THE MAKER CLUB
INSPIRE I CONNECT I EMPOWER

Governing Constitution
ARTICLE I - ORGANIZATION

SECTION 1 - NAME
The official name of the organization shall be: The Maker Club at OSU

SECTION 2 - MISSION
To empower the hands, connect the minds, and inspire the souls of makers.

SECTION 3 - PURPOSE
The Maker Club at OSU serves to foster a community of shared creativity and hands-on learning experiences on Ohio State’s campus and in the Columbus community through the act of making. The Maker Club at OSU is a catalyst that spans academic and professional disciplines, connecting a diverse group of students with faculty and community mentors for the exchange of ideas, the opportunity for collaborative innovation, and the aggregation of valuable skills and knowledge. Members will grow an appreciation for a variety of fields relating to technology, art, and design while developing a deep and broad understanding of the design, manufacturing, and innovation process. The Maker Club at OSU promotes the do-it-yourself and do-it-together ideologies in a semi-structured environment and provides access to tools and spaces which allow students the autonomy to pursue hands-on, creative endeavors outside of the classroom.

SECTION 4 - GOVERNMENT
This student organization shall be governed by this constitution, bylaws, and the rules and regulations of The Ohio State University and College of Engineering. In necessary situations not otherwise covered, Roberts Rules of Order, revised is the Parliamentary Authority.

ARTICLE II - QUALIFICATIONS

SECTION 1 - QUALIFICATIONS
Membership in this organization shall be limited to:
A. All students enrolled at The Ohio State University within the stated boundaries, who prescribe to the purpose of The Maker Club at OSU, as stated in the preamble, shall be eligible to become members of this organization.
1. These students satisfy the eligibility requirements as set forth in Sections 1, 2, 3, of Faculty Rule 53.03
B. Membership shall be open to all students irrespective of race, creed, color, or national origin.

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C. Qualifications for an active member include paying dues as stated as in Article II, attending general body meetings, and supporting/volunteering at The Maker Club at OSU Events.

SECTION 2 - LOSS OF MEMBERSHIP
A complaint made about a member must be stated at an Executive Committee meeting. With advisor approval, a 2/3rds vote of quorum of the executive committee will be required to consequently remove the member.

ARTICLE III - DUES
Annual and/or semester membership fees shall be reviewed annually by the Executive Committee. These fees shall include annual/semester membership dues to the organization as well as access or membership fees for partner organizations/spaces. Only those on the Executive Committee are to be excused from annual membership dues.

ARTICLE IV - OFFICERS AND DUTIES
SECTION 1 - ELECTION OF OFFICERS
A. Eligibility
1. In good standing with The Ohio State University
2. Paid membership dues
3. Must be active as determined by Executive Committee
B. When nominations and elections should take place
1. Elections should take place before the end of Spring Semester, such that the newly elected Executive Committee can make transition with the outgoing Executive Committee.
C. Officiating over elections
1. The Parliamentarian/Historian or the President shall officiate over elections.
D. Voting
A. All active members as defined in Article III are eligible to vote. If a member does not vote at the election meeting they will be given up to 72 hours (3 days) after the election meeting to cast their vote by electronic ballot. After this time voting is complete.
2. New officers for the Executive Committee shall be announced by the tenth week of Spring Semester

SECTION 2 - ELECTED OFFICERS
The officers of this organization and their duties shall follow respectively.
A. President
1. Shall preside over all general meetings of The Maker Club at OSU.
2. Shall schedule all meetings.
3. Shall be responsible for implementing all decisions of the Executive Committee.
4. Shall initialize all solicitation letters.
5. Shall appoint all sub-committee chairpersons with the approval of the Executive Committee.
6. Shall recommend replacements of officers and chairpersons for approval by the Executive Committee.

B. Vice President
1. Perform all duties of the President in his/her absence, or at the request of that officer.
2. Shall preside over all Executive Committee meetings of The Maker Club at OSU.
3. Shall be responsible for booking rooms and spaces for meetings and events.
4. If the office of President should fall vacant, the Vice President shall assume the office of President.
5. Shall oversee all zones. (Programs, Communication, Finance, and Membership)

C. Treasurer
1. Shall maintain all finances of the organization, according to University policy.
2. Shall keep an accurate record of the organizations financial status at all times.
3. Shall maintain a current balance report, monthly report, and annual report of receipts and disbursements to the Executive Committee
4. Shall oversee the Finance Zone.

D. Recording Secretary
1. Shall keep a record of all General Body meeting minutes.
2. Shall keep a record of all Executive Committee minutes and attendance.
3. In the absence of the president and the vice-president shall preside over the meetings of the Executive Committee.
4. Perform all duties of President in the absence of both President and the Vice President.

E. Programs Chair
1. Shall organize at least one social event per semester
2. Shall organize at least one networking event per semester
3. Responsible for the booking of speakers and presenters to the organization
4. Shall work with partnering organizations on collaborative events

F. Membership Chair
1. Shall be responsible for maintaining a register of all paid members and their membership status.
2. Shall be responsible for recording and tracking attendance at general body
meetings.
3. Shall be responsible for making initial contact with incoming freshmen (through participation in orientation activities, summer letters, and talking to summer bridge students in relevant programs).
4. Shall keep membership informed at all times of all relevant activities/information.
5. Shall oversee the membership zone

G. Senator(s)
1. Will attend E-Council and USG Meetings
2. Will present constituency report to Executive Committee.
3. The Senator(s) is a member of the Membership Zone, of which the chair is the Membership Chair

SECTION 3 - APPOINTED OFFICERS
A. Finance Chair
1. Shall provide assistance to the treasurer whenever necessary.
4. Shall conduct correspondence of The Maker Club at OSU to companies, university departments, and other sponsoring organizations to establish relationships and to raise funds including:
a. Letters
b. Acknowledgments
c. Proposals
5. Shall be responsible for planning all events or activities that may generate funds for the organization.
6. The finance chair is a member of the Finance Zone, of which the chair is the Treasurer.

B. Parliamentarian/Historian
1. Shall ensure that all meetings are conducted with the proper decorum.
2. Shall keep photographic history of all The Maker Club at OSU events.
3. Shall collect and maintain an archival history of all member projects including but not limited to submitted photographs, reports, drawings, notes and other documentation.
4. Shall implement Roberts Rules of Order, revised at all times.
5. Shall count amendment votes and all other votes besides election votes.
6. The Parliamentarian/Historian is a member of the Membership Zone, of which the chair is the Membership Chair

C. Webmaster
1. Shall oversee the regular maintenance of the The Maker Club at OSU website
2. Shall oversee all postings and updates on The Maker Club at OSU social media accounts including but not limited to Facebook, Instagram, Twitter, Google+, and Vimeo
3. Shall assist and coordinate with the Publications Chair whenever possible

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4. The Webmaster is a member of the Communications Zone, of which the chair is the Recording Secretary

D. Publications Chair
1. Shall be responsible for the design and distribution of all advertising and promotional materials
2. Shall be responsible for creating, editing, and publishing a monthly newsletter to distribute to members
   a. The newsletter should contain informative and entertaining information that will be beneficial to the members organization and university community
3. Shall submit information to be included in the Student Organization Insider on a weekly basis
4. Shall assist and coordinate with the webmaster whenever possible
5. The Publications Chair is a member of the Communications Zone, of which the chair is the Recording Secretary

E. Community Outreach and Development Efforts (CODE) Chair
1. Shall maintain a record of member community service hours
2. Shall coordinate community outreach and education events for the organization
3. Shall initiate and monitor over Young Makers clubs at local schools
4. Shall serve as the liaison to the Columbus Idea Foundry
5. The CODE Chair is a member of the Programs Zone, of which the chair is the Programs Chair

F. Maker Faire Coordinator
1. Shall be responsible for informing the membership of Maker Faire and related competition opportunities and deadlines
2. Must organize The Maker Club at OSU’s participation at the annual Columbus Mini Maker Faire
3. Shall help assist and coordinate when possible the transportation, sponsorship, and application preparation of members wishing to present at a Maker Faire or related competition
4. The Maker Faire Coordinator is a member of the Programs Zone, of which the chair is the Programs Chair

G. Academic Program Liaisons
1. The Executive Committee may appoint a liaison at its discretion for any academic program at The Ohio State University that is represented by at least one paid member of the organization.
   a. The appointed member must be enrolled as a student majoring in the academic program he or she wishes to liaison with
2. Shall serve as a spokesperson to the faculty, staff, and students of the represented academic program
3. This position is non-exclusive and may be held by an existing member of the Executive Committee

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4. All Academic Program Liaisons are members of the Membership Zone, of which the chair is the Membership Chair

SECTION 4 – IMPEACHMENT OF ELECTED OFFICERS

Any member of the Executive Committee may file a written complaint about another officer with the President and the Advisor(s). In the case where the grievance concerns the President, then the written complaint shall go to the Vice President and the Advisor(s). With Advisor(s) approval, the complaint made about an officer must then be stated at an Executive Committee meeting. A majority vote of the executive committee will be required to raise the complaint at the next general body meeting. A 2/3rds vote of quorum will be required to impeach and consequently remove the officer. THIS IS TO BE THE LAST RESORT OF CORRECTIVE ACTION FOR REMOVAL FROM OFFICE.

SECTION 5 - SUCCESSION OF OFFICERS

A. President - if the President should leave office for any reason, the Vice-President will assume the position with all its responsibilities.
B. Vice-President, Secretary, Treasurer, Parliamentarian, Finance Chair, Membership Chair, and Senator(s) - If the stated officers should have to leave the position for any reason, the President will temporarily appoint someone to these positions within one week of the official resignation of the officer.
   1. An election will be held immediately to elect another officer.
      a. Nominations will be taken one week before elections.
C. Vice President, Secretary, Treasurer, Parliamentarian, Finance Chair, Membership Chair, and Senator(s) - If the stated officers should have to leave these positions (for any reason) for a semester (or its equivalent) they are to create a pseudo committee of 1-3 people prior to leaving and serve as a temporary advisor to the committee while away.
   1. The committee must consist of at least one Executive Committee member.
   2. The committee is to distribute/maintain the roles and duties, (both implicit and explicit) of the leaving position.
   3. The committee must also be approved by the Executive Committee with a majority vote.

ARTICLE V – EXECUTIVE COMMITTEE

The affairs of this organization shall be managed by an Executive Committee. Members of this committee will be the President, Vice President, Recording Secretary, Treasurer, Membership Chair, Programs Chair, and Senator(s)
The President can opt to petition the Executive Committee for negation/reduced payment towards The Maker Club at OSU-related activities. This includes, but is not limited to

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ARTICLE VI – MEETINGS

SECTION 1 - MEETING TIMES
At least four regular meetings shall be held per 15 week semester as scheduled by the Executive Committee.

SECTION 2 - QUORUM
Three-fifths for the Executive Committee and 50 percent of the paid members, not including officers of the Executive Committee, shall constitute a quorum for the transaction of any legal business which may come before any meeting is properly called.

SECTION 3 - RULES OF ORDER
As necessary, meetings shall be conducted according to our silent Roberts Rules of Order Revised.

ARTICLE VII – FACULTY ADVISOR
The Advisors of this organization and their duties shall follow respectively.
1. Attend at least two general body meetings per semester.
2. Meet with Executive Committee at least twice per semester and provide semesterly evaluations of Executive Committee.
3. Is to count the election votes regarding the following years Executive Committee.

ARTICLE VIII – ANTI-DISCRIMINATION POLICY
This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

ARTICLE IX – AMENDMENTS
This constitution may be amended by a 2/3 vote of the membership of this organization, provided the amendment shall have been proposed at least one meeting prior to the time of voting.

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