

Her Campus at The Ohio State University

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Her Campus at The Ohio State University

ARTICLE II. ORGANIZATION PURPOSE

- Her Campus at The Ohio State University 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.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Her Campus at The Ohio State University *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

Her Campus at The Ohio State University *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

Her Campus at The Ohio State University *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

- All students at Ohio State are eligible to join Her Campus at The Ohio State University.

Section B. Member Selection

- Those who wish to join Her Campus at OSU must email the presidents at 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.

Section C. Membership Timeline

- There is no membership selection timeline; new members are accepted year-round

Section D. Member Removal

- 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. Executive board will give the member three chances to correct their behavior.
- If the member does not correct their behavior, executive board will hold a meeting to decide if the member should be removed.
- If a majority of the executive board vote in favor, the member will be removed.
- President and Vice President will consult with the advisor before taking action.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

- Completes training to renew club registration
- Maintains contact with club leaders and notifies leaders of any changes or unfulfilled requirements

Section B. Advisor Term

- The chosen advisor will return each semester unless they communicate otherwise and choose to step down.

Section C. Advisor Selection

- SFL liaison is assigned by the SFL team.
- Must be open to communication regarding the organization throughout each semester.
- Ability to complete yearly training online/in person.

Section D. Advisor Replacement

- If the advisor resigns or is removed, a new advisor will be chosen by a majority vote within the executive board.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

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

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 B. Officer Eligibility

- Officers must remain in good academic and disciplinary standing.
- Members are eligible to run for an officer position if they have been in the club for at least one semester. They must also submit all of the application materials that we require.

Section C. Officer Selection Process

- Candidates fill out a Google Form and submit resume
- The President and Vice President review participation and application, must agree on a selected applicant to promote

Section D. Officer Removal

Officers retain roles unless they:

- Graduate

- Step down voluntarily
- Fail to fulfill requirements/expectations outlined on constitution

Process for a removal:

- Notify Officer: President/VP will notify officer of the concern and discuss ways to improve. If the officer continues to ignore duties, a meeting will be called.
- Advisor will be notified and provided reasoning for the potential removal.
- E-Board Meeting: Schedule an E-Board meeting, allow the officer and President/VP to explain the situation, and have a vote of the officer's status.
- If the majority vote to remove the officer, they will be removed from the position.
- If we have a vacancy for an officer position, we can open an application specifically for that position and allow members to apply.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

Steps to determine dissolution.

- Check roster- If there are less than 5 members for 2 consecutive academic years, the organization may be dissolved.
- Contact from Her Campus Media- Her Campus Media may contact us to have us dissolve, as we are part of their network. If this happens, it calls for immediate dissolution regardless of roster size.

Section B. Dissolution Procedures, including Assets and Debts

- Make sure the bank account is closed, contact secretary/treasurer to do this.
- Debt acquired- For debt for group merchandise, the treasurer will reach out to individuals who are in debt to collect.
- Contact Her Campus to close any accounts if they choose to do so. This includes social media accounts and our website.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

- This constitution is to be reviewed annually for updates or revisions by the President and Vice President. Both individuals must agree to changes.
- The Constitution must be approved annually by an advisor.