**Constitution**

The constitution should be simple yet comprehensive and difficult to amend, leaving any specific procedural rules to be included in the by-laws. When amending the constitution, as with the by-laws, previous notice of any proposed changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

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

**Section 1: Name: Inorganic Chemistry Exchange (ICE)**

**Section 2 - Purpose: The purpose of this organization is to facilitate intellectual exchange between students of The Ohio State University, particularly those in the Department of Chemistry and Biochemistry, and eminent scientists in the field of inorganic chemistry. The objectives of this group include hosting noteworthy scientists at The Ohio State University for a visit in which interaction with students will be emphasized.**

Section 3 - Non-Discrimination Policy

***Inorganic Chemistry Exchange (ICE) does not discriminate 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 bases under the law, in its activities, programs, admission, and employment.***

*Article II - Membership: Qualifications and categories of membership.*

**Voting membership is limited to currently enrolled Ohio State students. Faculty, alumni, professionals, etc. are permitted to join as non-voting associate members.**

*Article III – Methods for Removing Members and Executive Officers*

**III.a. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.**

**III.b. Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two thirds affirmative vote of the executive board.**

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

**The following leadership positions for Inorganic Chemistry Exchange (ICE) are listed and their duties explained in hierarchical order. The President is responsible for general organization management, conducting events and meetings, and inviting and hosting speakers. The Vice President is responsible for organizing event schedules, securing student presenters, and conducting presidential duties when the president is absent. The Treasurer is responsible for generating semesterly budgets, processing and disbursing organizational funds for events and general operations, and keeping a clear financial record of all organization business. The Secretary is responsible for meeting minutes, communication with the appropriate parties for event coordination (i.e. hotel, food service, room reservation), and distribution of emails to the membership. The Social Media Chair is responsible for media outreach, communication with the university for publicizing events, distribution of advertising flyers and emails. Following the first year of organization activity, the Executive Committee will be appointed/elected from the ranks of the voting membership. Each position has a term length of one year (Summer - Spring semester), and there are no term limits.**

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

**The Executive Committee of ICE is comprised of the five (5) members of the organization leadership.**

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

**ICE has no standing committees.**

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

**Adviser(s) of ICE must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an adviser who is not a member of the above classifications, a co-adviser must be chosen who is a member of these University classifications.**

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

**Two general meetings of the ICE membership are required each academic term except for summer.**

*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 the general meeting in which the votes will be taken, and require a two-thirds majority vote of the entire voting membership of the organization, present or not.**

*Article X – Method of Dissolution of Organization*

**Should the membership of ICE fall below five (5) members and/or should no adviser be found for the organization, the organization shall be dissolved. Upon dissolution, all hard-copy personal information of any members/external speakers shall be immediately disposed of by shredding, and all digital versions shall be immediately deleted. All hard-copy financial documentation shall be kept by the most recent organization adviser for a period of two (2) years before complete disposal of these materials by shredding. All digital financial documentation shall be transferred (with no copies) to the most recent adviser and kept for a period of two (2) years before disposal by deletion. Should any organization debts exist, the most recent executive committee and adviser shall pay off these debts with organization funds before relinquishing their duties. Should any organization assets exist, the most recent executive committee and adviser shall, in the case of money, transfer these assets back to Student Activities at OSU and, in the case of resources, transfer these assets to other student-run organizations within the Department of Chemistry & Biochemistry.**

**By-Laws**

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution of very small organizations. However, most groups keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending.

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

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*

**The rules contained in Robert’s Rule of Order 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*

**There will be no application for membership into ICE, nor are there membership dues. Prospective members may contact an Executive Committee member in order to join. Members may terminate their membership by contacting a member of the Executive Committee and declaring the reason for which they are ending their membership.**

*Article III- Election / Appointment of Government Leadership*

**The Executive Committee must notify all organization members at least two weeks prior to an Executive Committee or Special election. All voting members are eligible for election to the Executive Committee. Candidates have until the day prior to the election to notify the current Secretary of the Executive Committee of their intent to run for office. Only self-nominations will be accepted. If there is only one member running for a position on the Executive Committee, that member will be automatically initiated to the Executive Committee for the following year. If there are two or more members seeking the same position, a formal election will be held. On the day of the election, the Executive Committee Secretary will generate an electronic ballot to be sent to all members. The ballot should be completed within one week of receipt. Once the votes have been counted, the Executive Committee will notify the general membership of the election results.**

***Executive Committee Election***

**The election of the Executive Committee for the following academic term (defined as Summer through Spring) will take place no later than four (4) weeks prior to the end of the spring semester.**

***Special Elections***

**In the case of a resignation or impeachment of a member of the Executive Committee, a special election will be held to elect a new officer. The special election must occur within 1 month of the resignation or impeachment of the Executive Committee member.**

*Article IV- Executive Committee*

**The Executive Committee is responsible for conducting the business of the organization, hosting its events, and reporting its actions at the general meetings of the membership.**

*Article V- Standing Committees*

**There is no Standing Committee for Inorganic Chemistry Exchange.**

*Article VI - Adviser/Advisory Board Responsibilities*

**The faculty advisor to ICE is required to be at all meetings of the Executive Committee. Furthermore, the advisor can act as a liaison between external speakers and the organization if necessary, and assist with management organization assets/debt upon dissolution.**

*Article VII - Meeting Requirements*

**A minimum of 5 members are required to be present at a meeting of ICE. In order for a vote to occur, at least two-thirds of the voting membership must be present. In the event of a split vote, the president has executive power to decide.**

*Article VIII - Method of Amending By-Laws*

**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).**