

# Her Campus at OSU Constitution

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## Article I: Name

- **Section 1:** The name of this organization shall be **Her Campus at OSU**.
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## Article II: Purpose

- **Section 1:** Her Campus at OSU provides an online hub for Ohio State's women through content that is informative, entertaining, and community driven.
  - The chapter covers:
    - Campus news and events
    - Spotlights on students and alumni
    - Campus photos, fashion, and lifestyle features
  - Members gain experience in journalism, marketing, publicity, event planning, and digital media.
  - The chapter participates in brand gifting campaigns, hosts student events, and collaborates with other student organizations for outreach and marketing.
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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.
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## Article IV: Officers

- **Section 1:** The Executive Board includes:
  - Chapter President (Campus Correspondent #1)
  - Chapter Editor-in-Chief / Chapter Vice President (Campus Correspondent #2)
  - Chapter Social Media Directors (Instagram, TikTok, Twitter, Pinterest, Facebook)
  - Chapter Marketing Director
  - Chapter Events Director
  - Chapter Secretary / Treasurer

- **Section 2: Officer Duties**

### **Chapter President**

- The President handles all chapter management and serves as the main point of contact for their school's campus advisor and Her Campus HQ. They oversee all chapter operations from setting goals and ensuring all goals and expectations are met across editorial, social, MyCampus Weekly Reports, marketing, events, member engagement and recruitment (and, if applicable, brand campaigns). Additionally, the President is responsible for running weekly meetings and managing email and social media communication.

### **Chapter Editor-In-Chief/Chapter Vice President**

- The Editor-in-Chief oversees all chapter writers and editors. They are expected to develop the chapter's campus-specific editorial strategy with support from HCHQ and have the ultimate goal of driving traffic to articles published by their team. They top edit and serve as final eyes on all chapter editorial content, and they are responsible for approving the editorial calendar and ensuring content expectations and guidelines are met.

### **Chapter Social Media Directors**

- The Social Media Directors oversee the chapter's social media teams (Instagram, TikTok, Twitter, Pinterest, Facebook). They are expected to develop campus-specific strategy behind the chapter's social media accounts with support from HCHQ and have the ultimate goal of driving traffic to their chapter's editorial content and growing their social reach. They ensure at least Instagram and TikTok are updated regularly, manage the social media calendar and analyze the accounts' performance to make the best strategic decisions. They are also expected to promote upcoming bonding events and brand campaign booths.

### **Chapter Marketing Director**

- The Marketing Director oversees the marketing, art direction and publicity strategy for the chapter, including recruitment (e.g., Involvement Fair, class visits) and any student organizations partnerships. They work closely with other leaders in the Chapter to create marketing plans to promote key chapter initiatives on campus and in the community. This may also include supporting brand campaigns. The Marketing manager will also be in charge of maintaining the membership list and organization engagement.

## **Chapter Events Director**

- The Events Director oversees all event planning and strategy for the chapter from venue research to securing partnerships with other student organizations. They work closely with other leaders in the chapter to plan and host events that tie directly back to chapter goals, including everything from team engagement and bonding opportunities to campus-wide initiatives and events. This may also include supporting brand campaigns when events or activities are involved.

## **Chapter Secretary / Treasurer**

- Maintain financial documentation and IRS records
- Track expenses and coordinate fundraising and philanthropy events
- Collaborate with PR and events team for outreach

## **Editing Team**

- Enforce AP and HC Style Guide
- Edit all submissions and communicate with writers
- Educate members on style expectations

## **Writing and Social Media Team**

- Submit a minimum of 2 pieces of content/month (articles or posts)
  - Adhere to HC and AP style
  - Collaborate on gifting campaigns and booth participation
- **Section 3:** Officer terms run from **mid-August to late April**, with transition in **April**.
  - **Section 4:** Officers must remain in **good academic and disciplinary standing**.
  - **Section 5:** Advisor is a **non-voting member**.

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## **Article V: Membership Selection and Expectations**

### **Section 1: Membership Selection**

- Those who wish to join Her Campus at OSU must email the presidents at [hc.osu@hercampus.com](mailto:hc.osu@hercampus.com) and describe why they are interested in the organization.
- Once a potential member emails the presidents, they are added to an email list and are required to join the Her Campus at OSU GroupMe (provided in a link within the response email from the presidents) to keep up with the organization's weekly happenings.

- There are no specific criteria for members to be selected except that they must have expressed interest to the presidents, whether that is in an email or in-person at a Her Campus at OSU booth or event.
- There is no membership selection timeline; new members are accepted year-round.

## **Section 2: Membership Expectations**

- Members are expected to attend weekly meetings on Sundays at 6 p.m. and communicate with the presidents through GroupMe if they're unable to attend.
- Each member must meet the responsibilities within their position title/team.

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## **Article VI: Officer Election**

- **Section 1:** Elections
  - Candidates fill out a Google Form
  - The board reviews participation and votes on appointments
- **Section 2:** Officers retain roles unless they:
  - Graduate
  - Step down voluntarily
  - Are removed due to conduct violation

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## **Article VII: Member Removal**

- **Section 1:**
  - Members may be removed if their conduct harms the organization, doesn't meet club expectations, or violates the OSU Student Code of Conduct.
    - Follows a "three-strike" policy for failure to fulfill duties or unprofessional conduct
    - Removal is determined by Executive Board vote

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## **Article VIII: Meetings**

- **Section 1:**
  - General member meetings are held **weekly**
  - Executive Board meets as needed

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## **Article IX: Hazing Policy**

- **Section 1:**
  - Hazing is **strictly prohibited** in accordance with the Ohio Revised Code and OSU's policies.

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## **Article X: Amendments**

- **Section 1:** This constitution is to be **reviewed annually** for updates or revisions.
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