Constitution: Pink Out at Ohio State 2022/2023

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

**Section 1:** Pink Out at Ohio State

**Section 2 - Purpose**: Our purpose is to raise awareness for breast cancer through club development and outreach. Our focus is to fundraise for the Stefanie Spielman Fund for Breast Cancer Research and also to connect with the local Columbus community.

**Section 3** - **Nondiscrimination Policy:** *This organization and its members shall not discrimination 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 the guidelines for Student Organizations at Ohio State University.*

**Article II -** **Membership:**

*Section 1 - Voting membership is limited to currently enrolled Ohio State students. Faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members*. *By attending meetings and signing in as record of attendance, an individual will automatically qualify for membership in this club.*

**Article III** - **Organizational Leadership:**

**Section 1** - This organization’s 2023-2024 leadership positions will consist of two Co-Presidents, Secretary, Treasurer, Marketing/PR Director, and Philanthropy Coordinator.

**Section 2** – The Executive Board will consist of two Co-Presidents, Secretary, Treasurer, Marketing/PR Director, and Philanthropy Coordinator.

**Section 3** – The Co-Presidents will split/delegate the following responsibilities, including but not limited to: overseeing the entire organization, running both general and executive meetings, and serving as the representative for any external boards and the organization when talking to the media. The Co-Presidents will communicate with the Stefanie Spielman Fund for Breast Cancer Research and the Athletic Department. The Co-Presidents oversee contacting the necessary persons to update the organization website, including adding the new information, connecting the online sales site, and ensuring the domain is accounted for. The Co-Presidents will send all communications to executive and general club members.

**Section 4** – The Secretary will keep minutes of all meetings and relay the minutes to the members of the organization. The Secretary will oversee contacting the school when necessary to reserve meeting spaces and will oversee registration for the fall and spring involvement fairs. Lastly, they will maintain a membership roster and keep track of members’ hours for volunteering and participation hours.

**Section 5** – The Treasurer will handle and maintain the funds for the organization. The Treasurer shall submit regular reports regarding the organization’s financial status to the Co-Presidents. The Treasurer is also responsible for keeping up to date on university funding options, applying for university funding, and maintaining all documents needed for university reimbursement. The Treasurer will be responsible for all funds and documentation for the Pink Out events and funds, making donations to charity and documentation pertaining to the organization. The Treasurer oversees and solely responsible for gaining access to the bank account from the prior Treasurer, getting checks for the organization, and getting the organization credit card prior to the start of Fall semester.

**Section 6** – The Marketing/PR Director will oversee promoting Pink Out at Ohio State social media. Other than the Co-Presidents, they will be the only person that talks to the media. The Marketing/PR Director will also oversee the overall customer service and image of the organization as well as contact with outside parties. The Marketing/PR Director will also deal with customer service claims. will also deal with customer service claims. Marketing/PR Director will oversee what, when, and where of promotions, flyers, posters, ads in paper or on radio and any other advertisements.

**Section 7** –The Philanthropy Coordinator will appropriately communicate details of events to the executive board. The Philanthropy Coordinator will assist the Co-Presidents to oversee coordinating members for volunteering at other events. The Philanthropy Coordinator will be responsible for creating events put on by Pink Out at Ohio State for members and other students to attend, for scheduling and creating fundraising events/opportunities, and for signing up Pink Out at Ohio State as a team or club for events.

**Section 8 –** All members with positions must be willing to pick up tasks outside of their respective office or committee as needed.

**Section 9 –** The attendance policy states that all members with positions must notify both the Co-Presidents and the Secretary at least 3 days before missing a meeting. Any person holding a position may miss three meetings (unexcused absences). After missing two meetings, the holder of the position will have a disciplinary hearing with the current executive board. After missing three meetings, the holder of the position will be dismissed from his or her position.

**Article IV- Method of Selecting and/or Removing Officers**

**Section 1 -** All positions will be filled in the beginning of the spring semester and will be elected during a general member meeting. Starting then, the newly elected executive board members will work with current executive board members to learn their positions for the following year in a state of transitioning.

**Section 2** - Members who would like to run for a position must have a combination of at least 10 participation and community service hours and fill out an application. The pool of applicants will be reviewed by the executive board and voted on by general members. The Co-Presidents and Advisor will have the final decision pertaining to voting.

**Section 3 -** If an executive member is not sufficiently performing their role, the Co-Presidents can ask them to step down to a non-leadership position within the organization. All the executive members will have to agree upon the removal of the member in question with the consultation of the Advisor before any action will be taken. This organization’s nondiscrimination policy will protect members from removal based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

**Article V- Removal of members**

**Section 1 -** If a member’s behavior is deemed damaging to furthering the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed from the organization. All the executive members will have to agree upon the removal of the member in question with the consultation of the advisor. This organization’s nondiscrimination policy will protect members from removal based on reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

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

 **Section 1 -** Advisors of student organizations must be full-time members of the university faculty or Administrative & Professional staff. The advisor(s) will provide necessary recommendations and guidance when needed and during elections.

 **Article VII – Meetings of the Organization:**

 **Section 1 -** Meetings are not required but are highly recommended. Frequently missed meetings may cause dismissal and may lead to the inability to run or hold officer/ committee positions. Executive members will have a meeting approximately once a week. General member meetings will be approximately twice a month.

**Article VIII – Method of Amending Constitution:**

**Section 1 -** Proposals, notice, and voting requirements. Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present. The constitution should not be amended easily or frequently.

 **Article IX – Method of Dissolution of Organization:**

 **Section 1 -** For dissolution to occur, a unanimous consensus to do so must be reached between the Executive Board and three-fourths of eligible voting members at one general body meeting.

 **Section 2**- Before the organization is dissolved, the outgoing treasurers must pay off all debts using the organization’s funds.

 **Section 3** – After repayment of debts, the remainder of the organization’s assets will be donated to a charity chosen by the current executive board.