**Constitution**

**American Society for Engineering Education**

**Student Chapter, The Ohio State University**

Updated Sept 2020

Article I - Name, Purpose, and Non-Discrimination Statement

Section 1: The name of the organization will be the “American Society for Engineering Education, Student Chapter.”

1. This name is to be registered with Ohio State University SOURCE as an official student organization.
2. Other acceptable shortenings of this name include “ASEE, Student Chapter” or just “ASEE.”
3. In communications with the ASEE National Organization, versions of this name which reference “The Ohio State University” or “Ohio State” are also acceptable.

Section 2: The purpose of this organization is to empower students to participate in improving engineering education through:

1. Developing interest in engineering, science, and technology at a K-12 level through the efforts of outreach events and activities,
2. Informing students about graduate studies and encouraging them to pursue advanced degrees in engineering, science, and education,
3. Assisting students interested in careers in education to develop the teaching, service, and research skills in order to help them succeed,
4. Encouraging student, faculty and staff involvement in ASEE activities,
5. Engaging underrepresented minority participation through focused recruitment efforts and by addressing concerns unique to minorities, and
6. Providing resources in pursuit of the above activities.

Section 3: Non-Discrimination Policy

ASEE and its members shall not discriminate against any individual(s) 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

Section 1: All current undergraduate and graduate students at The Ohio State University with primary emphasis on students in engineering and related sciences are eligible to apply to be Student Members of this organization.

Section 2: All current non-Student Members of the ASEE National Organization, as well as all faculty and staff in engineering and related sciences at The Ohio State University are eligible to apply as Associate Members or the Executive Board Members. Associate Members may not vote or hold office but may have all other privileges of a Student Member.

Section 3: Members are encouraged, but are not required, to additionally join the ASEE National Organization, in accordance with its dues, rules, and conditions.

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Section 4: Rules to determine membership are defined in the Bylaws.

Article III - Organization Leadership

Section 1: The following officer positions will comprise the leadership of the organization:

1. President
2. Vice President/Engineer’s Council Representative
3. Treasurer
4. Secretary/ Communications
5. Outreach Chairs
6. Social Chair
7. Web Master
8. Advisor

Section 2: Common Responsibilities

1. All officers and advisor(s) must attend all mandatory Ohio Union events required of their positions.
2. The President and Advisor(s) must maintain active membership with the ASEE National Organization.
3. The officers will constitute the members of the Executive Board. Additional positions on the Executive Board may be created by a majority vote of the existing board.
4. All officers must maintain good academic standing within The Ohio State University.
5. All officers from the preceding terms are responsible for helping their successors through the transition by reviewing and updating officer transition documents every semester
6. All officers will be mindful of and communicate relevant engineering information session opportunities to the communications chair
7. All officers shall be familiar with and follow the guidelines of the constitution

Section 3: Specific Responsibilities

1. President
	1. To organize and preside over all general body meetings and Executive Board meetings.
	2. To form an annual plan for the organization, based on recommendations from the Executive Board.
	3. To serve as liaison between the organization and the ASEE National Organization, as well as The Ohio State University.
	4. To create temporary positions and committees as necessary to assist in performing the duties of the office.
	5. To ensure that all activities of the organization fall within the organization’s goals as stated in the Constitution and the policies of The Ohio State University.
	6. To transfer all club-owned accounts to successor at the end of the term
2. Vice President/Engineer’s Council Representative
	1. To assist the President in performing the duties of office, including the planning of meetings.
	2. To assume those duties in the President’s absence.
	3. To act as the liaison between the Executive Board and the various committees with the student chapter.
	4. To serve as the official representative to the Engineer’s Council at The Ohio State University.
	5. To report to the Executive Board on all relevant Engineer’s Council proceedings.
3. Treasurer
	1. To manage funds, whether obtained from SOURCE or otherwise, consistent with the policies of The Ohio State University.
	2. To compile and present a financial report of the previous year, with the help of the previous Treasurer.
	3. To oversee fundraising activities or appoint a committee chair to oversee them.
	4. To keep a record of ASEE Student Chapter funds consistent with The Ohio State University requirements.
4. Secretary/ Communications
	* 1. To maintain a current membership list, including contact information.
		2. To take minutes during Executive Board and general body meetings
		3. To communicate all club events to general body member through email
		4. To regularly check email inbox and distribute emails to appropriate officers
		5. To create and manage online forms for volunteers for outreach events
		6. To assist with any other communications relating to the club, including posters, flyers, etc.
5. Outreach Committee Chairs
	1. To organize and preside over their committee’s meetings, when applicable.
	2. To reach out to schools, educational businesses, and other members of the community to develop ASEE events.
	3. To communicate with an advisor about upcoming outreach events.
	4. To take minutes during their committee’s meetings.
	5. To enlist the help of the membership in pursuit of their committee’s task.
6. Social Chair
	1. Effectively plan all club social activities that do not directly pertain to normal meetings or volunteer opportunities
	2. Communicate ideas and intentions to the President prior to officiating events to ensure they are approved
	3. Work with the Treasurer to ensure that all social events, if applicable, are able to be covered or reimbursed by club funds.
	4. Communicate event details to the general body, and coordinate with the Secretary/Communications Chair so all events are included in announcements
	5. Continuously ask for feedback from the club members and utilize it to continue to improve social events
7. Web Master
	1. Work with ETS to ensure reliable and accessible website access.
	2. Create and modify the appearance and settings of the site.
	3. Revise website design as needed to reflect current organization goals.
	4. Regulate and manage user access to the website.
	5. Hold website committee meetings as deemed necessary for the improvement of the site.
8. Advisor
	1. To try to attend Executive Board meetings.
	2. To communicate with Outreach Committee Chairs to organize upcoming outreach events.
	3. To provide guidance regarding ASEE conferences.

Section 4: Terms of Office

1. For the positions including President, Vice President, Treasurers the terms of office will begin and end with the end of the Spring Term. However, if not enough members attend elections, it may be extended to the first meeting of the Fall Term.
2. For the positions of Committee Chairs and Communications Chair:
	1. The terms of office will begin with the forming of their standing committee and end with the Spring Term.
	2. Standing committees which extend for multiple academic years will have Chairpersons selected with the end of each Spring Term.
3. Elections for the following academic year will be held annually early in the Spring Term or Fall Term, during a general body meeting.
	1. Each election candidate is to prepare a two-minute speech about his future works with ASEE.
	2. All elections will be conducted by secret ballot.
	3. Ballots shall be tabulated by at least two Executive Board members who are not candidates for the offices in that election.
4. For the faculty advisor(s), the terms of office will begin and end with the start of the Spring Term, subject to renewal by the incoming Executive Board.
	1. The advisor(s) shall be selected and/or renewed by the Executive Board at the end of Spring Term.
	2. In accordance with the ASEE National Organization’s regulations, the advisor(s) must be active member(s) of ASEE National Organization.

Section 5: Resignation and Removal

1. In the event that any officer is unable to complete their term of office, or is found incompetent, the officer in question may be removed by a 2/3 majority of the eligible voters of the Executive Board, subject to approval by the advisor(s).
2. Should the position of President be vacated, the position shall be assumed by the Vice President, and the Vice President position shall be vacated.
3. Should any other position be vacated, the position may be filled by a special election.

Article IV – Executive Board

Section 1: The Executive Board represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions to the general meetings of the membership.

Article V – Standing Committees

Section 1: Standing committees shall be formed as needed in accordance with the Bylaws.

Section 2: All standing committees will be headed by an elected or appointed Chairperson.

Article VI – Meetings

Section 1: The organization must hold a minimum of at least two general body meetings during each regular academic term.

Section 2: Additionally, the organization must hold a minimum of at least two executive meetings during each regular academic term.

Article VII – Method of Amending the Constitution

Section 1: Amendments to the constitution shall be discussed verbally at an e-board meeting. Amendments will be proposed in writing at the subsequent e-board meeting and voted on by leadership. A 2/3 majority is required to pass.

Section 2: Amendments passed by the e-board will be presented at the next general body meeting and voted on by general body members. Proposals must earn 2/3 of the vote to pass.

Article VIII – Method of Dissolution of Organization

Section 1: A member of the organization must propose in writing that the organization be dissolved, to be treated like any other proposed amendment to the Constitution.

Section 2: Should any organization assets and debts exist, appropriate means of disposing of these assets and debts should be specified clearly and unequivocally.

**Bylaws**

Updated 12 Nov 2015

Article I – Parliamentary Authority

Section 1: The organization shall adopt Robert’s Rule of Order to govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.

Article II – Standing Committees

Section 1: Standing committees may be formed at the discretion of the Executive Board.

Section 2: All standing committees must be lead by a Chairperson.

1. When the committee is first formed, the Chairperson is to be appointed by the Executive Board.
2. Should the committee continue operating for multiple academic years, the Chairperson is to be chosen by the membership during regular elections.

Section 3: All committees should report their activities during meetings of the Executive Board, and during general body meetings if applicable.

Article III – Elections

Section 1: Nominations for the ballot should be presented starting at the meeting prior to the voting.

Section 2: Members must attend the election meeting to vote.

Section 3: Nominations for positions for which there are no candidates may be filled during the election meeting.

Section 4: No member may hold more than one office simultaneously (except for committee chairs) unless appointed to fill a vacancy.

Section 5: All elections are to be facilitated by the advisor(s), who may solicit help from the membership as necessary.

Article IV – Rules for Membership

Section 1: New members who qualify under Article II of the Constitution can join by asking to have their names and contact information added to the contact list.

Section 2: Members may choose to leave the organization at any time by asking to have their information removed from the contact list.

Section 3: In order for a member to be forcibly removed, a request must be presented to the President in writing for approval.  The President will raise the issue of the removal at the next Executive Board Meeting where it will be put to a vote.  If the President approves, and if a majority of the officers vote for removal, the member will be removed.  If the President disapproves, a 2/3 majority of the officers must vote for removal in order for the member to be removed.

Article V – Methods of Amending Bylaws

Section 1: The Bylaws may be amended using the same procedure as to be used for the Constitution, with the exception that they require a vote by just the Executive Board, not the general body.

Section 2: Changes to the Bylaws must be reported to the general membership during the following general body meeting.

Section 3: All changes to the Bylaws must adhere to the rules set by the Constitution.