

# **The Fashion Production Association**

## **Student Organization Constitution 2025-2026**

Revised 11/29/2025

### **ARTICLE I. NAME OF ORGANIZATION**

The Fashion Production Association

- Also recognized by the acronym FPA.

### **ARTICLE II. ORGANIZATION PURPOSE**

To provide students within the Fashion & Retail Studies program within the department of Human Sciences in the college of Education and Human Ecology with the opportunity to publicly display their abilities in garment design and construction, as well as advertising, fundraising, and special event production, culminating in a fashion design show or public exhibit at the end of the school year.

- To provide students with service-learning opportunities to benefit a community cause or organization chosen by students through hands-on volunteering and engagement.
- To provide support to participating designers through the facilitation of a silent auction in which the proceeds will be used to help cover a portion of the material costs for designers.
- To engage students campus-wide in providing an outlet for fashion-minded and creative individuals to express themselves and their ideas, and to network with professionals within the field.

### **ARTICLE III. UNIVERSITY REGULATIONS**

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

The Fashion Production Association *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

The Fashion Production Association *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

## **Section C. Bylaws**

The Fashion Production Association *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

Voting members are limited to enrolled Ohio State students, both graduate and undergraduate, of any major. Designers, specifically, may be Ohio State students enrolled in any major who have skills in fashion design and construction.

- Minimal membership dues are required, but each member should be prepared to dedicate his or her time to at least one fundraising event and advertising, as well as any other function that interests him or her.
- All active members are expected to pay dues, with the exception of students enrolled in CONSCI 4990, whose dues are optional.
- Members are required to attend every scheduled meeting and give full participation, with the exception of extenuating circumstances.

### **Section B. Member Selection**

To become a member of The Fashion Production Association, a student must express interest in fashion design and production, be enrolled at The Ohio State University, and may be a student of any major. Active participants in weekly general meetings are considered members of the organization.

- Members willingly choose to join the organization, and all membership is voluntary. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.
- To be a general member of the organization, there are no application, interview, audition, GPA, major, or selection requirements.
- A student is considered an official general member upon attending at least 75% of general body meetings during both the Autumn and Spring semesters.
- Attendance is submitted through the organizations designated Google Form at each general body meeting.

### **Section C. Membership Timeline**

Membership is open and accepted on a rolling basis. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

- Active participants remain members of the organization for as long as they frequently attend meetings and are an enrolled Ohio State student, either graduate or undergraduate, of any major.
- Previous members of The Fashion Production Association who have since graduated from The Ohio State University have the opportunity to participate in one more runway production in the immediate year following their graduation, upon approval from the advisor(s) and President(s).

#### **Section D. Member Removal**

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of The Ohio State University Student Code of Conduct, they can be removed through a majority or unanimous vote of the officers, under the counsel of the advisor(s).

- Establishing grounds: Evidence must be provided to officers and the advisor(s) for the reason of removal.
- Notifying the member: The member that is the subject of removal must be informed in writing of their charges and provided with an opportunity to defend themselves.
- Calling a meeting: A meeting of the executive board will be held to vote on the removal.
- Voting: Requires a majority or unanimous vote of the executive officers to remove.

### **ARTICLE V. ADVISOR**

#### **Section A. Advisor Duties and Responsibilities**

Established 2025-2026 Advisor(s): *Dr. Nancy Rudd* (former The Ohio State University Fashion & Retail Studies Professor) and *Alexandra (Alex) Ruiz Suer* (current The Ohio State University Fashion & Retail Studies Professor)

The student organization advisor(s) shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization. The advisor(s) ensures that the student organization remains controlled and directed by its student leaders in accordance with the organization's constitution. The advisor(s) meet regularly with the President(s) to discuss progress and new ideas, and help oversee all the elements that make up the final design show or gallery exhibit.

- May provide historical context for the organization.
- May meet individually with and mentor organization leaders and members.
- May mediate inter-personal conflict.
- May attend organization meetings and events either in-person or virtually.
- May submit requests for university email services and other technology.

- May consult on the organization's budget.
- May assist with interpreting university policies and processes for the student organization.
- May review organizational communications for professionalism.
- May assist with the regular review of the student organization's purpose statement and governing documents to ensure they are current and appropriately reflect the organization's purpose goals and relationship with the university, where applicable.

## **Section B. Advisor Term**

Advisor(s) serve for one year (autumn semester and the following spring semester) with the opportunity to be reappointed, as agreed upon by both the advisor(s) and the President(s).

## **Section C. Advisor Selection**

Selected advisor(s) is preferably an instructor of the Fashion & Retail Studies department, though not required.

- The primary advisor(s) must be a current or previous member of the faculty or administrative and professional staff selected by the student organization.
- The organization's advisor(s) shall remain the same from year to year unless members of the organization formally express disagreement with the continued appointment.
- If disagreement regarding the advisors arises, the matter shall be brought to a general body vote at a duly announced meeting. The advisor(s) shall be changed only upon approval by at least 75% of voting members present.
- Retired faculty/staff may serve as co-advisors, but the primary faculty/staff advisor must complete the certification process for the organization to be registered.
- The advisor(s) should not be on extended leave without mutually agreed-upon contingency plans to provide for the organization's needs during their absence. This can come in the form of regular communication during the leave or bringing on a co-advisor.

## **Section D. Advisor Replacement**

The advisor(s) may be replaced in the case of resignation or removal, through the agreement of the President(s) and a majority or unanimous vote of the officers.

# **ARTICLE VI. ORGANIZATION LEADERSHIP**

## **Section A. Officer Positions**

### **Executive Directors**

- Comprised of the President(s), Director(s) of Design, Director (s) of Production, Director(s) of Marketing, Director (s) of Visuals, Secretary, and Treasurer.

**President (or Co-Presidents):**

- One-year term: At the end of the one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
- In the event of Co-Presidents, it is best that one should represent design, and one should represent production
- Selected by interest and participation in previous productions, working in either design or production, preferably serving in the role of Director of one aspect of the organization (Design, Production, Marketing, Visuals, etc).
- Strong experience and knowledge in FPA is necessary (not necessarily a previous director, but this level of leadership is preferred)
- Duties:
  - Sets goals for the organization and ensures alignment with its mission, values, and constitution
  - Ensures that all organizational activities comply with university policies and procedures
  - Approves organizational decisions, expenditures, and communications in coordination with the advisor(s) and all exec and chair members
  - Oversee and delegate responsibilities to all of the exec and chair team and supervise all Directors, Secretary, and Treasurer
  - Meets weekly with advisor(s)
  - Leads and creates agendas for all weekly meetings (Presidents, Exec, General, etc.)
  - Creates weekly slides for general meetings
  - Coordinate with advisor(s) and the Director of Production to communicate and plan with the Special Event Coordinator from the Ohio Union
  - Other tasks as needed

**Director of Design (Secondary Leaders):**

- One-year term: At the end of the one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
- Selected by interest and participation in previous design productions
- Duties:
  - Reports and communicates with the President(s) and advisor(s)
  - Coordinates with the advisor(s), President(s), and the exec and chair team to cultivate the annual theme
  - Coordinates with Construction Workshop Lead to organize and lead workshop opportunities for designers and any other interested members to learn how to sew or work on projects
  - Oversee all the designers and the quality and style of fashion designs, with advisor(s)
  - Coordinates with the President(s), advisor(s), and Model Coordinator for the following
    - Organization of all model information
    - Model fittings
    - Show format and order of designs for the show or exhibit
  - Oversees all designer groups for effective completion of collections; needs to motivate and keep up with designers to make sure everything is done in a timely manner, and encourage them to keep the drive and the designer spreadsheet updated with their progress

- Responsible for creating a schedule each semester with hard deadlines to keep designers on track
- Creates weekly slides for design meetings
- Organizes the designer hair and makeup selections in an efficient and effective way
- Day of Show
  - Keeps designers accountable for staying on schedule
  - Helps transition design collections through hair and makeup as needed
- Must have excellent communication skills
- Other tasks as assigned or needed

### **Director of Production (Secondary Leaders):**

- One-year term: At the end of the one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
- Selected by interest and participation in previous design productions
- Duties:
  - Reports and communicates with the President(s) and advisor(s)
  - Oversees all the committee chairs beneath them, including, but not limited to, Silent Auction Chair, Model Coordinator, Day of Show Chair, and other production-related committees added to the organization
  - Runs production meetings and makes sure people are staying on task and are getting their duties accomplished
  - Coordinates with the Day of Show Chair, President(s), and advisor(s) to develop stage design, lighting, music, slides, and other physical arrangements for the show or exhibit
  - Coordinates with the President(s) and advisor(s) to select studio and runway photographers and videographers for the day of the show
  - Oversee fundraising, promotion, and advertising efforts
  - Ensures everything day of the show runs smoothly, and everyone is where they need to be, at all times
  - Assists the advisor(s) and President(s) in communicating with the Special Event Coordinator from the Ohio Union
  - Creates day of show schedule
  - Other tasks as assigned or needed

### **Director of Marketing**

- One-year term: At the end of the one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
- Selected by interest and participation in previous design productions
- Duties:
  - Reports and communicates with the President(s) and advisor(s)
  - Oversees all the committee chairs beneath them, including, but not limited to, Social Media, Fashion Week, and other related committees added to the organization
  - Responsible for creatively and effectively advertising the show around campus and in the surrounding Columbus area
  - Responsible for the execution of the annual marketing video, in coordination with the President(s) and advisor(s) for the following

- Outreach and communication with the videographer (may be in-house or freelance) to determine the following
  - Time and location of filming
  - Video editing
- Creative direction
- Communicates with the Treasurer to fulfill any necessary payments
- Responsible for the execution of the annual designer videos and designer headshots, in coordination with the Directors of Design, President(s), and advisor(s) for the following
  - Outreach and communication with the videographer (may be in-house or freelance) to determine the following
    - Time and location of filming
    - Video editing
  - Communicates with the Treasurer to fulfill any necessary payments
- Needs to be organized and communicate well, to meet deadlines
- Other tasks as assigned or needed

### **Director of Visuals**

- One-year term: At the end of the one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
- Selected by interest and participation in previous design productions. Preferred experience with the Adobe suite, but not required (Photoshop, Illustrator).
- Duties:
  - Reports and communicates with the President(s) and advisor(s)
  - Oversees all the committee chairs beneath them, including, but not limited to, Graphics, Merch, and other related committees added to the organization
  - Oversees graphic design for merchandise, flyers, tickets, postcards, program design, all printing, show graphics or visuals; offers guidance for the Graphics Chair
  - Coordinates with all production committees to execute visual needs
  - Coordinate with the Merch Chair to design and develop all merchandise
  - Responsible for maintaining and updating the FPA website (Wix: fpaatosu.com)
  - Responsible for coordinating with the President(s), advisor(s), Corporate Sponsorship Chair, Silent Auction Chair, Directors of Design, Director of Marketing, and other necessary members to design the day of show program
  - May be asked to assist Director of Marketing to fulfill any marketing video and designer video/headshot needs
  - Other tasks as assigned or needed

### **Treasurer:**

- One-year term: At the end of the one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
- Selected by interest and past experience in accounting or finance
- Duties:
  - Reports and communicates with the President(s) and advisor(s)
  - Oversees all the committee chairs beneath them, including, but not limited to, Fundraising, Corporate Sponsorship, and other related committees added to the organization

- Coordinates with the President(s) and advisor(s) for the following
  - Oversees all financial transactions (expenses and revenues)
  - Submit yearly audit, operational funds, Coke grant, CSA funds, and any additional funding forms
  - Responsible for updating the YTD budget
  - Gains access to the FPA bank account and has the responsibility of keeping track of all bank cards and checks
  - Coordinates with all exec and chair members who purchase anything under the FPA name
  - Collects and tracks all member dues for each semester
  - Collects and tracks all donations in coordination with the Silent Auction Chair and the Corporate Sponsorship Chair
  - Collects and tracks all receipts (from both production and design) and any other organizational expenses
- Other tasks as assigned or needed

### **Secretary:**

- One-year term: At the end of the one-year term, leaders have completed leadership responsibilities and are free to apply for another position.
- Selected by interest and past experience in accounting
- Duties:
  - Reports and communicates with the President(s) and advisor(s)
  - Oversees all the committee chairs beneath them, including, but not limited to, Service Learning, Social Events, and other related committees added to the organization
  - Creates weekly newsletters
    - Weekly newsletter for all general members
    - Weekly newsletter for advisor(s), the President(s), and all exec and chair members
  - Coordinate member information in a directory spreadsheet
  - Responsible for keeping record of 4990 members; keeping track of service learning, fundraisers, and attendance so they can receive credit (spring only)
  - Acts as a TA for 4990 (spring only)
  - Responsible for taking attendance and notes at weekly exec and general meetings
  - Keeps track of alumni information and emails
  - Coordinates with President(s) and advisor(s) for the following
    - Set up Eventbrite and GoFundMe
    - VIP show invites/day of show seating chart for corporate sponsors, hair and makeup, FRS faculty, etc.
  - Selected by interest and participation in previous design productions
  - Other tasks as assigned or needed

### **Executive Chairs**

- Positions may be removed or added to the committee, as decided and voted unanimously by the President(s) and the advisor(s), and based on the needs of the organization.

### **Day of Show**



- Reports and communicates primarily with the Director of Production
- Coordinates with Advisor(s), President(s), and Director of Production for the following
  - Stage design, lighting, and other physical arrangements for the show
  - Creates slides for the pre-show visuals and designer videos
  - Official show name and theme concept
  - Theme moodboard
  - Collaborate with Director of Visuals to create a theme color palette
  - Food for the day of the show
- Communicates with designers about their runway production preferences (lighting, music, visual, etc.)
- Creates a visual plan for decor layout and ideas
- Day of the Show
  - Works with the President(s) and Director of Production in assigning tasks to general members as needed
  - Coordinates the setup and decoration of the event space
  - Communicates with the AV team if need be
- Other tasks as assigned

### **Silent Auction Chair**

- Reports and communicates primarily with the Director of Production
- May work closely with the Corporate Sponsorship Chair to communicate with companies
- Email businesses/go door to door to request silent auction donations
- Coordinate the pick up of silent auction donations with companies
- Follows up with companies about their requests and donations
- Keeps track of who contacts whom and who has sent in donations
- Arranges baskets and packages to be auctioned
- Day of the Show
  - Sets up the auction table day of the show
  - Make the bid sheets
  - Keeps track of the starting price and what the items sold for - \*\* Must be organized!
  - Monitors the silent auction before and during the show
  - Announce the winners of the auction on a slide deck that will be sent over to AV
  - Collect payment after the show
- Other tasks as assigned

### **Social Media Chair**

- Reports and communicates primarily with the Director of Marketing
- Coordinates with the Graphics Chair to post flyers promoting social events, fundraising, service learning, fashion week, etc.
- Creates a calendar to schedule and organize social media posts
- Responsible for composing blogs and posting on Social Media
  - Instagram (Posts, Stories, Reels)
  - TikTok
  - LinkedIn
  - Etc.
- Responsible for “Member Spotlight” posts

- Helps coordinate social photoshoots; may collaborate with Social Events Chair
- Other tasks as assigned

### **Fashion Week Chair**

- Reports and communicates primarily with the Director of Marketing
- Helps execute the marketing strategies put forth by the Director(s) of Marketing
- Responsible for planning and executing Fashion Week for each semester
  - 1 week each semester
  - Should include fundraising, social, and service learning activities
- Coordinates with Fundraising, Social, and Service learning chairs to execute the events
- Coordinates with the Graphics Chair and Social Chair to post flyers promoting Fashion Week events
- Responsible for sourcing all materials needed for Fashion Week events; may coordinate with the Merch Chair for sourcing help
- Other tasks as assigned

### **Merch Chair**

- Reports and communicates primarily with the Director of Visuals
- Helps other exec and chair members with any additional sourcing efforts
- Coordinate with the Director of Visuals to design the logo for the merch
- Responsible for planning and executing the sourcing of merchandise
  - Fall Merch
  - Day of Show Merch
- Researches and communicates with vendors to determine quantities and pricing for merchandise
- Organizes and distributes the merch order form
- Coordinate pick up and distribution of merchandise
- Other tasks as assigned

### **Graphics Chair**

- Reports and communicates primarily with the Director of Visuals
- Responsible for designing and creating graphics/visuals to promote FPA events and any necessary signage on the day of the show
- Coordinates with the Social Media Chair to post flyers promoting social events, fundraising, service learning, fashion week, etc.
- Handles additional print and digital advertising as needed
- Uses the FPA Canva account and the designated FPA fonts (LuloCleanOne and LuloCleanOne-Bold) to create graphics and visuals as needed
- Other tasks as assigned

### **Construction Workshop Facilitator**

- Communicates primarily with the Directors of Design and advisor(s)
- Schedules and facilitates construction workshops; gives designers and any other interested members a time and location to learn how to sew or work on projects
- Coordinates with the Directors of Design to offer construction guidance to designers

### **Model Coordinator**

- Reports and communicates primarily with the Directors of Design and advisor(s)

- Coordinates with the Director of Production to organize and advertise a model call
- Assists Directors of Design in finding additional models for designers
- Responsible for obtaining and organizing model contact information
- Attends model fittings alongside advisor(s) and Directors of Design to
- Day of the Show
  - Works with advisor(s) to lead collection run-throughs, practice, and rehearsal
  - Works with advisor(s) in designing the choreography of the show
  - Works with the models to help them strengthen their walks
  - Ensures that all designers have models lined up for their garments
- Other tasks as assigned

### **Service Learning Chair**

- Reports and communicates primarily with the Secretary
- Researches and communicates with potential service learning partners/charities
- Coordinates all service learning events in partnership with charities and organizations that may relate to the annual design theme and/or fashion and retail service in general
  - Includes but is not limited to in-person volunteer events, virtual volunteer events, donation drives, etc.
- Coordinates with the Fashion Week Chair to execute a service learning event during each fashion week
- Other tasks as assigned

### **Social Events Chair**

- Reports and communicates primarily with the Secretary
- Coordinates social events outside of general meeting times to encourage member engagement and relations
- Plans and organizes a minimum of 2 social events a semester
- Responsible for sourcing all materials needed for social events; may coordinate with the Merch Chair for sourcing help
- Responsible for creating social events that connect to the annual design theme and/or upcoming holidays
- Coordinates with the Graphics Chair and Social Chair to post flyers promoting social events
- Coordinates with the Fashion Week Chair to execute a social event during each fashion week
- Other tasks as assigned

### **Fundraising Committee Chair**

- Reports and communicates primarily with the Treasurer
- Responsible for coordinating all fundraising events
- Acts as the point person for the companies where fundraising events are put on
- Fundraising is the key to being able to fund our production, and this position needs someone who is motivated and organized
- Plans and organizes a minimum of 2 fundraising events/opportunities a semester
- Coordinates with the Graphics Chair and Social Chair to post flyers promoting fundraising events
- Coordinates with the Fashion Week Chair to execute a fundraising event during each fashion week

- Other tasks as assigned

### **Corporate Sponsorship Chair**

- Reports and communicates primarily with the Treasurer
- Updates and develops the annual corporate sponsorship packet
- Identifies and communicates with potential corporate sponsors to encourage them to donate funds to the organization in return for marketing incentives
- Coordinates with the Treasurer to collect all donations
- Coordinates with Director of Visuals and Social Media Chair to ensure all corporate partners are properly recognized
- May work closely with the Silent Auction Chair to communicate with companies
- Other tasks as assigned

### **Section B. Officer Eligibility**

Officers are eligible to assume their position as long as they are enrolled at The Ohio State University and may be a student of any major. All officers are expected to meet weekly, in addition to the regular FPA meetings. Officers are selected by interest, experience, and participation in previous design productions.

- In order to be eligible for the position of Director of Design, Production, Marketing, or Visuals, a student must be enrolled in the Fashion & Retail Studies program or other related major and be in good academic standing. They must also have been involved in the Fashion Production Association the previous year and have extensive knowledge of the yearly requirements for a fashion production.
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### **Section C. Officer Selection Process**

Selected by interest, participation in previous design productions, and the needs of the student organization.

- The application process will open in the spring semester and may end once a sufficient number of applicants have completed their submission.
- New officers will be elected upon unanimous vote by the President(s) and the advisor(s).
- Newly elected officers must be informed of their election by the start of the following autumn semester.

Depending on the needs of the organization and if executive positions are left unfilled by the previous application process, new officers may be approved upon unanimous vote from the President(s) and the advisor(s).

### **Section D. Officer Removal**

If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the The Ohio State University Student Code of Conduct, they can be removed through a majority or unanimous vote of the officers, under the counsel of the advisor(s).

- Establishing grounds: Evidence must be provided to the President(s) and the advisor(s) for the reason of removal.

- Notifying the member: The officer that is the subject of removal must be informed in writing of their charges and provided with an opportunity to defend themselves.
- Calling a meeting: A meeting of the President(s) and the advisor(s) will be held to vote on the removal.
- Voting: Requires a unanimous vote of the President(s) and the advisor(s) to remove.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

If student interest indicates, The Fashion Production Association will be dissolved. If dissolution occurs, the organization will follow these steps:

- Dissolution may be proposed if membership falls below five (5) active members for an entire academic semester, if the executive board is unable to operate for a full semester, or if a formal motion to dissolve is introduced by the President(s).
- Upon a proposal for dissolution, the President(s) shall notify the general body and schedule a general body meeting dedicated to discussion of dissolution within two weeks of the proposal.
- All active members shall be given the opportunity to participate in discussion prior to any vote.
- Dissolution shall require a general body vote, with at least 75% of voting members in attendance approving the dissolution for it to pass.
- The organization's advisor(s) and the appropriate university offices shall be notified following the approval of dissolution.

### **Section B. Dissolution Procedures, including Assets and Debts**

- In the event of dissolution, the organization shall first settle all outstanding debts and financial obligations using existing organizational funds.
- Under no circumstances shall the organization leave any unpaid debts or financial liabilities to The Ohio State University or any of its affiliated entities.
- After all debts and obligations have been satisfied, any remaining assets shall be donated to the Computer Aided Design Lab Fund within the Fashion & Retail Studies program in the Department of Human Sciences at The Ohio State University.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

Submission for approval of an amended constitution should occur within 30 days of the amendments.

- A proposed amendment must be submitted in writing, will be read during the executive team meeting at which it is submitted (or the following meeting if submitted outside of meeting times), and a vote will take place in a future meeting no more than one month after the amendment is proposed.
- Pending a 2/3 majority vote and agreement between the President(s), the adviser(s), and the executive committee, the constitution will be changed within one month of the vote.
- Should the organization transition leadership or wish to amend the constitution in between registration cycles, the articles set forth in this document will remain in place until a new constitution is provided to the Ohio Union and Student Activities Department and is approved.

# **By-Laws**

Revised 11/29/2025

## **ARTICLE I. PARLIMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

## **ARTICLE II. MEETINGS OF THE ORGANIZATION**

### **Section A. General Membership**

- Weekly meetings of the membership in the autumn and spring semesters, and are to be held on Thursday evenings.
- The culminating student design show or exhibit occurs at the end of the spring semester.
- No meetings will be held during the summer semester.
- Meetings may be cancelled upon unanimous vote by the President(s) and the advisor(s).

### **Section B. Executive Committee**

- All members of the executive committee are expected to meet weekly, in addition to the general FPA meetings.
- Meetings may be cancelled upon unanimous vote by the President(s) and the advisor(s).

### **Section C. President(s) and Advisor(s)**

- The President(s) and the advisor(s) are expected to meet at least once every two weeks unless decided otherwise.
- The President(s) is expected to attend President meetings with the advisor(s), executive committee meetings, and general meetings, when established, on a week-to-week basis.
- Meetings may be cancelled upon unanimous vote by the President(s) and the advisor(s).

## **ARTICLE III. ATTENDANCE**

Members are required to attend every scheduled meeting and give full participation, with the exception of extenuating circumstances.

- All members of The Fashion Production Association are expected to participate in at least 75% of scheduled meetings to be considered an active member.

- Absences must be communicated to the President(s) and related directors. Certain exceptions must be approved with instructions under the approval of the advisor(s), the President(s), and the related directors.
- All members who do not fulfill participation requirements will not be allowed to participate in the culminating runway production. Their collection and/or contributions will no longer be associated with The Fashion Production Association, and they will not be considered an active member of the organization.

#### **ARTICLE IV. HONORARY AMULNI MEMBER**

One year Honorary Alumni Member of The Fashion Production Association

- Previous members of The Fashion Production Association who have since graduated from The Ohio State University have the opportunity to participate in one more runway production in the immediate year following their graduation.
  - Spring Graduates: Students who graduate in the spring may participate in the spring runway production of the next year.
  - Autumn Graduates: Students who graduate in the autumn may participate in the spring runway production of the semester immediately following their graduation.
- Honorary members must abide by all the same rules as student members, including but not limited to, participation requirements.
- Honorary members can not hold a leadership role on the executive board.
- Approval will be granted by the President(s) and advisor(s) upon previous involvement within the organization.

#### **ARTICLE V. SCHOLARSHIP**

Dr. Nancy Ann Rudd Founder Scholarship

- In honor of the founder of the Fashion Production Association, Dr. Nancy Ann Rudd, the FPA executive body has unanimously voted and agreed (March 5th, 2025) to institute an annual scholarship that will be initiated within the organization in perpetuity and/or as long as the organization remains active and established at the Ohio State University.
- This scholarship will continuously support students by recognizing one designer and one production member at the end of each academic year. These students will be chosen based on how they embody some of Dr. Nancy Ann Rudd's most valued qualities such as creativity, leadership, and initiative, and will be reviewed and determined by a selection committee.



## **ARTICLE VI. BY-LAW AMENDMENTS**

### **Section A. Amendment Process**

Submission for approval of amended by-laws should occur within 30 days of the amendments.

- A proposed amendment must be submitted in writing, will be read during the executive team meeting at which it is submitted (or the following meeting if submitted outside of meeting times), and a vote will take place in a future meeting no more than one month after the amendment is proposed.
- Pending a 2/3 majority vote and agreement between the president(s), the adviser(s), and the executive committee, the constitution will be changed within one month of the vote.
- Should the organization transition leadership or wish to amend the constitution in between registration cycles, the articles set forth in this document will remain in place until a new constitution is provided to the Ohio Union and Student Activities Department and is approved.