Women in Engineering Graduate Council
Constitution and By-Laws

Constitution

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1
Name: Women in Engineering Graduate Council

Section 2
Purpose: The purpose of the Women in Engineering Graduate Council is to help provide social, academic, and professional support for female graduate students in the College of Engineering.

Section 3
Non-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 II - Membership

Section 1
Voting membership may include any female engineering graduate student enrolled at The Ohio State University and Council members. General voting members must have attended 3 events during that year in order to vote. Non-voting members may include alumni, faculty, and professionals. All events are open to voting or non-voting members.

Article III - Organizational Leadership

Leadership roles in the organization will consist of a President, Vice-President, and Treasurer. The term of each position will last 1 year (April-April). Candidates are elected by the organization voting membership in the month of April during Spring Semester. Incumbents are allowed to be re-elected without limit.

Section 1
The president must complete prescribed training and fulfill all requirements mandated by the Student Union. The president serves as the primary contact for the organization. Expectations
for the president are to represent the organization respectfully and skillfully, conduct meetings, 
be in consistent communication with our faculty advisor, and create sub-committees when 
needed.

Section 2
The vice-president is expected to fill the role of president when he/she is absent, keep record of 
discussion at meetings, manage the organization’s technological faces (including the 
organization’s email account and the Facebook page), and communicate with internal and 
external constituents.

Section 3
The treasurer is expected to fill the role of vice-president when he/she is absent, keep accurate 
record of received monies and expenditures, communicate with our faculty advisor as needed, 
and attend the required annual training for student organizations.

Section 4
There are 10 chair positions in WEGC that can be filled by any engineering graduate student 
enrolled at OSU. These chair positions are divided up between four committees: Academic 
Development Committee, Community Development Committee, Personal Development 
Committee, and Professional Development Committee. There should be at minimum 2 people 
per committee, with the vice president and treasurer filling in gaps.

Article IV - Electing, Transitioning, and Removing Officers and Members.

Section I
Officers (president, vice president, treasurer, and 10 chair positions) are selected in the month 
of April to serve a 1 year term. The election is held electronically through a survey, putting forth 
candidates who nominate themselves or have been nominated by other group members for 
oficer positions. Candidates must fill out an application, which includes discussing their interest 
in holding an officer position, their time demands for the following year, and their previous 
leadership roles. General members are allowed to join the organization at any time of year so 
long as they are enrolled graduate students at the Ohio State University in the College of 
Engineering. General members and elected leaders are expected to meet the standards 
described in Article III and conduct themselves in a way that reflects well on the organization.

Section II
The month of April will serve as a Transition Period between the old and new board. The 
purpose of the Transition Period is to indoctrinate the incoming Elected Council (EC) to the 
practices and state of the WEGC. At the beginning of the transition period, the outgoing EC will 
conduct a presentation to the incoming EC on the progress made during the term, any hurdles 
encountered, how they were overcome, and any other pertinent information to the success of
the incoming EC. The President Emeritus shall make themselves available as a resource throughout the following term.

Section III
1: The President, or Vice President if the President is the officer in question, must schedule a meeting with the officer in question to try to reach a resolution. If a meeting cannot be scheduled in a timely manner or a resolution cannot be reached, the action proceeds to Step 2.

2: The President and the officer in question must meet with the Advisor to try to collectively reach a resolution. If a meeting cannot be scheduled in a timely manner or a resolution cannot be reached, the action proceeds to Step 3.

3: A written notice of action, with the signatures of the rest of the executive committee, must be submitted to the officer in question and the advisors. The notice serves as a formal acknowledgement of the conduct of the member and the failure to resolve the issue, not a vote to remove.

4: The officer in question has the opportunity to formally plead their case by submitting a statement to the rest of the EC and the advisors.

5: The Advisors have 1 week to respond with their decision. The member will be removed if the Advisors unanimously decide that this is the best course of action, or through the acquiescence of the Advisors.

If a resolution is reached in Steps 1 or 2, but the resolution is later broken or if the same problem recurs, the process continues at Step 2 or 3, respectively. If the member is not removed in Step 5, then the President will, if necessary, contact the Ohio Union to procure conflict resolution services. A 1-month probationary period for the officer may be put into effect and subsequently revisited. If the member is removed, they will be replaced as described in the “Stepping Down” section. If the grievance is a breach of the non-discrimination statement, the process begins at Step 3.

Article V.—Advisor(s) or Advisory Board: Qualification Criteria.

A maximum of three (3) core faculty and/or staff members from the College of Engineering may be chosen as advisor and co-advisor(s) for the graduate student group. The faculty/staff advisor chosen must complete the advisor training prescribed by the OSU Student Union. (S)he will serve as a reference of the departmental rules and regulations, provide objective opinion in organizational ruling and maintain final decision making power. The faculty advisor is also expected to assist officers when they request; such as in conducting meetings or in assisting in interactions with internal and external constituents. The faculty advisor is expected to communicate his/her desires for the organization with the officer team on a regular basis.
The advisor will commit to a two year term with the organization and reserves the right to part with the organization at the completion of their term. Incoming executive committee members hold the right to invite the preceding advisor for another term of service or to choose a new advisor.

**Article VI – Required meetings and their frequency.**

**Section I**

Council meetings (the president, vice president, treasurer and 10 chairs) will be held throughout the academic year (subject to change by semester, depending on member availability). Officers are required to:

- attend 80% of meetings
- assist in 3 events or 1 conference/symposium each academic term except for summer
- attend 60% of semester events
- for committee events keep track of:
  - action items
  - who completes what task(s)
  - who attends committee meetings
  - complete event summaries within 30 days after a committee event
- complete semester evaluations with the President

Permissible excuses for missing meetings include family emergencies (including death in a family), inclement weather, or extreme cases of personal illness.

**Section II**

General body events will be held throughout the academic year (subject to change by semester). Each committee should expect to put on one event per semester.

**Article VIII. - Method of Amending Constitution: Proposals, notice, and voting requirements.**

Proposed amendments should be submitted in writing, read in the general business meeting, and may be acted upon in the general meeting in which they are proposed. Approval of an amendment requires two-thirds of voting members present (quorum present, which is 50% + 1 of total organization members).

**Article VIII – Method of Dissolution of Organization.**

Dissolution of this organization should be proposed to the officer team (president, vice-president and treasurer) and the faculty advisor(s) outside of general business meeting. If the officer team and faculty advisor agree unanimously, dissolution will be introduced in writing and orally at a
general business meeting. At the next general business meeting, the dissolution will be put to vote. Approval of the dissolution requires 80% of voting members present (quorum present, which is 50% + 1 of total organization members). The organization officers shall utilize the assets of the organization, including those arising from dissolution and distribution, to pay any outstanding bills. In the event that debts exist upon dissolution, the treasurer and president will work in consultation with the advisor to figure out ways to eliminate any debts. If there are no debts to settle at the time of dissolution, the treasurer and president (in consultation with the advisor) can decide how to spend the remaining funds according to the Center of Student Leadership and Service guidelines.

Article IX - First Year Review

At the conclusion of the first term, the inaugural Executive Committee will review the constitution and have the option to bypass the amendment process in order to make changes to the constitution, limited to Article V and general typos and grammar. Members will be notified of changes. This article must be removed during the Review.