# Institute of Industrial & Systems Engineers Chapter #855 – The Ohio State University Constitution

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

**SECTION: Name**
1. The name of this organization shall be the Institute of Industrial & Systems Engineers, The Ohio State University Chapter. The organization also goes by "IISE".

**SECTION: Purpose**
1. This corporation is organized and shall be operated exclusively for scientific, educational and charitable purposes. In the furtherance of such purposes, it shall be authorized:
   a. To advance the general welfare of mankind through the resources and creative abilities of the Industrial & Systems Engineering profession.
   b. To advance the art and science of Industrial & Systems Engineering for the general welfare of mankind.
   c. To encourage and assist education and research in the art and science of Industrial & Systems Engineering.
   d. To promote the unrestricted dissemination of knowledge and information by means of meetings and publications relating to the art and science of Industrial & Systems Engineering.
   e. To receive, own and maintain real or personal property, or both, and to use and apply the whole or any part of the income or principal thereof exclusively for scientific or educational purposes in the art and science of Industrial & Systems Engineering.
   f. To assist Colleges and Universities in the development of educational programs in the art and science of Industrial & Systems Engineering.
2. No member, trustee, officer or employee of, or member of a committee, or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this shall not prevent the payment to any such person of such reasonable compensation for service rendered to or for the Corporation in effecting any of its purposes, as shall be fixed by the Board of Trustees.
3. Notwithstanding any of the foregoing provisions which may be construed to the contrary, the Institute of Industrial & Systems Engineers, Inc., shall not engage in any activity which is not educational, scientific or charitable within the meaning of Section 501 (c) (3) of the 1954 Internal Revenue Code. On dissolution of the Institute of Industrial & Systems Engineers, Inc., its assets shall be distributed to an organization organized and operated for similar education, scientific or charitable purposes, or to the Federal, State or Local Government for

a public purpose. No part of the income or principal of the Institute of Industrial & Systems Engineers, Inc., shall insure to the benefit of or be distributed to any member, director or officer of the IISE or any other private individual. No substantial part of the activities of the Corporation shall be the carrying out of propaganda or otherwise attempting to influence legislation.

**SECTION: Non-Discrimination Policy**
1. This organization and its members do 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.
2. As a student organization at The Ohio State University, the Institute for Industrial and Systems Engineers expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf.
3. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.
4. The Code of Ethics of IISE shall be the Canons of Ethics prepared by the Accreditation Board for Engineering and Technology (ABET).

# Article II – Membership: Qualifications and categories of membership

1. Membership is open to students enrolled at The Ohio State University.
2. Membership will be recognized once the student has submitted an application with the student membership fee and has been approved through IISE National Headquarters.
3. Categories of individual membership and their associated qualifications, privileges, and requirements for admission shall be specified in the By-Laws.
4. All Institute members, except those specifically exempt, shall pay annual dues to the Institute in amounts specified by the By-Laws.

# Article III – Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders

1. The organization of the IISE shall consist of an association of all the members; its legislative body shall be the membership acting either through direct vote or by its Executive Board; and its administrative body shall be the Executive Board.

# Article VI – Method of Selecting and/or Removing Officers and Members

1. Guidelines for the nomination, election, term, responsibilities, and removal of Institute officers are maintained in the By-Laws.
2. The officers shall carry out such duties as are customarily connected with their offices, as are outlined in the By-Laws.
3. All officers must be/become paid National Members in good standing.
4. Members and officers will never be removed based on race, religion, color, national origin, ancestry, age, sex or handicap.
5. Member removal will be nominated upon request of that member to no longer have affiliation with the organization.
6. Member and officer removal is to be decided by the faculty advisor based upon actions not constituted by the university or the organization.

# Article VII – Advisor(s) or Advisory Board: Qualification Criteria

1. The Faculty Advisor of this organization must be of the University faculty or Administrative & Professional staff.
2. Responsibilities of the Advisor are to approve on all matters for which the students are not eligible to decide on.
3. The expectation of the Advisor is to support the students within the organization.

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

1. Meetings are optional to all members.
2. Planning meetings are mandatory for the Executive Board and officers involved. Further details can be found in the Bylaws.

# Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements

1. Amending the constitution shall be voted on through the Executive Board with a 2/3 majority required for revision.

# Article X – Method of Dissolution of Organization

1. Procedures for dissolution of the organization shall be dealt with through the Institute of Industrial & Systems Engineers, National Headquarters.

# By-Laws

## Article I – Membership

1. Paid student membership of $27 shall be owed to the Institute of Industrial & Systems Engineers, National Headquarters annually.
2. Paid member shall receive the right to attend regional and or annual conferences through a selection process, & hold officer positions in IISE
3. Unpaid members shall have all rights to attend campus events sponsored by the Ohio State University Chapter

## Article II – Election / Appointment of Government Leadership

1. Elections shall be held in the month of November and the transition period shall take place until the first day of Spring Semester in January.
   a. Positions eligible for election: President, Executive Vice President, Vice Presidents, and Directors
   b. Positions eligible for appointment: Leadership Summit/ Regional Conference Coordinator, SWE/IISE Liaison, Video Contest Coordinator, and other needed positions established by the Executive Board
      i. Appointments controlled by a 2/3s vote of the Executive Board
2. Candidates shall propose their talent for a position to the general body. A vote from all present members shall then be placed. Simple majority will elect a candidate
   a. If there are more than two individuals running for one position, the two or more individuals with a combined majority of the votes will then run against each other. The one individual with the simple majority of the votes will win the position. If three or more candidates remain after runoff and no one candidate receives a majority the two highest vote-receiving will have an additional runoff between the two.
3. Upon election, all officers must complete an inclusion training course within the first month of office. This training course will be decided on by the VP of Outreach & Inclusion.
4. When a member believes that another member or officer has engaged in conduct that is detrimental to the organization, a conversation should be held between the president, the member engaging in such conduct, and the Faculty Advisor, with appropriate actions decided by the Faculty Advisor taken. If the President is the member in question, the Executive Vice President will also attend this meeting.
5. In the event that an officer is not effectively fulfilling the duties and responsibilities for their given role, and are nominated by two or more officers, a special election can be held by the executive board for a removal of an officer from office. Officer removal is controlled by a 2/3s majority vote of the executive board and the officer in question may not vote.
6. If an officer position is vacated between election cycles, a special election shall be held where a new officer is chosen by a 2/3 vote of the Executive Board.

# Article III – Executive Board

1. The Executive Board shall consist of a President, Executive Vice President, Vice President of Internal Relations, Vice President of Outreach& Inclusion, Vice President of Brand Management, Vice President of External Relations, Vice President of Finance, Leadership Summit/Regional Conference Coordinators, Vice President of Cohort Program, and the Vice President of Consulting.

2. **President Role**
   a. Coordinate meetings and officer efforts
   b. Conduct general and officer meetings
   c. Generate and carry out ideas that will contribute to IISE as an organization
   d. Support officers and ensure communication between them
   e. Intervene when jobs are not being carried out and help correct the situation
   f. Work together with officers towards defining goals, objectives, resources, and budget
   g. Keep IISE involved with the university, the IISE Senior Chapter, and the IISE National Headquarters

3. **Executive Vice President Role**
   a. Concerned with all day to day activities of IISE
   b. Assist all other VP's and committees to carry out their goals
   c. Assist President with formal documentation of all activities (UCAR)
   d. Lead all transition activities for exiting / entering officers including elections
   e. Responsible for checking the OSU IISE Gmail account
   f. Recruit and lead delegation to regional and national IISE conferences
   g. Point of contact for any conflict internal to the organization

4. **Vice President of Internal Relations Role**
   a. Attend all ISE freshman survey classes, high school engineering fairs, involvement fairs, and any other recruitment meetings or fairs to introduce people to IISE and encourage them to come to the meetings or join.
   b. Responsible for keeping track of IISE National membership and coordinating with the Young Professional chapters to transition graduation seniors to the professional chapters.
   c. Help to coordinate all membership and social events including Kick-Off events at the beginning of each semester and the active member event at the end of the semester
   d. Keeps track of all membership statistics via survey and national IISE data.
   e. Secondary point of contact for any conflict internal to the organization in the event that the conflict involves the Executive Vice President

5. **Vice President of Outreach & Inclusion**
   a. Choose the Inclusion training taken by all officers upon election
   b. Seek and organize outreach & volunteering activities
   c. Establish & preserve relationships between IISE and other Engineering Student Organizations
   d. Seek and share resources with IISE members about active allyship in the organization and beyond

e. Reduce barriers for all members who may otherwise not attend events and enhance inclusivity of current IISE events

6. **Vice President of Finance Role**
   a. Finance responsibilities, including but not limited to: maintaining and leveraging our non-profit status, balancing statements against all accounts, forecasting future expenses and pending withdrawals.
   b. Write checks for reimbursable chapter expenses and own possession of the chapter debit card.
   c. Record all checks and receipts for the year
   d. Keep the chapter in good financial standing by approving, budgeting, and spending funds in a responsible manner
   e. Collect and deposit all electronic funds and cash transactions with the organization
   f. Send tax information to IISE National Headquarters by April 15
      http://www.iienet2.org/Details.aspx?id=630
   g. Work with the department on all events/trips that have monetary support from the department.

7. **Vice President of Brand Management**
   a. Advertise and provide information regarding meetings and events to members and all ISE students - includes all flyers and video display boards
   b. Maintain communication between officers and members through weekly emails
   c. In charge of all communication to the general IISE and ISE email listservs
   d. Maintains the website with upcoming events and other databases
   e. Responsible for all video, print, and social media, including the semester yearbook
   f. Owner of the promotional giveaways and apparel for the organization.

8. **Vice President of External Relations**
   a. Main contact for all company relations, including the yearly corporate sponsorship.
   b. Responsible for organizing and running information sessions including reserving rooms, and ordering food and drinks.
   c. Develop contacts and potential speakers for meetings
   d. Manages alumni relations and Columbus IISE Chapter relations

9. **Leadership Summit/Regional Conference Coordinators**
   a. Develops the strategy, leads major milestone tasks and manages the committee members to ensure a successful conference
   b. May select multiple Coordinators for the Conferences

10. **Vice President of Cohort Program**
    a. Develops the strategy, leads major milestone tasks and manages the committee members to ensure a successful cohort program
    b. In charge of Cohort program development and manage the Director of Cohort Operations to facilitate a successful and active program within the major

11. **Vice President of Consulting**
    a. Develops the strategy, leads major milestone tasks and manages the consulting program members to ensure a successful pro-bono consulting program
    b. In charge of selecting members of the program and developing their skills as ISE

consultants for future employment.

# Article IV – Officers and Standing Committees

1. **Executive Board Head** – President
   a. **Assistant Board Head** - Executive Vice President
2. **Internal Relations Committee Head** - Vice President of Internal Relations
   a. **Director of Social Events** – Organizes and leads, intramurals, happy hours and any other necessary social events.
   b. **Director of Membership** – Leads involvement fair operations and survey class engagement. Also, coordinates the national membership partnership between the OSU Student Chapter and IISE national. Coordinate student application and attendance to IISE regional and annual conference in collaboration with the President and Executive Vice President.
3. **Outreach & Inclusion Committee Head -** Vice President of Outreach & Inclusion
4. **Brand Management Committee Head** – Vice President of Brand Management
   a. **Director of Digital Operations** – Manges all IISE social media accounts (including LinkedIn) and updates to the Ohio state IISE website
   b. **Director of Marketing** – Leads the involvement fair marketing material creation and production of flyers/advertising for all IISE events and info sessions.
   c. **Video Contest Coordinator** – Responsible for the scripting, filming, and editing of Ohio State IISE video materials for national competitions. Appointment when needed.
5. **External Relations Committee Head** – Vice President of External Relations
   a. **Director of Professional Development** – Organizes and advertises Career Fair Prep Workshops and Resume Drop
   b. **Director of Department & Alumni Relations** –Manages all communication and interactions between alumni of the department and department faculty and staff and the current IISE club. Coordinate one student-faculty mixer per semester.
   c. **SWE/IISE Coordinator** – Co-Coordinates with SWE in planning the SWE/IISE Networking Night during the Autumn Semester. Appointment when needed
6. **Finance Committee Head** – Vice President of Finance
   a. **Director of E-Council Relations** – Attends all bi-weekly E-Council meeting and acts as liaison between IISE and the Engineering Council. Appointment each semester
7. **Cohort Committee Head** – Vice President of Cohort Program
   a. **Director of Cohort Operations** – Serve the Vice President of Cohort Program by planning events to foster the academic, social, and professional development of the created cohorts. The position is only open to students with at least 5 more semesters planned after election semester as the role is geared towards underclassmen.

# Article V – Advisor/Advisory Board Responsibilities

1. The Executive Board should be in communication with the Department Chair of the ISE Department in terms of presenting to the Industry Advisory Board for the Department, and with reporting how many students the chapter is sending to regional and annual conferences.

# Article VI – Method of Amending By-Law

1. Amending By-Laws is to be decided by a 2/3 vote by the Executive Board.

# Article VI – Financial Accounts Rules

1. The savings account shall only be used for the purposes of final profit received from the hosting of The Great Lakes Regional Conference and or other large-scale event at Ohio State campus.
2. Funds, up to $1000 per year, may be withdrawn for expenditures associated with a team building activity located at the site of that years' IISE Annual Conference, with the intention to host another Great Lakes Regional Conference before the funds in the account expire.
3. Funds are also allowed to be withdrawn in the face of unexpected expenditures that threaten the future continuity of The Institute of Industrial & Systems Engineers, The Ohio State University Chapter. This decision must be approved by a 2/3 or greater vote by the Executive Board coupled with approval from the chapters Advisor.
4. Any 25% of any profits derived from a Membership Committee specific event shall be set-aside for the next semester Membership Fund. Said Membership Fund should only be put towards membership events that are open to all students.

# Article VII – Regional and Annual Conference Attendance

1. The Great Lakes Regional Conference usually takes place on a weekend in mid-February. The attendance is usually the largest because it is cheaper to take more students to Regional than Annual. The current officers that were voted in during the previous November election get first priority to attend regional conference and annual conference.
2. All conference attendees are required to have an IISE polo.
3. The ISE Department in the past has helped with funding for both Regional and Annual Conference.
4. For Annual Conference, the standard is that seniors who have graduated the previous April/May can still attend but preferences should be given to returning students.