigs For Kids Ohio State shall be removed on the basis of discrimination from the executive board or club members. In the event a member of the executive board shall be called upon removal it shall be determined in a unanimous vote by the remaining members of the executive board.
6. Constitution Amendments
 - a. It is the duty of the executive board to meet once a year to discuss amendments to be made to the constitution.
7. President
 - a. The job of the President is to be an official representative of the club while overseeing all meetings and efficiency of the club. The President is responsible for holding the executive board accountable for their responsibilities and providing any support that the other executive members might deem necessary. The President is responsible for acting as a liaison between the club, the Ohio State University, and the official nonprofit of Wigs for Kids. The president is responsible for attending president training and managing any content put out by the club, including managing the club email. The president is responsible for overseeing and organizing any outreach, fundraising, collaborative, or overall events.
8. Vice President
 - a. The job of the Vice President is to oversee the duties of the president if they are unable to perform. The vice president will be responsible for the clubs involvement with Buckeyethon and any events surrounding this collaboration. The Vice President is responsible for creating events and

ensuring the smooth efficiency of the club. The vice president is responsible for any presentation aspects during the club meetings. The vice president is also to efficiently communicate with the rest of the club and executive board where they are to aid if any other position requires assistance.

9. Treasurer

- a. The job of the treasurer is to keep track of banking through manners such as venmo, cashapp, and club bank account. In all, they are to oversee and organize any expense or spending accounts of the club. They are responsible for collection of club dues. They are to prepare a budget for the club to be presented to the executive board twice a year, around the beginning of each semester. They are to efficiently communicate with other members of the executive board. They are to address any monetary concerns/requests for the club from any executive board member in a timely manner. The treasurer is to communicate any money being spent or received to the executive board in a timely manner. The Treasurer is responsible for attending Treasurer training.

10. Director of Member Recruitment

- a. The Director of Member Recruitment is responsible for maintaining a master list of all club members and assisting the treasurer in ensuring which members have paid dues. The Director of Member Recruitment is to maintain the club group chats and monitor for any behavior that does not reflect the values of the club. The Director of Member Recruitment is responsible for the involvement fair and gathering any information to receive new members from the involvement fair. The Director of Member Recruitment is responsible for creating and sharing interest forms while finding creative ways throughout the year to make the club's name known for the student body. The Director of Member recruitment is responsible for communicating efficiently with the rest of the executive board.

11. Director of Public Relations

- a. The Director of Public Relations is responsible for managing the clubs social media platforms and creating content to keep a consistent presence. This allows for the Director of Public Relations to advertise any events the club will be pursuing. The Director of Public Relations is responsible for planning, promoting, and executing any new social media endeavors. The Director of Public Relations will work with the Treasurer for any and all social media raffles. The Director of Public Relations is responsible for efficiently communicating with the executive board. The Director of Public Relations is also responsible for designing and managing any promotional items or club apparel.

12. Director of Logistics

- a. The Director of Logistics is to assist the President and Vice President in the organization and facilitation of any planned club events. The Director of Logistics is responsible for communicating efficiently to the rest of the executive board members in a timely manner. The Director of Logistics is responsible for working with the Director of Member Recruitment for keeping track of any individual who is graduating and handling any commencement materials. The Director of Logistics is additionally responsible for creating a group activity for the club meetings and assisting the vice president with club presentations.