

# American Welding Society Chapter At The Ohio State University

## Student Organization Constitution

### **ARTICLE I. NAME OF ORGANIZATION**

American Welding Society Chapter At The Ohio State University

### **ARTICLE II. ORGANIZATION PURPOSE**

American Welding Society Chapter at The Ohio State University aims to expose young engineers to the practical side of welding engineering joined with the theory that classroom experiences lack. The American Welding Society at The Ohio State University Chapter also aims to provide opportunities for students to find jobs after completing their college careers.

### **ARTICLE III. UNIVERSITY REGULATIONS**

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

American Welding Society Chapter at The Ohio State University *agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

American Welding Society Chapter At The Ohio State University *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

#### **Section C. Bylaws**

American Welding Society Chapter at The Ohio State University *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

Any student who attends one organization event or meeting may be accepted into the American Welding Society Chapter at The Ohio State University.

### **Section B. Member Selection**

Membership may be granted by contacting an organization officer expressing interest, and getting added to the official group chat.

### **Section C. Membership Timeline**

Membership is open on a rolling basis, students may become members at any time.

### **Section D. Member Removal**

Members may be nominated for removal for unprofessional conduct at professional events including but not limited to organization information sessions or the FABTECH conference. Evidence of behavior must be notified to the officers and advisor. The member will be notified of their charges and allow for an opportunity to defend themselves at the next officer meeting. A two-thirds vote among the executive officers is required for removal.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

Advisor : Approve organization registration tasks every year; Complete advisor training every two years; Submit online approval of any Council on Student Affairs (CSA) Operating or Programming funds requests initiated by the organization's treasurer; Follow applicable laws, regulations, university rules, policies and guidelines.

### **Section B. Advisor Term**

There is no limit on advisor term. An advisor may continue as long as duties and responsibilities are being fulfilled. The advisor may step down if they are leaving the Welding Engineering program at the Ohio State University, they are unable to dedicate the required time to the role, or another professor is interested and qualified.

### **Section C. Advisor Selection**

The advisor must be a current faculty or staff member of the Welding Engineering department. Potential advisor candidates may be identified by members of the Chapter Board in collaboration with faculty. Due to the nature of the role, candidates are typically self-nominated or identified based on their availability and willingness to serve. Final confirmation of the advisor shall be made jointly by the Chapter Board and the selected faculty or staff member. The Chapter Board shall approve the advisor by a simple majority vote, with final appointment contingent upon the advisor's agreement to serve.

## **Section D. Advisor Replacement**

An advisor may be removed for reasons including, but not limited to, lack of participation, failure to fulfill responsibilities, violation of university policies, or conduct inconsistent with the organization's mission. The removal process may be initiated by the Chapter Board, and the decision to remove an advisor shall involve the Chapter Board. Removal of an advisor shall require a two-thirds vote of the Chapter Board. Whenever possible, concerns should first be discussed with the advisor prior to a formal vote. If removal is approved, the organization will begin the advisor selection process as outlined in Section C.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

**President :** Supervise and promote the affairs of the student chapter with the help of the executive committee; Preside at student chapter meetings; Call meetings as needed; Make sure members are notified of forthcoming meetings at least a week prior to the meeting; Maintain the records and correspondence of his/her office and turn over all records to his/her successor; Appoint other duties; Complete yearly registration and training with university.

**Vice-President :** Maintain the records and correspondence of his/her office and turn over all records to his/her successor; Assume the duties of the president in his/her absence; Serve as the first assistant to the president; At the president's direction, accept the responsibility for specific student chapter activities; Responsible for other appointed duties.

**Secretary :** Maintain the records and correspondence of his/her office and turn over all records to his/her successor; Serve as secretary for all executive committee meetings preparing minutes for each; Prepare agenda, under direction of the president, for all meetings; Keep copy of minutes for records; Take attendance at meetings; Responsible for other appointed duties.

**Treasurer ;** Responsible for collecting, dispersing and maintaining student chapter funds; Monitor and maintain student chapter financial records and turn over all records and correspondences to successor at end of term; Give account reports at committee meetings; Submit all deposits in a timely manner; Complete mandatory university training; Responsible for other appointed duties.

**FABTECH Chair :** Plan and organize FABTECH trip; Correspond with national AWS regarding registration for FABTECH; Handle correspondence with American Welding Society At The Ohio State University Chapter and Material Science Department regarding fundraising; Create Fliers and notices for meeting regarding FABTECH; Responsible for other appointed duties.

E-Council Representative : Attend monthly meeting of Engineer's Council (E-Council); Provide information to President and other officers regarding events and funding opportunities offered through E-Council; Responsible for other appointed duties.

Professional Liaison : Assist in organization of information sessions with companies visiting Ohio State including; Timely announcement of session details using email or other; Point of contact between students and representatives, mandatory attendance at every session; Professionally represent student body to continue to attract job opportunities for students.

Sophomore Representative : Inform sophomore/junior class of current events; Responsible for other appointed duties.

#### **Section B. Officer Eligibility**

The officer position is available to any undergraduate Welding Engineering student at The Ohio State University who is willing and able to contribute time and attention to the organization. Current officers in good standing who wish to continue in their same position or transition to a new position shall be given priority consideration for appointment or reelection, provided they have fulfilled the duties of their office.

#### **Section C. Officer Selection Process**

Officers will be elected for the upcoming calendar year in the prior December by means of a simple majority vote. Voting will be open to all current members.

#### **Section D. Officer Removal**

An Officer can be impeached and removed from office by their fellow elected officers for reasons such as no longer attending The Ohio State University as a Welding Engineering undergraduate student and/or can no longer dedicate the appropriate time to the organization. A 2/3 vote by the remaining elected officers is required to impeach an officer. Reelection of this position will be completed immediately by means of simple majority vote following Section C.

### **ARTICLE VII. ORGANIZATION DISSOLUTION**

#### **Section A. Dissolution Requirements**

The organization may be dissolved upon a 2/3 vote of the active membership, provided that written notice of the proposed dissolution is given to all members at least fourteen days prior to the vote. All officers and advisors must be present for the vote.

#### **Section B. Dissolution Procedures, including Assets and Debts**

Any debts should first try to be resolved using organizational assets. If the debt exceeds the assets within the student organizations bank account, the officers of the chapter will be financially responsible for covering debts. Left over assets will be allocated to the Welding Engineering Alumni Fund. The president and treasurer at time of dissolution are responsible for the organization of dissolving assets and debts.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

The power to amend the constitution lies completely within the elected officer positions. a 2/3 vote will be required to amend the constitution, as well as a minimum of 5 officers present including the president.