CONSTITUTION OF THE ENGINEERS’ COUNCIL
The Ohio State University

Preamble

Engineer’s Council consists of student representatives from organizations, social clubs, project teams, and honoraries affiliated with the College of Engineering (COE) and Knowlton School of Architecture at The Ohio State University. The Council sponsors, coordinates, and supplies student volunteers to COE-related activities, including the annual COE Career Expo. The following Articles denote the rules and ethical guidelines, both self-prescribed and as suggested by the University, by which Engineer’s Council determines eligibility for student organizations to participate and receive funding and prescribes responsibilities and accountability to the Council’s Officers.

Article I – Name

Section 1:
This organization shall be known as the Engineers’ Council at The Ohio State University.

Article II – Membership

Section 1:
The Engineers’ Council shall consist of regular members and the executive board, and includes student representatives from organizations affiliated with The Ohio State College of Engineering and Knowlton School of Architecture.

a) Regular members of the Engineers’ Council will be representatives from the registered Engineering and Architecture Organizations operating on the Columbus campus of The Ohio State University.

b) Advisory members shall be the Dean and the Associate Dean of the College of Engineering. They shall not have the power to vote or introduce legislation.

Section 2:
Each organization may bring up to two representatives to each meeting, but each organization or society may only have one voting representative, at the discretion of that organization or society.

1. Each representative, along with the current President and Treasurer, of an organization must be on the Engineers’ Council listserv.

2. A representative that is a member of multiple separate organizations and wishes to represent each of those organizations at regular body meetings, may do so, but will only be able to cast 1 vote total when a voting situation arises. If a voting situation arises, the representative may recruit one officer from each the of the organizations he/she does not wish to vote for himself/herself and those officers may cast a vote for their organization.

Section 3:
No student shall be denied membership in Engineers’ Council because of race, sex, color, national origin, religion, age, political views, veteran status, sexual orientation, or handicap.

Section 4:
Participation on the Council is encouraged and open to all engineering and architecture students. Students not representing an organization shall not be considered regular members of the Engineers’ Council and therefore shall not have the right to vote. They may invoke discussion, prior to any votes, if seen necessary.

Article III – Officers

Section 1:
The officers of the Engineers’ Council shall be a President, Vice-President, Treasurer, Secretary, and Webmaster. These officers shall constitute the executive board.

a) The aforementioned positions may be held in conjunction with Expo or Arch-E Week Coordinator positions.

b) The executive board may choose to elect an Arch-E Week coordinator, in lieu of planning the events themselves. The Expo Coordinator position is chosen by Engineering Career Services; individuals must apply for this position.

Section 2: Eligibility
All members and officers meeting University requirements shall be eligible for election.

Section 3: Election Procedures

a) Nominations for officers shall be opened to the entire Council and elections shall take place at the second to last meeting of Spring semester. The new officers shall assume office at the first meeting of the following academic year.

b) Each candidate may present a two minute speech prior to the casting of the votes.

c) Each voting member will be able to cast one paper ballot for each position. Votes will be cast in the following order: President, Vice President, Treasurer, Secretary, and Webmaster. Candidates may not be present while the votes are being cast; they must leave the room.

d) Individuals in contention for a position may not have any role in counting the ballots. Ballots must be counted by two individuals, one member of the executive board and one regular member of the Council. Counts must agree.

e) The individual with the most votes will be offered the position.

f) The final executive board will be announced following the casting of votes for all positions.

g) In case of the vacancy of the office of President, a new election for President shall be held. The same procedure applies to the election of any other vacated office. Current officers may opt to run for any open position. If elected, a similar election will occur for the newly vacated office.

h) Any officer may be removed from office by a 2/3 majority vote or failure to perform duties as judged by the advisory members.

Section 4: President’s Roles
The President, as executive head of the Council, shall preside at the meetings, be in charge of all activities of the council, and enforce the provisions of the Constitution. The President shall have the power to appoint committee chairmen and committees as needed.
Section 5: Vice President’s Roles
The Vice-President shall perform the duties of the President in the absence of the President, act as Parliamentarian, administer new representative training, and be responsible for the effective coordination and functioning of the Engineers’ Council’s committees, reporting to the President thereon. The Vice-President shall be responsible for the dissemination of publicity either personally or by delegation, and review progress of and support the Expo Coordinator.

Section 6: Secretary’s Roles
The Secretary shall have charge of the correspondence of the organization, except that otherwise provided for, keeping a record of the same. The Secretary shall maintain the membership roll, minutes of each meeting, and a list of officers for each engineering organization.

Section 7: Treasurer’s Roles
The Treasurer shall draw all orders for payment of money, keep record of all appropriations and disbursements, be custodian of all funds, and collect all fees to the organization. The Treasurer shall perform other duties as pertain to the office, and shall not be discharged until his/her accounts have been passed upon to the remaining executive board members.

Section 8: Expo Coordinators
The primary duty of the Expo Coordinators shall be to coordinate the Engineering Expo in conjunction with Engineering Career Services. The Expo Coordinators shall also be available to work on service projects for the College of Engineering or Knowlton School of Architecture or other special projects, and to assist the above officers with their duties.

a) Coordinator selection shall begin no later than January 15th of the year of the Expo.

b) Two Coordinators shall be chosen from the selection pool.

1) One shall oversee and be responsible for administrative duties, including all employer support as well as acting as liaison with Engineering Career Services. The administrative coordinator shall also oversee all finances in conjunction with oversight from the Council Treasurer.

2) The other shall be responsible for logistical management. These duties shall include facilities and support booking, employer display storage, and volunteer management.
c) Should either coordinator be unable to perform their duties, they shall be replaced either by another candidate from the selection pool, if time allows, or shall have their duties performed by the vice-president or by a candidate or current officer selected by the president and vice-president.

**Article IV – Continuing Duties of Council**

Section 1:
To coordinate with Texnikoi and Tau Beta Pi for the election of recipients of the Charles E. MacQuigg Award each Spring Semester.

Section 2:
To assist the College of Engineering or Knowlton School of Architecture in any function for which Council’s assistance is requested.

Section 3:
To initiate committees and functions required to better achieve the goals of Council as stated in the Preamble of this Constitution.

Section 4:
To actively encourage and coordinate activities between the student organizations and the College of Engineering and the Knowlton School of Architecture.

Section 5:
To establish strong ties with corporate entities, and encourage participation of these entities in student events.

Section 6:
To facilitate communications between the student organizations and the Colleges of Engineering and Architecture.

Section 7:
To represent The Ohio State University, the College of Engineering, and Engineers’ Council at the National Association of Engineers’ Student Council Conferences. To select a council officer or member to serve as a liaison for the National Association of Engineers’ Student Councils to represent The Ohio State University’s Engineers’ Council at all mandatory meetings.
Section 8:
To ensure the orderly distribution of available funds to the appropriate student organizations.

Article V – Meetings

Section 1:
Regular meetings of the Council shall be held in alternating weeks during the Fall and Spring semesters. Special meetings may be called by the President or upon request of five members of the Council. Regular meetings may be omitted at the discretion of the President, unless overruled by a 2/3 vote of the members present.

Section 2:
Quorum at all regular body meetings shall be 50% of the total membership.

Article VI – Fund Requests

Section 1: Purpose
Funding provided by Engineers' Council is to promote and support the academically spirited financial needs of engineering and architecture related student organizations and project teams and to support the mission of the OSU College of Engineering: The mission of the College of Engineering is to educate professionals in engineering and architecture, to create and disseminate knowledge and technology, and to provide innovative solutions to societal problems.

Section 2: Eligibility
A student organization or project team wishing to request funds from Engineers’ Council must satisfy the following eligibility requirements:

1. Must be part of Engineers' Council, have active status with the Ohio Union Office of Student Life, and be in good standing with the College of Engineering.
   a. Organizations must be in good standing with the College of Engineering by the third meeting of the academic year or they will be unable to fund request for that year.

2. Must have one voting representative (excluding Engineers' Council Officers) in attendance at all meetings in order to make a request. One excused absence will be
allowed per semester. Organizations must have good attendance for two sequential semesters in order to request. Additional absences will result in loss of voting privileges for that organization for that semester and the semester following the one with the additional absences.

a. Attendance will be uploaded to the Engineers’ Council website within 48 hours of each meeting. Organizations who disagree with the attendance from a meeting must contact the Secretary by the following regular body meeting. Once the following regular body meeting takes place, attendance from the previous meeting will be final.

3. Funds can only be requested once per year by a team or organization.

Section 3: Value of Funding that may be Requested
Engineers’ Council funding requests are based off of the number of volunteer hours each requesting organization acquires each semester. The maximum number of hours that can be requested and dollar amount per hour will be decided each calendar year by the executive board. The annual budget will be presented and a reasonable maximum number of hours and dollar amount per hour will be decided during the first three meetings of fall semester. What constitutes a volunteering can be found below:

1. Volunteering hours must be from a College of Engineering or Architecture related event approved by the executive board.

Section 4: When Requests Occur
Funding requests shall take place each semester during the academic year, not including summer, and occur in the following manner:

1. Organizations requesting funds in a given semester must notify the Treasurer of the amount they intend to request by the date set by the E-council Officers. The amount requested shall not exceed the maximum established by the Treasurer.

2. Organizations requesting funds will prepare a presentation based on the template provided by E-council. The presentation will be submitted to the Funding Request Committee at the meeting prior to the funding request meeting (last meeting of the year). Student teams or organizations making funding requests shall also be prepared to provide detailed budgets of their current and previous annual income and expenses. In addition, receipts totaling at least the amount of funding provided to the organization by Engineers' Council from the organizations previous fund request must be presented to the current Treasurer. Photocopies of the receipts will be accepted. These items will then be reviewed by the Funding Request Committee for approval of the request.
3. A Funding Request Committee, consisting of Engineers’ Council officers and any regular members of Engineers’ Council interested, shall meet prior to the next regularly scheduled meeting to create a proposal concerning the funding requests to be presented at the following regularly scheduled meeting.

4. The proposal created by the Funding Request Committee meeting shall be presented to Engineers’ Council for action

(Note: If the requesting organization or student team is unable to provide documentation of their previous fund use, a meeting of the organization’s representatives and the executive board will take place. In this meeting the organization will be given the opportunity explain why they do not have the receipts and explain how they used the funds. The executive board will then make the decision as to if the organization will be able to request funds.)

Section 5: Official Request / Presentation
Items to be included in the official fund request presentation are listed below:

- Detailed request (what, how, when, why,..)
- Financial information (Engineers' Council funding that the request is being made for should be included in the following)
  - Estimated income and donations shown graphically with sources and percentages
  - Actual income and donations at time of request
  - Estimated expenses shown graphically
- Contributions to Engineers' Council during previous 12 months
  - Engineers' Council meeting attendance record
  - Engineering Expo volunteer hours
  - E-Week contributions and participation
  - Engineers' Council officers from organization or team

Section 6: Completion of Fund Requests
Once all fund requests are final, all hours reset to 0. If an organization is unable to request for their full amount of hours due to limitation by the percent of budget that Engineers' Council's funds represent, the hours still reset to 0.

Section 7: Engineering Expo Funding
Funding may also be secured as a result of work performed during the Engineering Career Expo:

1. This funding is separate from funding given as per request. The hours gained during this work shall not be included in volunteer hours counted for said funding request.
2. A contract supplied by the Expo Coordinator must be signed and submitted to the coordinator as a promise to fulfill the responsibilities required by the position.

3. Rates of pay for work performed shall be coordinated with ECS and SWE and adjusted appropriately for number of hours performed.

4. This funding shall only be offered for work performed during the working hours of the Engineering Career Expo and is provided as incentive to insure adequate help to properly conduct Expo. Number of positions available will be determined by amount of registered volunteers per shift and implemented appropriately to meet said goals.

5. This funding may only be paid to student organizations within the College of Engineering or Knowlton School of Architecture. Preference will be given to organizations that are active with Engineers’ Council but, active standing within the Council is not required to be eligible.

Section 8: Governance of Policies
The Engineers’ Council Vice President will govern the policies set out in Article VI of this document. The Secretary and Treasurer will assist the process by providing attendance and financial eligibility, respectively.

Article VII – Amendments

Section 1:
This Constitution may be amended at any meeting of the Council in the following manner:

a) The proposed amendment shall be presented in writing and filed with the Secretary.

b) The proposed amendment shall be given its second reading at the meeting following its introduction, and shall be voted upon at the following meeting.

c) A ¾ majority vote of the members present shall be necessary for the passage of said amendment, provided that the quorum is present at the time of voting.

Article VIII – Dispersion

Section 1:
In the event that Engineers' Council is dispersed, the Dean of the College of Engineering shall assume responsibility for all outstanding monetary assets and liabilities of the Engineers' Council at the time of dispersion.