

Women Founders at The Ohio State University

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: Women Founders at The Ohio State University is a chapter of *Women Founders*, a youth-powered nonprofit organization on a mission to close the gender gap that exists in the realm of entrepreneurship and innovation. We operate through a four-pronged model of creating a strong network of student entrepreneurs at The Ohio State University and cultivating entrepreneurship through a speaker series featuring local women entrepreneurs, a leadership development program for our members to refine their skills, and a mentor match program through which our members will be connected with an entrepreneur for mentorship and coaching.

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 The Ohio State University 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>.

Article II – Organization Core Values

Section I – Organization Core Values: We expect all members and associates of Women Founders The Ohio State University to align with and embody the core values listed below.

1. *Celebrate individuality:* We believe that with diversity comes representation. However, the key to unlocking the potential of representation is inclusivity. At Women Founders, we celebrate what makes each of our leaders, members and associates unique, and leverage those qualities and differing perspectives to further our mission.
2. *Grow through what you go through:* We firmly believe in learning from mistakes and understanding failure as an opportunity to grow. We hope to cultivate an environment where every leader, member and associate can grow together inside and outside the walls of our organization. Beyond this, we hope to create a safe space where people are treated with utmost kindness and respect.
3. *Treat others the way you want to be treated:* We believe that creative and innovative ideas can come from the space in between two differing perspectives. We encourage the concept of agreeing to disagree, but we will not tolerate disrespect in any shape or form.
4. *Sharing knowledge is the most fundamental act of friendship:* We believe in creating a space where resources, knowledge and experiences are transparently shared, allowing for the simultaneous growth of women founders and our team members. Our intent is not to compete with one another. Instead, it is to compete together, against the lack of inclusion of women entrepreneurs in the E&I ecosystem.

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 at The Ohio State University, align with the values, and demonstrate interest and passion for the entrepreneurship and innovation ecosystem. Membership is open to anyone who meets the requirements in the preceding statement.

Section II – Categories of Membership: There is one category of membership:

1. *Student Membership:* Current students at The Ohio State University, aligning with the qualifications of membership.

Section III – Selection of Membership: Interested candidates must apply for membership and qualifying candidates will be invited to sit down with members of the Executive Board for a coffee chat to determine whether the candidacy is mutually-beneficial. Screening will encompass questions related to past, present and/or future engagement with the entrepreneurship and innovation ecosystem.

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. The removal of an executive officer must be notified to Women Founders at the non-profit level. The removal of the President must be escalated to the non-profit level. *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 the mission and vision of the 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.
- g. Create annual goals & lead the entire organization to take steps to achieve those goals.
- h. Approve all work completed by the executive board.
- i. Ensure that the organization is growing as leaders and the individuals in the organization are developing their skill sets to achieve their entrepreneurial goals and ambitions.
- j. Act as the liaison between the collegiate chapter of Women Founders, and the nonprofit.
- k. Attend the annual Women Founders leadership summit.
- l. Submit semester programming calendar to the Board of Directors of Women Founders at the nonprofit level for approval.
- m. Present end of semester updates and key learnings to the Board of Directors of Women Founders at the nonprofit level.

2. Vice President:

- a. Work closely with the president as secondary leader.
- b. Assist and support the president to complete duties and tasks.
- c. Lead meetings and events in the absence of the president.
- d. Collaborate with the president to assist in making final decisions.
- e. Ensure that organization leadership is performing duties.
- f. Direct point of contact for candidates interested in membership. Maintain the online student organization portal, add & delete members as necessary.

3. Vice President of Finance:

- a. Create budgets for every academic year and ensure that the 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 and pay the nonprofit organization \$10.00 of the collected dues per member.
- e. Maintain a 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 a balance sheet of all income and expenses and present at a quarterly review to the Treasurer and 1 additional board member from the Board of Directors of Women Founders at the nonprofit level.

4. Vice President of Marketing:

- a. Create marketing concepts and strategies that adhere to the brand package instituted by Women Founders at the nonprofit level.
- b. Design & produce marketing material
- c. Maintain social media accounts

5. Vice President of Public Relations:

- a. Create PR packages and send thank you notes to entrepreneurs and speakers.
- b. Author a weekly newsletter for members within the student organization chapter.
- c. Collaborate to ensure that marketing material produced and circulated or posted on social media aligns with values.
- d. Maintain a database of external contacts.
- e. Collaborate with the President and Vice President to finalize the speaker series and provide outreach to recruit speakers.
- f. Responsible for ensuring diversity & representation on the speaker series panel.

6. Vice President of Human Resources:

- a. Maintain a database of members at the The Ohio State University chapter of Women Founders.
- b. Take ownership of tracking the 12-point system listed in the *Qualifications of Membership* category.
- c. Conduct a mid-year survey to ensure that members are satisfied with the operations and programming of Women Founders at The Ohio State University.
- d. Responsible for ensuring diversity, representation, equity, and inclusion within the organization.

Article VI - Election / Selection of Organization Leadership: All interested candidates must participate in *Pitch Day*, where they pitch themselves in front of the general body and executive board for the position(s) they are running for. The pitch should include the following information: previous experience, previous contribution to the organization and ideas and strategies for the future. An individual can run for a maximum of two positions. A general body vote will then be casted. The President and Vice President will make a final decision based on general body vote and performance.

Article VII – Meeting, Events and Participation Expectations:

Section I – Meeting, Event and Participation Expectations: An active member must maintain a point status of 12 points per semester which is gained through meeting attendance, paying dues on time or adhering to a payment plan instituted by the Vice President of Finance (1 point), active participation in the speaker series, participation at fundraising events (2 points), bonding outside of meeting times (3 points), or being a member on the executive board or actively participating in a committee (3 points).

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 and approval from the Nonprofit Board of Directors to amend. The constitution should not be amended easily or frequently.

Article IX – Method of Dissolution of Organization: Upon approval from the Nonprofit Board of Directors and at least 95% majority vote from the collegiate chapter members, the organization can be dissolved. All members must be reimbursed for any operating expenses they endured (not including dues). The remaining finances should be donated to Women Founders 501(c)(3). Upon official dissolution, Student Activities staff must be contacted to remove organization information from the website.