

Her Campus at OSU Constitution

Article I: Name

- **Section 1:** The name of this organization shall be Her Campus OSU.

Article II: Purpose

- **Section 1:** The purpose of the Her Campus at OSU is to provide an online hub for Ohio State's women by providing content that is both a resource and a source of entertainment, highlighting campus news, events, interesting students, interesting alumni, campus photos and fashion and lifestyle content. This organization will also participate in gifting campaigns with brands through Her Campus Media so brands can reach a broader college audience through booths and events Her Campus at OSU sets up. Additionally, Her Campus at OSU will plan and implement fun and educational activities for students at Ohio State focused on a range of subjects to attract students of all backgrounds. Organization members will gain journalism, marketing, publicity, event planning and digital media experience, and all students at Ohio State will gain a new and fun online resource through this online publication. Other organizations will also have the opportunity to use Her Campus as a resource for marketing of events and initiatives upon request.

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Article III: Non-Discrimination Policy

- **Section 1:** 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.

Article IV: Officers

- **Section 1:** The Executive Board shall be the officers (Co-Presidents/Campus Correspondents, Social Chair/Chapter Events Planner, PR Chairs (Instagram, TikTok, Twitter, Pinterest and Facebook), Treasurer, Editing Team, Membership and Recruitment Chair)
- **Section 2:** Duties are listed below:
 - **Co-Presidents/Campus Correspondents**
 - Run meetings
 - Have members check in with article ideas
 - Delegate relevant tasks or emails to chairs
 - Send email and GroupMe reminders to members
 - Maintain email relations with Her Campus Headquarters
 - Attend all Her Campus events
 - Point of contact for chairs

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- Re-register Her Campus as a student org annually
 - Attend university trainings
 - Reach out to advisor at the beginning of each semester
 - **Oversee editing process**
 - Delegate editing to editing team
 - Attend all Her Campus events
 - **Schedule rooms for meetings**
 - **Fill out MyCampus Weekly Report**
 - Attend university training
 - Sign up for gifting campaigns
 - Coordinate distribution plans for gifting campaigns
 - Contact person in case of media coverage
 - Manage social media team
 - Communicate with writers to publicize events
- **Social Chair/Chapter Events Planner**
- Plan bonding events for members
 - Plan campus-wide events
 - Oversee campus and member committees
 - Book rooms for events
 - Communicate with social media chairs to publicize events
 - Manage partnerships with local businesses and student organizations
 - Communicate with treasurer and presidents for all expenses
 - Research relevant student organizations for collaboration
 - Reach out to organizations to collaborate
 - Brainstorm collaboration events
 - Work with chair people to collaborate on events with the organizations
- **PR Chairs (Instagram, TikTok, Twitter, Pinterest and Facebook)**
- Brainstorm social media post ideas
 - Communicate with members as content is needed
 - Delegate content creation as needed
 - Publicize all events
 - Post all new content to all social media channels
 - Instagram and TikTok directors should post at least four times per week
 - Twitter, Pinterest and Facebook directors should post at least once to twice per week
- **Treasurer**
- Name on all bank records
 - Maintain IRS documentation
 - Monitor balance and communicate budgets
 - Collect merchandise payments
 - Manage invoices

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- Attend university training
 - Keep all receipts for event expenses
 - Procure gift card or monetary prize
 - Plan philanthropy and fundraising events
 - Point of contact for all charity outreach
 - Reach out to campus organizations to collaborate on outreach
 - Communicate with PR chairs to publicize outreach and fundraising efforts
 - Liaison with local businesses for fundraising efforts
 - Keep track of funds raised
 - Pick up checks from fundraising events
- **Editing Team**
 - Adhere to editing duties
 - Communicate with one another on editing delegation
 - Communicate with writers on proper grammar
 - Educate chapter on style guide rules at the beginning of the semester
 - Adhere to AP and HC Style expectations
 - Report site to presidents
- **Writing and Social Media Team**
 - Put out at least two pieces of content per month
 - 2 articles OR
 - 2 social media posts OR
 - 1 article, 1 social media post
 - Learn AP and HC style guide
 - Communicate with PR chairs about promotional needs
 - Sign up for gifting campaigns and booths as they can
- **Membership and Recruitment Chair**
 - Biweekly engaging social post
 - New member recruitment
 - Planning and organizing Involvement Fair
 - Planning and organizing speaker to classes
 - New member engagement
 - Maintaining member lists
- **Section 3:** The term of office for the Executive Board shall be from mid-August to the beginning of May of the academic year. Board members will transition prior to summer in April.
 - **Section 4:** Executive Board members must be in good academic and disciplinary standing with Her Campus Ohio State.
 - **Section 5:** The Advisor shall be a non-voting member.

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Article V: Membership

- **Section 1:** Membership is open to all Ohio State students. This organization complies with all State and Federal laws and Ohio State policies on non-discrimination.

Article VI: Officer Election and Removal

- **Section 1:** Officers shall be elected based on the executive board's discussion. Each individual running for a board position will fill out a Google form indicating which position(s) they are running for and why they believe they would be a great fit for the position(s). After each candidate for a position has turned in their forms, executive members vouch for candidates based on commitment and participation to the organization. The elected board member will be announced directly after the process, with each position being announced individually afterward. New officers must already be members of the organization and must be current freshmen, sophomores or juniors.
- **Section 2:** Once elected, officers will keep their position unless they graduate, communicate that they are no longer interested in the position or are removed from the position.
- **Section 3:** Officer removal is based on a "three-strike" system. The President/Vice President and Executive Board members will determine the three strikes, which include but are not limited to; failure to attend meetings/events and/or notify Member Relations Chair of his/her absence within 24 hours prior, failure to complete one's duties on two or more occasions, and irresponsible and/or unprofessional conduct when acting as a representative of Her Campus Ohio State. After three strikes, the Executive Board will vote on whether to dismiss the officer from his/her position.

Article VII: General Member Removal

- **Section 1:** If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

Article VIII: Meetings

- **Section 1:** A general member meeting will be held once per week, at a time to be determined at the start of each semester. The executive board will hold meetings as necessary.

Article IX: Hazing Policy

- **Section 1:** There is a Zero Tolerance Policy for hazing, as defined here:
 - A. Hazing, defined by the Ohio Revised Code, means "doing any act or coercing another, including the victim, to do any act of initiation into any student or

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other organization that causes and creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another.”

- B. Hazing is inconsistent with Ohio laws/statute, University policies, the Student Code of Conduct, and fraternal/organizational laws. Her Campus Ohio State and its members agree to abide by the anti-hazing policy required of all student organizations at Ohio State.

Article X: Constitution Amendment

- **Section 1:** This constitution will be reviewed annually.

