

The Ohio State University

Mirrors Sophomore Class Honorary

Bylaws

Article I – Purpose and Scope

Section 1. Purpose These bylaws exist to supplement the Mirrors Constitution by defining the operational standards, policies, and day-to-day procedures of the organization. They shall guide all members, officers, and committees in executing their duties effectively and in accordance with The Ohio State University 's regulations. Section 2. Authority and Consistency These bylaws are subordinate to the approved Mirrors Constitution, The Ohio State University policies and procedures, and local, state, and federal laws. In case of conflict, the Constitution or University policy shall take precedence.

Article II – Membership Expectations and Standards

Section 1. Active Member Responsibilities Each active member is expected to attend meetings, participate in required events, maintain a 3.0 GPA, fulfill service requirements, and uphold the ideals of leadership, scholarship, and service. Section 2. Attendance and Involvement Policy Two unexcused absences per semester are permitted. Excuses must be communicated to the Secretary prior to the meeting or event. Members failing to meet expectations may be required to submit a Letter of Dedication and may be subject to probation or removal. Section 3. Probationary Policy Members on probation will receive written notice and clear conditions for reinstatement. The Executive Board will review progress mid-semester and determine reinstatement or removal by majority vote.

Article III – Executive Board Operations

Section 1. Composition The Executive Board shall consist of the President, Vice President of Programming, Vice President of Philanthropy, Secretary, Treasurer, and Committee Heads as designated. Section 2. Executive Board Meetings The Board shall meet monthly. Minutes shall be taken by the Secretary, and advisors may attend but not vote. Section 3. Officer Transition Outgoing officers must provide transition reports summarizing accomplishments and recommendations. Transition meetings are required before year-end.

Article IV – Committees

Mirrors shall maintain the following standing committees: • Selections Committee • Fundraising Committee • Marketing Committee • RAOK (Random Acts of Kindness) Committee Each committee shall operate under the guidance of its respective Committee Heads, who are responsible for developing goals, coordinating initiatives, maintaining communication with the Executive Board, and submitting written reports as requested. Committee Heads are elected by a majority vote of the Executive Board and are expected to uphold the values of collaboration, inclusivity, and leadership in all committee functions.

Article V – Financial Management

Section 1. Dues and Payments Member dues are payable by the seventh week of Autumn semester. Unpaid dues may result in disciplinary action. Section 2. Financial Procedures All expenditures require approval from the Treasurer and President. The Treasurer shall maintain transparent financial records and present semesterly reports.

Article VI – Meetings and Operations

General meetings occur monthly. Additional meetings may be called by the President or Executive Board majority. Quorum is two-thirds of active members. Meetings follow Robert ' s Rules of Order and include minutes approved at the next meeting.

Article VII – Service and Philanthropy Guidelines

Section 1. Philanthropy Requirements Members must complete required service hours tracked by the Vice President of Philanthropy. Events should align with Mirrors ' mission. Section 2. Signature Events The annual Charity Ball, coordinated by the Vice President of Programming, benefits the chosen philanthropic cause.

Article VIII – Communications and Branding

Section 1. Internal Communications The Secretary manages all official communication channels. Members must respond promptly. Section 2. Public Relations and Marketing Marketing Chairs oversee publicity and branding in alignment with Ohio State branding policies.

Article IX – Amendments

Amendments must be proposed in writing, reviewed by the Executive Board, and approved by a two-thirds vote of active members. Approved amendments are appended to the official bylaws record.

Article X – Ratification

These bylaws take effect upon approval by a two-thirds majority of active members and remain consistent with the Mirrors Constitution on file with the Council on Student Affairs.

Adopted by: Mirrors Executive Board

Date: _____

President Signature: _____

Faculty Advisor Signature: _____