



THE MAKER CLUB

INSPIRE | CONNECT | EMPOWER

Governing Constitution

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Last Revision:

1/25/2018 by J. Canaday & C. Caldwell

original_20140801 by L. Tufts

ARTICLE I - ORGANIZATION

SECTION 1 - NAME

Primary Organization Name: Maker Club*

**This name is required for the organizations bank account and financial information only, for all other purposes please reference secondary name.*

Secondary Organization Name: The Maker Club @ OSU

SECTION 2 - MISSION

To empower the hands, connect the minds, and inspire the hearts of makers.

SECTION 3A - PURPOSE

The Maker Club at OSU serves to foster a community of shared creativity and hands-on learning experiences on Ohio State's campus and in the Columbus community through the act of making. The Maker Club at OSU is a catalyst that spans academic and professional disciplines, connecting a diverse group of students with faculty and community mentors for the exchange of ideas, the opportunity for collaborative innovation, and the aggregation of valuable skills and knowledge. Members will grow an appreciation for a variety of fields relating to technology, art, and design while developing a deep and broad understanding of the design, manufacturing, and innovation process. The Maker Club at OSU promotes the do-it-yourself and do-it-together ideologies in a semi-structured environment and provides access to tools and spaces which allow students the autonomy to pursue hands-on, creative endeavors outside of the classroom.

SECTION 3B - ACCOMPLISHING THE PURPOSE

To accomplish these objectives the organization seeks to:

- Hold weekly meetings
- Encourage cross-organization collaboration
- Provide Make and Takes
- Invite Speakers and Professors
- Participate in events around the University relating to our purpose

SECTION 4 - GOVERNMENT

This student organization shall be governed by this constitution, bylaws, and the rules and regulations of The Ohio State University and College of Engineering. In necessary situations not otherwise covered, Roberts Rules of Order, revised is the Parliamentary Authority.

ARTICLE II - QUALIFICATIONS

SECTION 1 - QUALIFICATIONS

Membership in this organization shall be limited to:

- A. All students enrolled at The Ohio State University within the stated boundaries, who prescribe to the purpose of The Maker Club at OSU, as stated in the preamble, shall be eligible to become members of this organization.
 - a. These students satisfy the eligibility requirements as set forth in Sections 1, 2, 3, of Faculty Rule 53.03
- B. Membership shall be open to all students irrespective of race, creed, color, or national origin.
- C. Qualifications for an active member include paying dues as stated as in Article III, attending general body meetings, and supporting/volunteering at The Maker Club at OSU Events.

SECTION 2 - LOSS OF MEMBERSHIP

A complaint made about a member must be stated at an Executive Board meeting.

With advisor approval, a 2/3rds vote of quorum of the executive Board will be required to consequently remove the member.

ARTICLE III - DUES

Annual and/or semester membership fees shall be reviewed annually by the Executive Board. These fees shall include annual/semester membership dues to the organization as well as access or membership fees for partner organizations/spaces. Only those on the Executive Board are to be excused from annual membership dues.

ARTICLE IV - OFFICERS AND DUTIES

SECTION 1 - ELECTION OF OFFICERS

Eligibility

1. In good standing with The Ohio State University
2. Must be active as determined by Executive Board

When nominations and elections should take place

1. Elections should take place before the end of Spring Semester, such that the newly elected Executive Board can make transition with the outgoing Executive Board.

Officiating over elections

1. The President , Vice-President & Secretary shall officiate over elections.

Voting

1. All active members as defined in Article III are eligible to vote. If a member does not vote at the election meeting they will be given up to 72 hours (3 days) after the election meeting to cast their vote by electronic ballot. After this time voting is complete.
2. New officers for the Executive Board shall be announced by the tenth week of Spring Semester

SECTION 2 - ELECTED OFFICERS

These are the absolutely necessary roles within the organization, and are each elected positions.

The officers of this organization and their duties shall follow respectively:

President

1. Shall moderate all general body meetings.
2. Shall preside over all Executive Board meetings and forming of their agenda
3. Shall oversee and organize the scheduling all meetings and booking rooms
4. Shall oversee the logistics and planning of projects.
5. Shall be responsible for overseeing all decisions of the Executive Board.

Vice President

1. Perform all duties of the President in his/her absence, or at the request of that officer.
2. If the office of President should fall vacant, the Vice President shall assume the office.
3. Shall oversee the logistics and planning of projects.
4. Assist and collaborate on responsibilities as needed.
5. Shall initialize all proposals, in collaboration with Marketing, Programs, and Treasurer.
 - a. Proposals will include:
 - i. Funding
 - ii. Events and Speakers
 - iii. Collaboration with other organizations

Treasurer

1. Shall maintain all finances of the organization, according to University policy.
2. Shall keep an accurate record of the organization's financial status at all times.
3. Shall maintain a current balance report, monthly report, and annual report receipts and disbursements to the Executive Board
4. Shall be responsible for planning all events or activities that may generate funds for the organization.
5. Shall collaborate with the Vice President in proposals for funding.

Secretary

1. Shall keep a record of all General Body meeting minutes and attendance.
 - a. Including the collection of all projects and meetings completed by the organizations, for archival on the website and Google Drive.

2. Shall keep a record of all Executive Board minutes and attendance.
3. In the absence of the president and the vice-president shall moderate over the meetings of the Executive Board.
4. Perform all duties of President in the absence of both President and the Vice President.
5. Shall be responsible for creating, editing, and publishing a weekly newsletter to distribute to members involving club activities and other events
 - a. The newsletter should contain information that will be beneficial to the organization and community

Programs Chair

1. Shall research speakers and presenters to present to the organization
2. Shall work with partnering organizations on collaborative events.
3. Shall research and develop projects for weekly meetings
 - a. Will present a Bill-of-Materials with estimated budgets
 - b. Will present a clear and concise plan for proposed projects
 - c. Will prepare prototype designs for potential ideas
4. Shall collaborate with the Vice President for proposals involving collaboration

Senator

1. Will attend E-Council and USG Meetings and report on these meetings to the Executive Board.
2. Shall maintain a record of member community service hours.

Marketing Chair

1. Shall be responsible for the design and distribution of all advertising and promotional materials
2. Shall coordinate with the Secretary to photograph and document weekly meetings, for website updates and archival data.
3. Shall assist and coordinate with the Webmaster whenever possible
4. Shall manage all social media websites to share and present the organization
5. Shall coordinate community outreach to students on campus, not organizations
 - a. Engaging with incoming students through speaking with RHAC, OUAB, First-Year-Engineering / First Year Programs
 - b. Plan the events at the activity fair to engage new members.
6. Shall oversee all postings and updates on social media accounts including:
 - a. Facebook
 - b. Instagram
 - c. Twitter

Webmaster

1. Shall oversee the regular maintenance of the website
2. Shall assist and coordinate with the Marketing Chair whenever possible.
3. Shall develop and add features to the website to present it as a central hub.

4. Shall develop polls and forms to use in logistics.
5. Maintain and modify online presence on sites around the university websphere.
6. Shall coordinate with the Secretary for archival of projects and meetings

Historian

1. Shall capture and record pictures and videos of weekly meetings or events, in addition to brief descriptions of what took place during said meetings.
2. Shall maintain and develop visual record of past meetings.
3. Shall coordinate with Webmaster, Marketing Chair, and Secretary to ensure that meeting pictures, videos and descriptions are accessible and readily available for use on website, promotional material or weekly newsletters.

Shop Coordinator

1. Shall oversee all of The Maker Club's shop access across the university
2. Shall oversee communication with various shop owners and directors about when and how The Maker Club will be using their respective shop spaces.
3. Shall supervise and assist in leading project meetings in any shop spaces.
4. Shall teach and maintain safety best practices in shop spaces or with various tools or machinery used for meetings.
5. Shall investigate and help to develop new shop spaces for The Maker Club to utilize on campus.

SECTION 3 - ROLES OF ALL OFFICERS

1. Shall serve as a spokesperson to the faculty, staff, and students of their representative academic program, spreading word about the organization
2. Shall research and explore potential projects to then share with the Programs Chair
3. Prepare prototype projects if it is within their realm of expertise
4. Attend all executive Board meetings promptly or give notice within 24 hours if unable
5. Upon missing a meeting, officer will have a conversation with President, Vice President, or Secretary to discuss what was missed and get up-to-date with events
6. Upon missing a meeting multiples times without notification, officer will be required to meet with President and Advisor, to discuss reasons for absence, and plans for future corrective action

SECTION 4 – IMPEACHMENT OF ELECTED OFFICERS

- A. Any member of the Executive Board may file a written complaint about another officer with the President and the Advisor(s).
- B. In the case where the grievance concerns the President, then the written complaint shall go to the Vice President and the Advisor(s).

- C. With Advisor(s) approval, the complaint made about an officer must then be stated at an Executive Board meeting. A majority vote of the executive Board will be required to raise the complaint at the next general body meeting. A 2/3rds vote of quorum will be required to impeach and consequently remove the officer. This is to be the last resort of corrective action for removal from office.

SECTION 5 - SUCCESSION OF OFFICERS

President

1. If the President should leave office for any reason, the Vice-President will assume the position with all its responsibilities.

Vice-President, Secretary, Treasurer, Parliamentarian, Finance Chair, Membership Chair, and Senator(s)

1. If stated officers should have to leave the position for any reason, the President will temporarily appoint someone to these positions within one week of the official resignation of the officer.
 - a. An election will be held immediately to elect another officer
 - i. Nominations will be taken one week before elections.
2. If stated officers should have to leave these positions (for any reason) for a semester (or its equivalent) they are to work with President and Advisor to create a pseudo Committee of 1-3 people prior to leaving, to serve as a temporary advisor to the Executive Board while away.
 - a. The Committee must consist of at least one Executive Board member.
 - b. The Committee is to distribute/maintain the roles and duties (both implicit and explicit) of the leaving position.
 - c. The Committee must also be approved by the Executive Board with a majority vote

ARTICLE V - EXECUTIVE BOARD

- A. The affairs of this organization shall be managed by an Executive Board. Members of this Board will be the President, Vice President, Secretary, Treasurer, Programs Chair, Marketing Chair, Webmaster, and Senator(s)
- B. The President can opt to petition the Executive Board for negation/reduced payment towards The Maker Club at OSU-related activities, with a 2/3 vote of the Executive Board will required to pass. This includes, but is not limited to:
 - a. membership dues,
 - b. Maker Faire fees,

- c. and other The Maker Club at OSU-affiliated events.

ARTICLE VI - MEETINGS

SECTION 1 - MEETING TIMES

Weekly meetings shall be held as scheduled by the Executive Board.

SECTION 2 - QUORUM

Three-fifths for the Executive Board and 50 percent of the paid members, not including officers of the Executive Board, shall constitute a quorum for the transaction of any legal business which may come before any meeting is properly called.

SECTION 3 - RULES OF ORDER

As necessary, meetings shall be conducted according to our silent Roberts Rules of Order Revised.

ARTICLE VII – FACULTY ADVISOR

The Advisors of this organization and their duties shall follow respectively.

1. Attend general body meetings and executive Board meetings.
2. Provide semesterly evaluations of Executive Board.
3. Provide insight and information on relevant resources on campus
4. Use access to book and use spaces on campus otherwise inaccessible.

ARTICLE VIII – ANTI-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 IX - AMENDMENTS

This constitution may be amended by a 2/3 vote of the membership of this organization, provided the amendment shall have been proposed at least one meeting prior to the time

of voting.