**Engineering Graduate Ambassadors Constitution and By-Laws**

**Constitution**

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

Section 1: Name: Engineering Graduate Ambassadors

Section 2 - Purpose: The purpose of the Engineering Graduate Ambassadors (EGA) is to help promote the College of Engineering and programs to prospective graduate students, alumni, and constituents internal and external to the Ohio State University.

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: Qualifications and categories of membership.*

Voting membership is limited to currently enrolled Ohio State graduate students of the College of Engineering. Non-voting members may include faculty, alumni, and professionals.

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

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. Expectations for the president are to represent the organization respectfully and skillfully, conduct meetings, be in consistent communication with our faculty advisor, attend the required annual training for student organizations, and create sub-committees when needed. 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 OSU email account and the Facebook page), and communicate with internal and external constituents. 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.

*Article IV – Method of Selecting and/or Removing Officers and Members.*

Officers 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 officer positions. 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. In the event that a member or leader does not meet those expectations, it is the role of the general members to bring the issue to the officers. The officers (excluding the officer in question if that is the situation) will objectively consider the member's or leader's probationary membership or leadership status for 3 months. This organization’s non-discrimination policy protect members from removal based on those listed statuses in Article I Section 3. At the end of the 3 month probation period, the officer team will re-convene to determine whether full membership or leadership will be reinstated or if the member or leader will be removed from his/her role in the organization.

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

The faculty advisor for this organization must be a faculty member in the College of Engineering at the Ohio State University. The faculty advisor is expected to delegate tasks for the organization's large events, i.e. the Graduate Engineering Recruitment Colloquium (GERC) and trips to various symposiums/conferences (SWE, SHPE, AISES, ERN, etc.). 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.

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

Required meetings will be held variously throughout the academic year on Tuesdays at 10 am (subject to change by semester, depending on member availability). Each general member is required to attend one meeting and assist in 3 events or 1 conference/symposium each academic term except for summer. Officers are required to attend all meetings and also assist in 3 events or 1 conference/symposium each academic term except for summer. Permissible excuses for missing meetings include family emergencies (including death in a family), inclement weather, or extreme cases of personal illness.

*Article VII – 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 and the faculty advisor 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.

Constitution Rev. 6/2015