

Constitution- The Women's Network at The Ohio State University

Article I. Name, Purpose, and Non-Discrimination Policy

Section I: Name

The name of this organization shall be The Ohio State University Branch of The Women's Network.

Section II: Mission Statement

The purposes shall conform to those of The Womens' Network: To create a community that celebrates women's and nonbinary people's desire to achieve, cultivating their ambition in order to prepare the next generation of leaders and empower historically underrepresented individuals in the professional world.

Objectives:

To provide excellent resources and networking opportunities for young women, encourage women to be supportive of one another and build each other up while supporting them in any endeavors they may pursue by networking with potent women in a wide array of different fields.

Section III: Non-Discrimination Policy

The Women's Network does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, genetic information, gender identity, gender expression or perceived gender.

As a student organization at The Ohio State University, The Women's Network 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.

Article II: Membership

Section I: Membership - Any female or non-binary identifying undergraduate student at The Ohio State University, that is in good standing with the University, is eligible for membership. There are no specific college, major, GPA, or credit requirements. To be recognized as a member one must fill out our national membership online form. **To be considered an active member or to be considered for an executive board position, one must attend 4 events.**

Section II: Membership Dues/ Initiation Fees - There are no membership dues nor initiation fees required to be a member of The Women's Network as we do not want to limit our network potential.

Article III: Methods for Removing Members and Executive Officers

Section I: Grounds for Removal

An executive board member can either step down from their position for any reason they may deem necessary, or under special circumstances, an executive board member may be impeached by executive board vote. Grounds for impeachment include consistently failing to show up to regular meetings, executive board meetings, committee meetings, taking financial actions without the President's approval or failing to adhere to the duties expected of them as listed in their title description. This process can be initiated by any executive board member.

Section II: Procedure for Impeachment

If an executive board decides impeachment of another board member is necessary, they may charge a statement of impeachment at the executive board meeting. This statement will give reasons for the impeachment and the affected member. All executive members must be present at the subsequent board meeting for voting. At this meeting, the

executive board member will repeat her reasoning for wanting impeachment. The individual defending herself will then be given an opportunity to argue a defense. A vote will then be taken by the president and all members of the executive board—majority rules.

Section III: Procedure for Appeal of Impeachment

The executive board member that was impeached can call for an appeal if they feel like the decision was unfair or biased. The defendant has one week to call for an appeal and will need to notify the President that an appeal is desired. The President must notify all other executive board members and will oversee the appeal process, which is identical to the first impeachment process. All executive board members will be present at this meeting to hold a second vote. At this meeting, the executive member who stated the statement of impeachment will repeat her reasoning for wanting another executive board member impeached. The individual defending herself will then be given a second opportunity to argue a defense and offer counter evidence. A vote will then be taken by the executive board. All members of the executive board must vote. : The President will ask the executive board members to raise their hand if they are in favor of impeachment, and majority rules. This will be the final decision, the defendant will not be able to call a second appeal.

Article IV: Organization Leadership

A. Size and Composition of the Committee/Executive Board

The Executive Board shall comprise the following: President, Vice President, Vice President of Finance, Vice President of Events, Vice President of Marketing, Vice President of Diversity, Equity, and Inclusion, Lead Campus Ambassador, and a Faculty Advisor.

B. List of Executive Board Positions and General Responsibilities

President:

- Overseeing all club events and activities
- Coordinating speakers & planning/leading meetings, including creating speaker sheets
- Moderating discussions with speakers
- Working closely with club advisor and with University activities office to ensure TWN is a registered organization
- Sending event reminder emails
- Coordinating semester schedule alongside Vice President on Google Calendar
- Organizing and leading weekly board meetings that align with everyone's schedules
- Weekly check-ins with the Vice President
- Working closely with the VP of Finance, VP of Marketing, VP of Events, and VP of Diversity and Inclusion to ensure chapter growth

Vice President:

- Overseeing and following up with board members weekly, ensuring tasks are completed on time
- Working with the President to update the Google Calendar
- Creating attendance codes for meetings & tracking attendance
- Analyzing attendance and reach out to members who become inactive
- Weekly check-ins with the VP of Finance, VP of Marketing, VP of Events, and VP of Diversity and Inclusion
- Ensuring executive board knows each other well and is a tight-knit community

Vice President of Finance:

- Overseeing all financial matters, including fundraising efforts, event budgets, sale of promotional items, and reimbursements
- Must execute at least 2 fundraisers for the semester
- Must obtain funds for the City Trip from fundraisers, university activities commissions, sponsorships, etc.

- Working with the Trip Coordinator to plan the costs aspect of trip

Vice President of Marketing:

- Creating at least 3 social media posts a week for Instagram
- Creating Instagram stories for event reminders
- Creating Instagram highlight featuring all board members
- Designing promotional items
- Keeping a consistent, aesthetically pleasing feed on Instagram

Vice President of Diversity, Equity and Inclusion:

- Fostering and developing relationships with other organizations on campus, including but not limited to the multicultural community and other women-based clubs
- Reaching out to other organizations for partnerships and to advertise our organization on their social media and vice versa
- Developing efforts to recruit new members from various backgrounds and make them feel welcomed into our community
- Ensuring TWN is a safe space for people of all backgrounds where they are represented
- Staying up to date on other campus events aligning with our mission and values
- Creating a statement of position and working with VP and President to distribute it If controversial or sensitive events occur on campus that have relevance to our values and purpose

Vice President of Events:

- Responsible for planning, organizing, and executing major club events including, but not limited to involvement fair recruitment, end-of-semester parties, "Mocktails," and volunteering efforts
- Coordinating all logistics of club events with a schedule to be shared with VP and President

Lead Ambassador

- Overseeing recruitment and retention efforts
- Weekly check-ins (via Slack, text, etc.), serving as a resource for ambassadors
- Leading bi-weekly check-in meetings with ambassadors to track their progress, see if they are meeting goals, and offer guidance as needed
- Boosting team morale, communicating TWN updates to ambassadors
- Forming individual connections with Ambassadors and fostering an inclusive, welcoming and motivating environment

Article V: Election and Selection of Leadership

Section I: Qualifications of Becoming an Officer

Anyone is eligible for a position on the E-Board as determined by the acting President and Executive Vice President. Everyone must complete an application, **meet the minimum GPA requirement of a 2.5 for Executive Board and a 2.8 for President, and are personable, passionate and ambitious.** The elected President must have served at least one semester on the E-Board. Only chapter students can hold an executive board position.

Section II: Terms of Office

The E-Board's designated role lasts for **one academic semester** unless otherwise determined by the acting President and Executive Vice President. Elections are held at the end of each semester (December and April). Officer transitions occur as planned by the President and Vice President after the newly elected officers shadow the current officers. Officer training will occur directly following elections. New officers will assume their role effective on the day the new academic school year begins. President and Vice President roles will be a yearly term, with those at new chapters that launch in the fall able to have a 3-semester term. A 3-semester term will allow the current President and VP to interview and consider new board members in the fall semester.

Section III: Procedure for Filling Vacated Offices

All board members will be elected after filling out the required application and having the sitting Board elect new officers. If an officer fails to meet their specified duties or must resign, the Board will vote in a special election to fill a vacated seat. Interviews will be coordinated on behalf of the board.

Section IV. Executive Board Election/Selection Process

Any interested active members who want to fulfill an executive board position must fill out an application detailing their interests in becoming a part of the executive board and their qualifications. The current board will then hold a selection process where they will identify the most qualified candidates to do each available position. Once a few top candidates are identified, there will be a short interview process to confirm that the candidate is comfortable speaking in front of others and dedicated enough to perform the work which will be expected of them. This will then make up the new board.

a. Time and Period When Selection Occurs

Selections will only be held twice a year. The current board will be training the new board at the end of each semester, where they will explain in detail what their role entails, they will be given passwords to social media and online accounts, and they will receive a document which outlines the expectations for the following semester. If the new board member has any questions it is the responsibility of the current board member to communicate efficiently and effectively so that all members are on the same page.

b. Nominations

This organization will not be doing any nominations for positions. Any interested members are to specify interest by filling out the application for the positions.

c. Election Procedures

After all eligible members complete their applications for desired positions, the executive board will go over each position, choosing the most qualified candidates to return for a brief interview. After the round of interviews is complete, the current board will then vote on which candidate is the best for each open position, and a new board will be created. Only current board members are eligible to vote on new board members. The candidate with the most votes will win. In order to vote, all executive board members must be present. If not all executive board members can be present, the vote is to be rescheduled to the nearest possible time at which all executive board members will be present.

Section VII: Committees

Special and/or temporary committees are formed when there is a specific duty that needs quality execution and the E-Board does not have the means or resources to effectively complete its requirements. The committees are formed after the E-Board votes on creating a new committee. The purpose of a special committee is to successfully plan and execute specialized duties given by the Board. Responsibilities include working closely with the head of the committee and the Board, executing all responsibilities and tasks assigned, and faithfully representing the club. The duration of a temporary or special committee will be voted on and decided by the Board.

Section VIII: Advisor (selections, qualifications, terms of office, and responsibilities)

The advisor will be chosen and selected by the Board. A Board member will nominate a candidate for the Advisor role and the Board will then vote on the Advisor. A pool of advisor candidates is developed through nominations.

The qualifications for advisors include working well with the E-Board, being a faculty member, and being involved with the club. The advisor should dedicate themselves to supporting the club and be approachable to answer questions when necessary. The advisor is expected to serve at least one term (or one year). There is no term limit for advisors - if the club has a great advisor, it is not necessary to be in search of a new one. The E-Board should review the advisor's performance and be proactive if the advisor falls short of their duties. If the advisor did fall short of their expectations, the E-Board would vote on whether or not to elect and find a new advisor to fill the void. The advisor will work with the E-Board, but particularly closely with the President. The advisor will assist with logistical planning including any events put on by the club as well as paperwork and candid advice and support to

the Board and its members. The advisor will be very hands-off, attending meetings at their own convenience and working with the Board to oversee the content and planning of the meetings and events.

Article IX. Meetings

Section I: Types of Meetings

The organization will have a few different types of meetings. Our normal meetings, executive board meetings, and committee meetings. Normal meetings will be biweekly, where speakers will appear via Skype or in person. Executive board meetings will be held weekly to discuss upcoming meetings, tasks that must be completed, and any new updates. These meetings will be overseen by the President and Vice President. The members of the executive board have the ability to call any additional committee meetings to discuss new topics or items to be completed as necessary. The President and Executive Vice President will not have to oversee these meetings as the content will be discussed in the regular executive board meetings. There is no specific penalty for multiple missed meetings, but this will affect your reputation within the club and will make it harder to gain any time of committee or executive board position from that point on.

Section II: Time and Occurrence of Meetings

Regular meetings will be held on a biweekly basis. Executive board meetings will be held weekly. Committee meetings will be held as necessary and as determined by the executive board. The set dates for the regular meetings will be announced at the beginning of each semester.

Section III: Special Meetings

The only special type of meeting which can be called will be a committee meeting. Whoever is in charge of the committee can call the meeting.

Section IV: Quorum

The minimum number of members that must be present at a TWN meeting is 20 to make the proceedings of the meetings valid: one half of the eligible voting membership. The purpose of the quorum is to ensure that enough members are present and expressing their opinions for the decisions made at this meeting to be considered valid and meaningful to the organization. If the quorum does not exist at a meeting, a new meeting must be called and must reconvene at a later time. If the quorum is still not reached over the course of several meetings, voting must be taken online in order to meet the criteria and the E-Board must vote on the online decision.

Article X. Constitutional Amendments

Section I: Amendment

Any executive board member can propose a constitutional amendment, so long as this member believes that the amendment is the best for the overall wellbeing and success of the organization. The executive board member should have a written proposal stating the article and section which should be revised, why it should be revised, and a new version of the article or section. An amendment can be proposed at any time. There will be no limit to how many amendments any executive board member can propose during their time on the executive board. The proposed amendment should be given to the President, who will then call an executive board meeting at the earliest possible time when all executive board members can be present. All executive board members must be present since voting will occur. Should the President be the one proposing a new amendment, she will be required to follow the same procedures. At the executive board meeting, whoever proposed the amendment will be required to read their written proposal to all executive board members. The President will then call a vote, restating which article or section is to be revised. All members in favor of creating the amendment will raise their hands. The President will then call any opposed members to raise their hands. The vote which had the majority of executive members raise their hand will be the finalized decision. There will be no appeal process for amendments. Any constitutional changes will be announced to all active members at the next regular meeting. A new copy of the Constitution must be submitted to the Office of Student Activities and uploaded onto the Student Organization Management System.

