

Engineering Society of Professional Excellence

Constitution

I. Name, Purpose, and Non-Discrimination Policy of the Organization.

I.a. Name: Engineering Society of Professional Excellence

I.b. Purpose: The purpose of the Engineering Society of Professional Excellence is to promote professional development for students in the College of Engineering and recognize those students who are successful in their internships while helping other students reach this level of performance. ESPE is the only organization partnered with Engineering Career Services and exists to help students connect with employers and develop skills essential to success in the workplace.

I.c. Non-Discrimination Policy: This organization 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.

II. Membership Qualifications and Categories of Membership

II.a. General Body Members: General body members can include any student enrolled in the College of Engineering who has expressed interest in the organization. General body members can join ESPE at any time and there is no application process for general body members. To be eligible for scholarship opportunities, general members must be enrolled in the College of Engineering, one semester of experience as a general body member, and must attend at least one event of ESPE within a year. To be considered an active member, students must attend at least one event within a year.

II.b. Kappa Theta Epsilon Members: Any student who was inducted as a member of Kappa Theta Epsilon before the organization transitioned to the Engineering Society of Professional Excellence shall automatically be considered active status.

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 the Engineering Society of Professional Excellence 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 Board 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 Board shall adopt rules to ensure due process to the officer. The Board may act for removal upon a two-thirds affirmative vote of the executive board.

IV. Organization Leadership

Active members who have been involved with the Engineering Society of Professional Excellence for a minimum of one semester are eligible to run for officer positions. Officers will be elected by a majority vote from all board members. Each term will commence at the start of the Fall Semester and conclude at the end of the following Spring Semester. Positions vacated early for graduation or a co-op rotation will be filled through standard election procedures.

Chief Executive Officer:

Primary leader for the organization. Responsible for strategy and overall direction of organization throughout term. Also responsible for external relations to coordinate collaborations between other organizations and companies and coordinating all events. Ensures good standing with Ohio Union Student Life each year and attends training.

Executive Vice President

Reports to CEO. Secondary leader for the organization. Responsible for implementing strategy and working directly with the primary leader to organize and host events. Responsible for attending E-Council Meetings or assigning this responsibility to other Board Members.

Chief Operations Officer

Reports to Executive VP. Responsible for reserving rooms for events and taking minutes at meetings. Responsible for set up, clean up, ordering food, and any other logistics that pertain to preparing events for the organization. COO is the primary lead for the annual career fair. Delegates responsibility to another member if unavailable to manage responsibilities for a given event.

Chief Human Resources Officer

Reports to Executive VP. Responsible for tracking internal membership engagement throughout the semester. Also responsible for tracking membership status of all affiliated individuals of ESPE, developing documentation service (google form, sign in sheet, etc.) for tracking engagement from internal members and other new members for all events. Primary lead for recruitment strategy. The lead for developing scholarship criteria, as voted on annually by board members. Oversees election process and executive staffing.

Chief Marketing Officer

Reports to Executive VP. Responsible for all internal communication within the organization as directed by the CEO or VP. Develops marketing material for advertising events either for internal purposes or external outreach for larger events. Will work directly with COO and academic advisors to draft, finalize, and ultimately publish content. Also responsible for taking pictures, managing the website, and other digital media.

Chief Financial Officer

Reports to Senior VP. Responsible for managing organization funds. Responsible for presenting a semesterly report to indicate the financial health of the organization, along with documenting incoming and outgoing funds. Primary lead for fundraising. Organization card holder.

V. Adviser(s) or Advisory Board: Qualification Criteria.

The Adviser (or Co-Advisers) for the Engineering Society of Professional Excellence will be an employee of Engineering Career Services. The Adviser will consult Board Members, assist in event planning, and sign off on the semesterly budget. If an Adviser must leave their position they will recommend an appropriate replacement to the Board.

VI. Meetings of the Organization: Required meetings and their frequency.

A minimum of four board meetings and two general body meetings will be held each semester. It is recommended that general body meetings are held monthly.

VII. 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 should require a majority of voting members (a quorum being present). As an alternative measure, out of necessity, board members can vote by simple majority to change or edit existing clauses if a quorum is present during a meeting.

VIII. Method of Dissolution of Organization

Dissolution of the Engineering Society of Professional Excellence must be proposed by a Board Member. The Board will vote on the proposed dissolution after a hearing has been held at a general body meeting. Dissolution must be passed by a two thirds majority of the Board and requires adviser approval. Any monetary assets held by the Engineering Society of Professional Excellence will be donated to the Engineer's Council on the stipulation the money be awarded to other student organizations within the College of Engineering.