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

**Section 1:** Steel Bridge Team The Ohio State University

**Section 2:** The design and fabrication of a steel bridge to meet standards established by The American Institute of Steel Construction which will be used to compete both regionally and nationally with other universities.

**Section 3:** 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: Qualifications and categories of membership.***

In order to be a member of this organization, an individual must be a student enrolled in an undergraduate program at the Ohio State University. Graduate students may serve as advisors, but not as active members.

***Article III – Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.***

The organization elects two co-captains and a treasurer. These titles will be passed on at the conclusion of spring quarter by way of a popular vote, where only returning members will be eligible for election. Co-captains are responsible for organizing members, ordering steel and overseeing the design and fabrication of the bridge. The treasurer will be responsible for the allocation of funds, when necessary.

***Article IV - Executive Committee (if needed): Size and composition of the Committee.***

This Committee will not be necessary.

***Article V - Standing Committees (if needed): Names, purposes, and composition.***

These committees will not be necessary.

***Article VI – Method of Removing Officers and Members.***

If officers fail to meet their required duties they may be removed from office by popular vote. However, individual members may not be terminated in the same manner. Their membership will end only upon their individual choice to quit the team or graduation.

***Article VII – Advisor(s) or Advisory Board: Qualification Criteria.***

Advisors of student organizations must be members of the University faculty or Administrative & Professional staff. In addition a graduate student is permitted to be appointed as an additional advisor to the staff member. These advisors are expected to be as active and helpful with the organizations as their schedules allow.

***Article VIII – Meetings of the Organization: Required meetings and their frequency.***

This organization will meet enough times during autumn and winter quarters to provide members adequate opportunities to work on the bridge for 40 hours each quarter. Spring quarter, the organization will only meet for practices and competitions.

***Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.***Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

***Article X – Method of Dissolution of Organization***

Only the university may discontinue the student organization in the event that there is no longer any student interest.

**By-Laws**

None

By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

*Article 1 – Parliamentary Authority*

Most organizations use Robert’s Rule of Order to govern their organization’s decision making except when these rules are inconsistent with their constitution or by-laws of the organization. These rules are of Western cultural origin, and based on the premise that “though the minority shall be heard and absentees protected, the majority will decide.”

A recommended wording is “The rules contained in [specify the source for parliamentary practice] shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.”

*Article II- Membership*

Procedures for becoming a member, which may vary by membership category, amount of dues, if any, and how often they should be paid, termination of membership, and so on should be described in detail.

*Article III- Election / Appointment of Government Leadership*

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, im-peachments, etc.).

*Article IV- Executive Committee (if needed)*

Specific duties of the Committee and its responsibilities to the membership.

*Article V- Standing Committees (if needed)*

Specific duties of each committee and their responsibilities to the organization leadership, Executive Committee, and general membership.

*Article VI - Advisor/Advisory Board Responsibilities*

Expectations of the advisor in the organization (e.g., availability, meeting attendance, second signer on checks, etc.)

*Article VII - Meeting Requirements*

Regular, special, size and determination of quorum (number of voting members required to vote on decisions placed before the general membership, executive, and standing committees).

*Article VIII - Method of Amending By-Laws*

Should be similar to amending the constitution. However, by-laws are apt to change more often than the constitution, thus amending should be somewhat easier. By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

Note - Some organizations desire a structure that is fundamentally different from the guidelines presented here. Under these circumstances, the organization should contact the Student Activities Office to assist in the design of an alternate structure. The goal would be to incorporate basic principles important to the University while promoting those of the organization