CONSTITUTION AND BY-LAWS OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS STUDENT CHAPTER AT OHIO STATE

Last Updated: September 2015
ARTICLE I. NAME

The name of this organization shall be the American Society of Civil Engineers Student Chapter at Ohio State.

ARTICLE II. OBJECTIVE AND PURPOSE

The objective of this Society shall be to afford an opportunity for the members of the Civil Engineering Department to become acquainted, to promote a spirit of congeniality between classes, to acquaint the members with topics of interest to Civil Engineering students, and to foster a professional spirit among the students. Our motto shall be as follows: “Building Social Bridges, Paving our Futures.”

ARTICLE III. MEMBERS

Section 1. All persons holding membership in The Ohio State University American Society of Civil Engineers Student Chapter on March 11, 2015 and all persons thereafter meeting the qualifications for membership established by the By-Laws shall be member of the organization.

Section 2. The membership of this organization shall be open to all pre-majors and majors enrolled in the Department of Civil Engineering.

Section 3. The rights of the membership are to (1) attend all annual and special meetings of the organization to be held in the manner provided in the By-Laws, (2) vote on all matters submitted to a vote of the membership, voting by proxy not to be allowed, (3) vote for the organization’s officers and representatives as provided in the By-Laws, (4) vote on any proposed changes to the organization, and (5) hold office in the organization as provided in the By-Laws.

Section 4. No student shall be denied membership in this organization because of race, sex, color, national origin, religion, age, political views, Vietnam-era Veteran status, sexual orientation, or disability.

ARTICLE IV. OFFICERS

The officers shall be: President, Vice-President, Secretary, Treasurer, Social Chair, Fundraising Chair, E-Council/Alumni Council Representative, Engineering Ambassador, Webmaster, OVSC Chair, Service/Outreach Chair, and Freshman Representative.
ARTICLE V. DUTIES OF THE OFFICERS

Section 1. The President shall preside at all meetings of the Society and perform such other duties as are incumbent of such an office: schedule Officer meetings, speak with current Academic Advisor to arrange meeting with survey classes for recruiting, update meeting log for officer meetings, make calendar of events, write weekly emails advertising events, check ASCE of Central Ohio website for upcoming events, make arrangements for Workshop for Student Chapter Leaders (WSCL), email faculty about socials and lectures, make sure Secretary has information needed to complete annual report, respond to emails regarding company visits, arrange nominations and elections, make sure officers are registered for National and as Member Champions, and keep ASCE organized. The President has the ability to delegate any duties necessary for the proper function of the Society provided the delegated duties are approved by a majority vote of Officers.

Section 2. The Vice-President shall assist the President and shall assume the duties of the President when the latter is in any way unable to discharge the duties of his office. Additional duties of the Vice-President: survey members for optimal meeting time, arrange speakers (faculty, graduate students, company representatives, Peace Corps, etc.) and tours, reserve all necessary equipment from main office for speakers (computer and projector), if speakers will be parking on campus instruct them to park in Tuttle garage and provide clear instructions and good service so that they feel welcome, coordinate with Treasurer about speaker dates so that they may order food.

Section 3. The Secretary shall keep a record of all the transactions of the Society and prepare and submit the annual report of the Chapter to the ASCE. The duties of preparing general meeting agendas, documenting all events, and keeping track of meeting minutes are also the duties of the Secretary.

Section 4. The Treasurer shall take charge of all the monies belonging to the Society, be responsible for their proper disbursement, and shall be prepared to render an accurate account at all times. As membership dues are processed by the Treasurer, the Treasurer is responsible for recording the Chapter membership. The Treasurer is also in charge of ordering food for speaker events. As they are the only officer with access to the card, anything the Ohio State University American Society of Civil Engineers Student Chapter pays for, the Treasurer is involved with.

Section 5. The Social Chair shall organize and promote social events for the Society including socials and intramural sports. This position will also collaborate with the Younger Members for socials and professional events.
Section 6. The Fundraising Chair shall raise monies to support the Society activities and events, but especially the competition teams. The Fundraising Chair will fundraise in an ethical manner agreeable with the national organization. The chair will also work with the Treasurer to create a yearly budget for the chapter.

Section 7. The E-Council/Alumni Representative shall represent the Society at the E-council and Alumni Association Council meetings. E-Council is a group of students from all engineering majors that meet to discuss issues within the College of Engineering, organize career fairs, and other miscellaneous activities within the College. They have a group of Officers elected each year. Money raised from the career fairs is used as organization funding for groups in the College of Engineering. It is university policy that a representative be present at all meetings in order to receive funding. The E-Council Representative is responsible for finding a replacement if they cannot attend. The Alumni Association Council is the governing committee of the Ohio State Civil Engineering Alumni Association. They oversee activities hosted by the association. Large portions of their funds are donated to the Department in the form of scholarships to students.

Section 8. The Engineering Ambassador shall keep the Ohio State University American Society of Civil Engineers Student Chapter updated with what is going on in the engineering department and other engineering organizations. They provide a give and take relationship between different organizations. Collaboration is a part of the annual report and can improve the grading of the OSU Student Chapter. Good student organizations to collaborate with could be SEAoO, Chi Epsilon, ASME, and Engineers Without Borders.

Section 9. The Webmaster shall update and maintain the OSU ASCE website and Carmen page. It is also their responsibility to update social media (e.g. Twitter, Facebook) with events and news.

Section 10. The Ohio Valley Student Conference (OVSC) Chair acts as the liaison between the OVSC host school and the Ohio State ASCE Student Chapter. The OVSC Chair will also coordinate and plan the OVSC when Ohio State is selected to host this event. Coordinating with the captains and communicating any issues to the other officers is also a responsibility of the OVSC Chair.

Section 11. The Service and Outreach Chair is responsible for planning and providing service and outreach opportunities to the members. They must also keep track of group and individual events and hours to report in the annual report.
Section 12. The Freshman Representative is in charge of the recruitment and retention of freshman in the chapter. This position is usually held by a sophomore (elected as a freshman). They are in charge of speaking in front of the freshman survey classes, and finding new and effective ways to recruit young members to get them involved early. This position is not elected, but appointed by the officers.

ARTICLE VI. NOMINATION OF AND ELECTION OF OFFICERS

Part 1. Nominations

Section 1. Nominations, including self nominations, will be open to all ASCE members through the end of February (during spring semester). At the completion of nominations, candidates will give nomination speeches at the Chapter meeting.

Section 2. In no case shall a member become a candidate for office if it is known they will not be able to serve out the term of their office or if they are unable to meet the University point-hour requirements at the time of nomination.

Section 3. If an Officer other than the President becomes vacant, the President shall appoint a new Officer. If the office of the President becomes vacant, the Vice-President shall become President and appoint a new Vice-President.

Section 4. The President nominees will preferably have held a previous officer position in the American Society of Civil Engineers Student Chapter at Ohio State before their election. If this requirement cannot be met due to lack of interest by returning officers or lack of returning officers, the position will be open to nomination like the other positions. Section 3 takes precedence over Section 4.

Part 2. Elections

Section 1. The elections shall be held before Spring Break of Spring semester. A ballot will be sent out prior to Election Day with all the nominees.

Section 2. Each member shall mark their ballot, voting only for one candidate for each office, and voting for the candidate to fill only that office for which the candidate was nominated.

Section 3. Upon completion of voting, the President will collect the ballots and count the votes with at least one other officer. The President will keep tally while the other officer(s) will read off the votes.
Section 4. Any candidate receiving the majority of votes cast for the office for which said candidate was running shall be declared elected.

Section 5. In case of ties, the members shall vote upon those candidates in the ties at the next meeting by secret paper vote.

Section 6. Results of the election shall be announced after the election and before the next meeting after the results are tabulated. New Officers shall assume their duties at the beginning of summer semester and serve through the following spring semester.

Section 7. All new Officers are required to attend a Transition meeting organized by the former Officers in order to familiarize themselves with their positions and pass along any information deemed pertinent by former Officers.

ARTICLE VII. ADVISOR & GRADUATE REPRESENTATIVE

A Faculty Advisor for the Society shall be appointed by the Department of Civil Engineering and shall be full-time administrator, faculty, or staff. It is their responsibility to provide guidance to the Ohio State University American Society of Civil Engineers Student Chapter, whether it be ideas and help for the officers, or opportunities for the students to get involved with faculty.

The Graduate Representative shall be a graduate student in the department of Civil Engineering at the Ohio State University. They are to be appointed by the Faculty Advisor or the Civil Engineering Department. It is their responsibility to provide guidance and advice to the student chapter in terms of moving from an undergraduate to graduate student.

ARTICLE VIII. REMOVAL/RESIGNATION OF MEMBERS

Removal of Members
If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

Removal of Officers
If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, with the consultation of the advisor. The officer position may then be filled by appointment of the president or advisor.
ARTICLE IX. AMENDMENTS

Section 1. A motion to amend the constitution or By-Laws shall be discussed at the time of the motion and a committee shall be appointed to draft the proposed amendment. The proposed amendment shall be presented and voted on at the time of the next regular meeting.

Section 2. The proposed amendment must be made available to the membership one week prior to the meeting at which time it is to be voted on. It must be passed out in written form at the meeting at which it is voted on. The proposed amendment requires a majority vote of the members present to be passed.

BY-LAWS

ARTICLE I. Meetings

The Society shall hold its meetings at times deemed feasible by the Officers. The Society is required to hold a Chapter meeting at least once a semester.

ARTICLE II. Dues

The Officers shall determine the dues.

ARTICLE III. Rules of Order

The rules contained in “Robert’s Rules of Order” shall govern the Society to which they are applicable, and in which they are not inconsistent with the By-Laws or special rules or order of the Society.

ARTICLE IV. Professor of the Year Award

Spring semester in correlation with the election of new Officers, nominations will be accepted on the election ballot for Professor of the Year. Nominations will require both the name of the professor and a written description of why the nominee feels their particular professor should be nominated. The stated reason for the receipt of this award is “In recognition for excellence in teaching and service to the student chapter.” The main reason for the award is to recognize those professors that best enrich the student’s education in any way. The professor with the most nominations that meet the criteria will be selected as professor of the year. The plaque located in the student lounge will have a plate engraved with this professor’s name. A professor can not receive this award during two consecutive years.