

Scarlette Magazine Constitution

Revised: 2025

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

Section 1: Name

Scarlette Magazine

Section 2: Purpose

To showcase campus individuality and beauty while presenting new ideas and exciting photography to The Ohio State University, and the world. Students are responsible for the entire process and execution of the magazine. This makes Scarlette a unique organization where students can take their learning outside of the classroom. With each biannual issue, we aim to inspire our readers and deliver a new perspective on the fashion world.

Section 3: 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.

As a student organization at The Ohio State University, Scarlette Magazine 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>.

Resources for support can be found at <http://titleIX.osu.edu>.

Article II – Membership

Section 1: Eligibility and Member Selection Process

Voting membership is open to all currently enrolled Ohio State students. Interested students may become members by completing a short interest form, joining the GroupMe, paying the semesterly dues, and attending at least two general body meetings in an academic term. Once these steps are completed, students will be added to the member roster and may begin participating in committees and contributing to Scarlette Magazine.

Faculty, alumni, and professionals may serve as honorary members but are non-voting and may not hold leadership positions.

Section 2: Membership Benefits

Student members receive hands-on experience in writing, styling, photography, layout design, social media, and event planning. Members also gain access to networking opportunities and leadership development.

Section 3: Membership Composition

In accordance with university policy, at least 90% of the organization's membership must consist of current Ohio State students.

Article III – Removal of Members and Executive Board Members

Section 1: Grounds for Removal

Members or officers may be removed for:

- Violation of Scarlette Magazine's constitution or policies
- Failure to perform assigned duties
- Behavior that negatively affects the group's purpose or reputation
- Violation of university policies or the Student Code of Conduct

Section 2: Removal Procedure

- Concerns will first be addressed by the Presidents/Editor-in-Chiefs in a one-on-one discussion who will discuss the issue with the DEI chair.
 - If the issue persists, the Executive Board and Faculty Advisor will vote.
 - A two-thirds vote from the Executive Board is required for removal.
 - If the person in question is a member of the Executive Board, they will not be present during the vote.
 - If the person in question is a President/Editor-in-Chief, the other President/Editor-in-Chief and the Executive Board will lead the discussion.
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Article IV – Organization Leadership

Executive Board members are responsible for decision-making, event planning, editorial direction, and the overall operations of Scarlette Magazine.

Each Executive Board member will serve a term of one academic year. If a board member is graduating at the end of a semester, they may finish their term through graduation, and the position will be filled for the remaining academic year through a special election.

At the end of each academic year (or when a position becomes vacant), the executive board will host elections to fill the position prior to the upcoming semester.

All leadership members must be enrolled Ohio State students in good academic standing.

Elections Timeline and Process:

The Executive Board will send out an application to general members at least two weeks before elections. After applications are received, the Executive Board will review the applications during the last Executive Board meeting of the semester and will vote anonymously via an online poll. Winners will be determined by a simple majority vote. In the event of a tie, the Executive Board will deliberate and vote to determine the winner. The current member in the position or another Executive Board member will train the new member for their upcoming position.

Executive Roles:

Presidents / Editor-in-Chiefs

Two presidents lead the organization, oversee the Executive Board, facilitate meetings, create timelines, and approve all final content. Responsible for ensuring that the overall vision and goals of Scarlett Magazine are achieved and that everything is running smoothly.

Treasurer

Manages Scarlett Magazine's budget, tracking all financial transactions, and preparing financial reports for the Executive Board. Oversee fundraising efforts and ensure that funds are properly allocated for events, magazine production, and other expenses. Assists with budgeting for events and production.

Secretary

Takes attendance and meeting minutes during all general meetings and Executive Board meetings. Keep an organized record of all correspondence and documents, assisting with communication between members regarding meetings, deadlines, and other important information.

Writing Director

Ensures that all articles and blog posts are assigned to writers and coordinates with photoshoot leads to guarantee that articles align with the magazine's theme. They oversee writing projects and ensure deadlines are met by performing weekly check-ins with writers, helping with any writing-related questions, and approving all articles before they are sent for publication. Writing director must proof read all articles and edit them grammatically.

Photography Director

Leads the Photography Committee, and ensures that all photography members are familiar with ethical standards and are prepared for each photoshoot. Photography Director will work with DEI Director to ensure all photos are ethical and approve final photos within the issue.

Graphic Design Director

Leads the Graphic Design Committee to create the visually appealing layout of each issue. They ensure design cohesion and oversee the final layout of the magazine and the Scarlett Magazine website. Responsible for developing or assigning graphic production for promotional materials, social media, and event flyers.

Social Media Director

Manages all of Scarlett Magazine's social media platforms, including Instagram and TikTok. They lead the Social Media Committee, assigning tasks to members, and posting magazine covers, photoshoots, event highlights, and other relevant content. Creates engaging campaigns before magazine launches, increases social media engagement and follower count, and keeps the

Presidents informed of important updates. They also share behind-the-scenes content and respond to direct messages.

Marketing Director

Leads the Marketing Committee to enhance Scarlett Magazine's visibility and engagement. Develop strategies for magazine promotion, including collaborations and community outreach, and plan and execute marketing campaigns aligned with Scarlett's mission. Assists with organizing and promoting events, such as the launch party and other social initiatives, and works closely with the Social Media Director to create integrated marketing efforts.

DEI Director

Serves as the main point of contact for diversity, equity, and inclusion (DEI) matters within Scarlett Magazine. Ensure the magazine promotes diversity and inclusivity in its content, photos, and articles. Ensure all members of the Photography Committee complete the Photography Ethics Course and are knowledgeable about ethical photography guidelines. Help organize team-building activities, identify diverse guest speakers, and maintain a DEI statement for Scarlett Magazine.

Events Chair

Serves as the main event planner for all events throughout the semester as well as the main event of the semester, the Scarlett Magazine launch party.

Article V – Executive Committee

The Executive Board consists of all leadership roles listed in Article IV and works collaboratively to make key decisions regarding magazine production, events, and member management.

Article VI – Committees

Writing Committee

Led by the Writing Director. Members pitch and write at minimum six articles for each issue and twice weekly blogs for the Scarlett Magazine website.

Photography Committee

Led by the Photography Director. Members collaborate on exploring new styles of photography, experimenting with lighting techniques, and reviewing photography equipment.

Graphics Committee

Led by the Graphic Design Director. Members design the layout of each issue and create event flyers.

Social Media Committee

Led by the Social Media Director. Members drive engagement among social media platforms by creating content and covering events/photoshoots through photos, videos, and graphics.

Marketing Committee

Led by the Marketing Director. Members lead community outreach and brand collaborations, promote the magazine and events around campus.

Article VIII – Advisor

The advisor for the 2025-2026 academic year is Alexandra Suer, a faculty member in the Fashion and Retail Studies department.

The Advisor's role includes:

- Serving as a mentor and guide to the Executive Board
- Assisting in goal setting and conflict resolution
- Supporting Scarlett's mission

Article IX – Meetings and Events

General meetings will be held on a weekly basis throughout the academic year (excluding summer), with Executive Board meetings scheduled an hour prior. Emergency meetings may be called by the Editor-in-Chief or majority of the Executive Committee.

Attendance at a minimum of two general meetings is required for general membership in each academic term.

While not mandatory, all members are highly encouraged to attend key events, such as the annual launch party, as it is a significant celebration of the magazine's work.

Article X – Amending the Constitution

The organization reserves the right to address the behavior of any member or event attendee whose actions are disruptive or otherwise not in alignment with the organization's constitution, the Code of Student Conduct, university policy, or federal, state, or local law. Disruptive behavior may include actions that interfere with the educational or work environment for students, faculty, or staff. The organization will take appropriate action in response to such behavior, including but not limited to warnings, suspensions, or removal from the organization. Additional resources on assisting disruptive or distressed individuals can be found at: [OAA Resources](#).

Article XI – Method of Amending Constitution: Proposals, Notice, and Voting Requirements

Proposed amendments to the constitution can be presented during Executive Board meetings. Upon introduction, the proposed amendments will be discussed and may be voted on at the next Executive Board meeting. To be approved, amendments must receive a two-thirds majority vote from the Executive Board members.

Article XI – Dissolution

If the organization dissolves, all remaining assets will be donated to the Fashion and Retail Studies Program at The Ohio State University.