

Constitution

Article I: Club Name

The name of this organization shall be: **Electronics Club**.

Article II: Purpose

- A) To promote education of practical skills in the field of electronics
- B) To stimulate interest in the field of electronics
- C) To design and build electronics projects and host events to showcase them

Article III: Membership

- A) The Electronics Club 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.
- B) Membership to the Electronics Club is officially conferred to an individual once that person has signed up for the mailing list and attended at least one meeting. If at any point during a semester these conditions are met, that person is considered a member of Inactive Status.
- C) Members of Inactive Status are welcome to attend any and all club events such as workshops, talks or social meetings. Inactive Members are not prohibited in any way to participate in club events, but they will not receive the benefits of Active Status.
- D) Members may become Active Status at any point during a semester, however, the status is retained only until the end of the semester in which they were given Active Status. In order to be considered of Active Status, members must complete at least one of the following:
 - 1. Serve as an officer position
 - 2. Lead the planning and execution of a Workshop Meeting
 - 3. Lead the planning and execution of a Talk Meeting
 - 4. Attend at least two workshops
 - 5. Volunteer as a mentor for at least one workshop
 - 6. Volunteer for at least one Engineering Council opportunity
 - 7. Volunteer for at least one outreach opportunity
- E) Members of Active Status will receive the following benefits:
 - 1. Inclusion in the Resume Database that is available to partnered employers
 - 2. Ability to rent tools, lab equipment or PCB resources
 - 3. Ability to permanently consume electronics components for personal or school projects
- F) Members who violate any organization policies set forth in this document or any University policies set forth in the student code of conduct will be removed from the club roster and barred from participating in future club activities.

Article IV: Organization Leadership

- A) **President:**
 - Manages the scheduling of social meetings, talks and workshops.
 - Aids in the organization of workshops and the Makeathon.
 - Ensures the organization remains active with the Ohio Union
 - Oversees all officers to ensure that they are capable and willing to perform their assigned duties. Provides support when needed.
 - Oversees recruitment and welcoming of new members.

- Oversees outreach to non-university entities for the purposes of joint ventures and sponsorships.

B) Vice President:

- Aids the president in organizing and scheduling meetings and talks.
- Aids in the recruitment and welcoming of new members.
- Aids in the organization of workshops and the Makeathon.
- Oversees outreach to other university entities such as student organizations and departments.
- Manages the Through-Hole Soldering workshops for the club

C) Treasurer:

- Oversees and manages all monetary items.
- Manages the club's bank accounts.
- Provides financial reports in a timely manner when requested.
- Manages the club's payment accounts.
- Oversees the finances for the Makeathon.
- Aids in the organization of the Makeathon.
- Aids in the planning and execution of workshops and talks.
 - Orders approved Bills-of-Materials for workshops
- Oversees officers in charge of organizational assets.
- Facilitates discussions with a sponsor/potential sponsor (in coordination with the Sponsor Liason) on receiving and recording any hardware donations or financial support
 - Records of money or items donated are important for E-council fund requests

D) Webmaster:

- Manages the organization's website.
- Keeps the website up to date.
- Manages the hosting of the website.
- Addresses security vulnerabilities in a timely fashion.

E) Marketing Team Member:

- Ensures that the world outside of the mailing list knows about events and how to join in
- There may be up to three Marketing team members in a given semester
- Social Media presence:
 - Manages the organization's [Facebook](#), [Twitter](#) and [Flickr](#)
 - Updates social media sites with upcoming meeting details and volunteer opportunities
 - Updates social media sites before, during and after club events
 - Showcases member projects
- Public Relations:
 - Coordinates with the ECE Department's PR representative to advertise events before and after they occur
 - Coordinates with the College of Engineering to advertise large events
 - Works with the Lantern to publish event previews/reviews in text & video format
 - Works with local news teams to cover large events

- Paper Trail:
 - Creates fliers throughout the semester to advertise events
 - Hangs up fliers in relevant buildings

F) Engineering Council Representative:

- Manages communication between the organization and E-Council.
- Informs Electronics Club members about E-Council volunteering opportunities
- Submits fund requests to E-Council on behalf of the organization.
- Attends all E-Council meetings or has someone attend in their stead.
- There may be up to two representatives in any given semester for redundancy

G) Lab Manager:

- Oversees the organization's lab.
- Responsible for ensuring other maintain a clean and safe workspace.
- Ensures that all best practices are followed for safe equipment use
- Responsible for documenting the layout of the lab.
- Tracks the borrowing of organizational equipment and assets from the lab.
- Recommends improvements to the lab space to the primary leadership.

H) Sponsor Liaison:

- Handles most communication between the organization and their assigned sponsor
- Reliable and timely communication skills are a must.
- Assists the sponsors when they come to campus.
- Lobbies the sponsors on behalf of the organization and vice versa.
- Leads workshops or tech talks in conjunction with a sponsor

Article V: Supporting Leaders

Supporting Leaders are members of the organization that volunteer their time to assist with various content needs. These leaders are prime candidates for future officer positions.

A) Workshop Leader:

- Creates the workshop teaching material and leads its execution
- Prepares the material for a dry run of the workshop to solicit feedback and train mentors
- Works with the President to manage logistics and scheduling
- Works with the Treasurer to define a Bill of Materials to order

B) Workshop Mentor:

- Attends a workshop's dry run, regardless of experience level
- Provides feedback to the workshop leader on how to improve content and its delivery
- Works with the workshop leader to troubleshoot issues during the actual workshop
- Helps answer questions from workshop participants

C) Talk Leader:

- Creates a technical talk and presents it to members
- Talks must be accompanied by a working demonstration
- Must be able to answer questions on the talk and provide resources for further learning

Article VI: Officer Selection Procedure

A) Primary Officer Selection Process:

1. Openings for Primary Officer positions are announced one semester before that position is vacated
2. Interested candidates are required to email their resumes to the club's email account
3. Candidates will be tasked with creating a technical talk with a working demonstration. All topics will be the same and candidates will be provided with the hardware to create the demonstration.
4. After two weeks, candidates will present their talks as the method of interviewing them.
5. Current officers, who are not seeking a different role, will convene to select the best candidate for each open position based on their resume, interview results, and key qualities for that position.

C) Non-Primary Officer Selection Process:

1. If a non-primary officer position needs to be filled, the opening will be solicited at a general meeting and volunteers interested in the position will be chosen by the primary officers.
2. For positions that require more experience, the primary officers may choose to specifically seek out qualified students to lead that position.

B) Officer Key Qualities:

1. All Primary Officers
 - a. Teamwork - can work well with a team by listening to others, delegating and being decisive
 - b. Academic Strength - able to maintain strong academic performance overall, despite the increased work and responsibility brought on by leadership
 - c. Fast Communicator - responds to email and other communications in a timely manner or passes the responsibility when unable to.
2. President
 - . Demonstrated Interest - has completed hands-on projects and thus proves their interest in the club's goals
 - a. Open-minded - acknowledges that there are many ways to succeed and is able to listen effectively to suggestions by members or other officers
 - b. Charismatic - able to speak to a large variety of audiences with confidence. Audiences could include members at a meeting, other officers or sponsors
3. Vice President
 - . Smart Leader - knows how to lead tasks delegated to them as well as offer valuable feedback in the decision making process
 - a. Involved - Engaged or interested in many different clubs other than the Electronics Club. This promotes a strong club community
4. Treasurer
 - . Detailed Oriented - can keep track of small details to make the flow of money accurate and fast once decisions are made
 - a. Trustworthy - can be trusted with access to the club bank account

C) Officer Term Length:

1. Officers are allowed to serve for as long as they remain able to perform their duties.
2. If an officer is to be absent for *no more than* a semester:
 - a. President or Treasurer:

- i. If the absence period includes the required yearly Union training, a new President or Treasurer must be found. This prevents the club from going inactive with the Union. The absent officer will *not* retain his/her position upon returning.
 - ii. If the absence period does not include the Union training, a temporary replacement must be found. The absent officer will retain his/her position upon returning.
 - b. Other officers:
 - . A temporary replacement must be found. The absent officer will retain his/her position upon returning.
 - 3. If an officer abruptly leaves the university before the standard selection process begins, a new replacement must be found as soon as possible.
- D) Officer Removal**
- 1. If an officer violates club procedures, by-laws or fails to perform his or her duties faithfully, a vote of confidence may be motioned by at least three officers at any such time.
 - a. All officers must then submit a vote for whether the miscreant officer should remain in office or be removed.
 - b. A vote of $\frac{2}{3}$ to remove is required to remove said officer.
 - 2. If a primary officer fails to meet the requirements laid out by the Union, that officer may be subject to removal from office in order to maintain established status with the union.

Article VII: Lab Space

- A) The organization's lab space is in the basement of Caldwell, CL078.
- B) The lab space serves as the command center for officers, workshop planners, talk planners
- C) Authorized personnel will receive a new door combination each semester.
- D) Authorized personnel are forbidden from sharing the combination without permission from the president, vice president, treasurer or lab manager. Failure to comply will terminate the offender's access to the lab space indefinitely.
- E) The lab space also serves as a storage room for lab resources such as tools and components

Article VIII: Lab Resources

- A) Active Status members may be submit resource requests for components or tools to use for personal or class projects.
- B) Tools are classified as anything that is able to be repeatedly used in the creation of a project
 - 1. Tools include but are not limited to: hammers, drills, calipers, oscilloscopes, DC power supplies, anything on a PCB
 - 2. Tools are only available for rental, upon approval
- C) Components are classified as anything that is permanently consumed in the creation of a project
 - 1. Components include but are not limited to: resistors, capacitors, diodes, ICs
 - 2. Components are available to keep for consumption, upon approval

Article IX: Safety

- A) If any member or officer conducts themselves in a manner that threatens the safety of him or herself or anybody else, their membership will be revoked immediately.
- B) A member expelled for safety reasons shall never be allowed to be a member of the Electronics Club again and will be barred from future events with the club.

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Article X: Amendments

A) An amendment to this constitution may be made by a $\frac{2}{3}$ majority vote by all officers. Immediately following any amendment, the full membership of the club must be notified in a timely fashion.

Article XI: Dissolution

A) The Electronics Club will be dissolved after dissolution is approved by a $\frac{2}{3}$ majority vote of all officers and $\frac{2}{3}$ vote of the general membership

B) Notice of a vote on dissolution is given no less than 45 days before the dissolution vote.

C) Upon dissolution, the officers will assess remaining assets and distribute them equally among contributing elements.

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