Application for Student Organization
Organization Name: Wooster VOX
Type of Application: $\square$ New $\quad$ Renewing
Type of Organization: ■ Chartered OR $\quad$ Recognized
Organization Classification (check all which apply):
$\square$ Academic
$\square$ Cultural
$\square$ Club Sport
$\square$ Honorary $\quad$ Faith-based
$\square$ Political
$\square$ Media
$\square$ Special Interest
$\square$ Performance
Greek
$\square$ Multi-Ethnic

Organization's Purpose
The purpose of Wooster VOX is to advocate for safe sex and reproductive rights, as well as advocate for an intersectional approach for issues affecting our community, to provide sex education, information on reproductive rights and health, etc.

## Officer List

## President/Co-President:

Name: Michael Kaufmann
Email: mkaufmann17
Campus Box: 2004
Vice-President/ Co-President:
Name: Lilliana Vela
Email:Ivela16
Campus Box: 3097
Treasurer:
Name: Emily Hrovat
Email: ehrovat16
Campus Box: 1936

## Alternate Officer (Optional):

Name: Kathleen Hogg
Email: khogg16
Campus Box: 1907
Alternate Officer (Optional):
Name: Foster Cheng
Email: fcheng17
Campus Box: 1312
Advisor:
Name: Beth Snyder
Email:bsnyder
Office: 104 Mateer

Organization's Officers: Titles, Roles and Responsibilities
President: The president(s) is responsible for coordinating and directing meetings, creating meeting agendas with the rest of the board, owning the club LIST-SERV, is responsible for overseeing the decisions made by officers on the clubs behalf and managing the consequences, is responsible for acting as liaison between the club and the faculty, staff, and administration of the college. The president is able to create ad hoc committees as needed.
Vice president: The vice president is to assist the president in meeting preparations, is to direct meetings in the absence of the president, and act as a liaison between the board and club and ad hoc committee chairs.
Treasurer is responsible for general recordkeeping, facilitating the paperwork necessary for any expenditures, drafting the organization's annual budget request in consultation with other officers, and submitting the annual budget request to Campus Council.
Secretary: The secretary is to record meeting minutes and attendance, securing minutes from committee meetings, distributing minutes through the LIST-SERV, and publishing minutes to the archive on the club website.
Public Relations Chair: The PR chair is responsible for creating promotional materials for the group, managing the group's social media, managing and updating the group's website, and new membership. The PR Chair is also responsible for recording the history of the club through the archive on the group's website and to act as liason between the club and the college archives in Special Collections.

Elections process for Organization's officers
Nominations: Nominations for new officers are to begin the first week of every spring semester. To be nominated, a member must have been present for at least five (5) meetings throughout the school year. Nominations are to stay open for three (3) weeks.
General elections: General elections are to happen the third week of each spring semester. Preceding elections, a list of all positions with a description is to be read, a list of nominees is to be read, and each nominee is to be given the opportunity to make a speech as to why they are the best candidate. Any nominees running unopposed do not need to make a speech, and do not need to have a general vote. To vote, a member must have been present for at least three (3) meetings throughout the school year.
Votes will be written down by members on paper, and passed to the president. The president will tally votes for each position and announce them immediately. A majority of $51 \%$ must be reached for a nominee to be voted into their position.

Organization's Expectations of the Advisor
VOX expects the advisor to provide support when needed, to be involved in group activities, intentions, and events, and to keep lines of communication open with the board.

Advisor's Expectations of the Organization
The Advisor expects the officers of the organization to keep them informed about activities and events planned by the organization. It is also expected that the organization members work to uphold the purpose of the organization by providing support and information on topics such as reproductive rights and sex education affecting the college community.

If renewing, on average, how many students attend meetings/events? 10
Does the Organization have a selection process? $\quad$ Yes $\square$ No
If yes: Is the Organization's selection process based on:
$\square$ Auditions $\square$ Bids $\square$ Academic Standing $\square$ Other: $\qquad$
Does the Organization have dues: $\square$ Yes $■$ No
If yes: How much are the dues per semester per student: $\$$ $\qquad$
May students get dues waived: $\square$ Yes $\square$ No
If the Organization has a selection process or has dues, submit a constitution and/or bylaws at the end of this document detailing this process.

Is the Organization associated with any external organizations: $■$ Yes $\square$ No
If yes: Name of external organization: Planned Parenthood
What is the website of the external organization: http://www.plannedparenthoc What type of tax status does the external organization have:
$\square 501(\mathrm{c})(3) \square 501(\mathrm{c})(4) \square 501(\mathrm{c})(6) \square 527 \square \mathrm{~N} / \mathrm{A} \square$ Other: $\qquad$
Does your organization travel off campus? $\square$ Yes $\square$ No
Is there a posed physical risk for the students involved in the Organization: $\square$ Yes $\square$ No If yes, recognize that the College may require a waiver to be signed by members of the organization.

If a waiver already exists for the Organization, add it to the end of this .pdf file.
For renewing organizations, this application is due on Friday at noon on the $7^{\text {th }}$ week of spring semester.
For new organizations, this document is due on Friday at noon of the $3^{\text {rd }}$ week of either fall or spring semester. Failure to submit this document will result in the inactivation of the Organization until the next submission period.
This form shall be submitted to the Assistant Director of Student Activities digitally with the name of the .pdf file being the full organization name followed by the year submitted and then "Charter" without spaces (i.e., "CampusCouncil2013Charter" or "StudentGovernmentAssociation2010Charter"). Please send the email to studentactivities@wooster.edu with the subject of the email being "Application" followed by name of organization. Please Carbon Copy (Cc.) the advisor of the Organization on this email.

Any supplemental information should be merged with this document in the submitted .pdf file (To learn how to merge .pdf files, please use Google).

Supplemental information includes but is not limited to: Constitution, selectivity processes, affiliations, by-laws, meeting procedures, etc.
Failure to complete or inaccurately completing the application or failure to follow instructions found within this document will result in the immediate rejection of the application.

By checking the following boxes and submitting this form, the officers and advisor listed above have read and agree to abide by the following documents as found The Scot's Key:
$\square$ The Code of Social Responsibility
$\square$ The Code of Academic Integrity
■ The Wooster Ethic

