**ENGINEERS FOR COMMUNITY SERVICE (ECOS)**

**CONSTITUTION**

Non-Discrimination Clause: “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.”

Additionally, as a student organization at The Ohio State University, Engineers for Community Service 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. 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.

1. **NAME OF ORGANIZATION**

The name of this organization shall be Engineers for Community Service, hereinafter referred to as ECOS.

1. **MISSION**

Engineers for Community Service (ECOS), a student organization at The Ohio State University, promotes life-long professionalism via educational experiences in the uses of engineering skills for local and international community service projects.

1. **AFFILIATIONS**

ECOS may collaborate with other local and national organizations that help our membership accomplish our mission, such as Humanitarian Engineering Scholars.

1. **MEMBER SELETION AND REMOVAL**
   1. The voting membership of ECOS shall consist of those students of The Ohio State University that are members of ECOS;
   2. Student membership in ECOS is established by regularly participating in activities and meetings;
   3. Faculty, alumni, professionals, etc. are encouraged to become non-voting associate or honorary members;
   4. This organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, national origin, sec, age, handicap, veteran status, or academic discipline.
   5. Any member who participates in any controversial or discriminatory practices while representing the organization, will have their membership revoked after review and a majority vote by the Executive Board.
   6. Any member who uses money from the organization’s account or programming funds for any unauthorized use, will have their membership revoked immediately.
   7. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.
2. **ORGANIZATION**

The powers of ECOS shall be vested in the Steering Committee.

1. **COMMITTEES**
   1. The Steering Committee of ECOS shall consist of the elected and appointed officers of ECOS as well as any member of ECOS with an interest in the leadership of the organization.
   2. The Steering Committee shall:
      1. Plan, advertise, and execute activities for ECOS;
      2. Further the mission ECOS;
      3. Promote ECOS to the campus community, alumni and friends thereof;
      4. Be open to the concerns of any individual in ECOS.
   3. The Executive Committee shall consist of the President, Vice President of Internal Operations, and Vice President of Public Relations.  This Committee shall:
      1. Address small decisions throughout the academic term.
      2. Handle day to day operations of leadership.
   4. Other committees may be created or dissolved as needed by the President or a majority vote of the Steering Committee.
2. **OFFICERS**

The officers of ECOS shall consist of:

* 1. President, who shall:
     1. Lead ECOS in furthering our mission;
     2. Be the main contact person for ECOS;
     3. Conduct meetings of the Steering Committee and of the membership of ECOS;
     4. Meet with faculty and facilitate communication between the Steering Committee and the Advisory Panel to promote an effective relationship;
     5. Be informed of developments that need attention from ECOS and refer them to the appropriate individuals or groups.
     6. Appoint officers to the Steering Committee if necessary.  Appointments may fill positions that have been vacated during a term or may create new positions if the need arises. All appointments must be approved by a majority vote of the Steering Committee.
     7. Conduct weekly meetings between the president, vice-president for local projects, vice president of international projects, and, as needed, any other ECOS members.
  2. Vice-President of Internal Operations, who shall:
     1. Serve as President in the absence of the President;
     2. Manage a committee of ECOS members to coordinate all aspects of local engineering service projects;
     3. Appoint a contact person for each local engineering service project.
     4. Attend weekly meetings with the president and vice-president for public relations;
     5. Share responsibilities with Vice-President for Public Relations to balance workload and oversee international projects if necessary;
     6. Assist Steering Committee members in their duties as needed.
  3. Vice-President of Public Relations, who shall:
     1. Serve on a social committee with the Social Chair and other interested ECOS members planning social events, fundraisers, and maintaining social media;
     2. Brainstorm and develop new ideas for international projects;
     3. Serve as the primary focal point for all international projects and transfer knowledge between project teams for more efficient international trips;
     4. Appoint a contact person for each international engineering service project;
     5. Serve as a point of contact for Resident Directors and the Office of International Affairs for advertising and recruiting for engineering-related international projects and international trips through the College of Engineering;
     6. Attend weekly meetings with the president and vice-president for internal operations;
     7. Share responsibilities with Vice-President of Internal Operations to balance workload and oversee local projects if necessary;
     8. Assist Steering Committee members in their duties as needed.
  4. Ambassador for Community Technology Clinic, who shall:
     1. Serve as primary contact to the Community Technology Clinic;
     2. Brainstorm and develop ideas for involvement between ECOS and the Community Technology Clinic;
     3. Promote ECOS involvement in the Community Technology Clinic.
  5. Social Chair, who shall:
     1. Organize a minimum of one social event per semester;
     2. Organize a minimum of one fundraising event per year;
     3. Publicize ECOS as much as possible and appropriate;
     4. Enlist ECOS members to help publicize ECOS;
     5. Maintain ECOS social media accounts (Facebook, Twitter, Instagram, and LinkedIn).
     6. Assist Vice President of Public Relations in their duties.
  6. Treasurer, who shall:
     1. Maintain detailed records of the income and expenditures of ECOS as a whole as well as for individual projects we organize or sponsor;
     2. Work closely with local projects or their appointed representatives to make sure that project budgets are handled appropriately;
     3. Have the financial records audited annually by The Ohio State University as necessary for continued funding;
     4. Prepare financial statements quarterly or as appropriate for the Steering Committee;
     5. Maintain records of activities, etc. to use in fundraising, grant applications, scrapbooks, future planning, etc.;
     6. Assist Social Chair in organizing fundraising efforts for ECOS.
  7. E-Council Representative, who shall:
     1. Represent ECOS at meetings of E-Council;
     2. Keep the Steering Committee aware of developments within E-Council.
     3. Enlist ECOS members to help with any activity put-on by E-Council (i.e. Engineering Expo, Arch-E week, etc.) to earn funds for ECOS.
  8. Webmaster, who shall:

1. Update the website each semester with new project meeting dates and times;
2. Update the website with news of socials, fundraisers, or club achievements;
3. Update the website for any edits or suggestions from other ECOS Officers and Project Leaders.
   1. All Officers:
      1. Are required to make every effort to attend all steering committee and ECOS general meetings.
   2. Removal of Officers
      1. In the event that an officer fails to perform his or her duties as outlined above, he or she may be removed from his or her role by a majority vote of 2/3 of those present and voting at a meeting of the steering committee or general ECOS membership.
4. **ADVISOR(S) AND ADVISORY PANEL**
   1. ECOS shall have an Advisory Panel of faculty, staff, and alumni of The Ohio State University, who shall:
      1. Provide assistance to ECOS whenever and however possible;
      2. Be encouraged to come to meetings and get involved with the activities of ECOS.
   2. One advisor from the Advisory Panel shall be elected to serve as ECOS Advisor, who shall:
      1. Help with paperwork necessary to maintain the status of ECOS as a recognized student organization at The Ohio State University.
      2. Facilitate communication between the Advisory Panel and the President;
      3. Continue to serve on the Advisory Panel.
   3. Other advisors may be elected or appointed to advise a project committee within ECOS.
   4. An advisor may voluntarily resign from his or her position with a one-month notice presented in advance to the president or vice president.
   5. If an advisor fails to perform his or her ascribed duties they will be subject to forced removal of office by a majority vote by the Steering Committee.
5. **MEETINGS**
   1. The ECOS membership:
      1. Shall meet at least once during each academic term except summer;
      2. Additional meetings may be called by the President or majority vote of the Steering Committee as required;
      3. Only student members of ECOS shall be allowed to vote;
      4. Meetings shall be open to all students, faculty, staff, and friends of The Ohio State University unless otherwise specified at the time of calling;
   2. The Steering Committee:
      1. Consists of Cabinet and Faculty Advisers
      2. Shall meet at least twice during each academic term except summer;
      3. Additional meetings may be called by the President or majority vote of the Steering Committee as required;
      4. Meetings shall be open to all ECOS members unless otherwise specified at the time of calling;
      5. All elected and appointed officers shall be allowed to vote, and they may choose to allow all ECOS members to vote on any given issue.
   3. The Executive Committee:
      1. Shall meet once each week during each academic term except summer;
      2. Will open each meeting to all members of ECOS but only the Executive Committee is required;
      3. Shall address needs and decisions of ECOS and drive the vision for the organization.
6. **ELECTIONS**
   1. All officers shall serve one-year terms and be elected at a meeting of the membership of ECOS.
   2. Nominations will be taken from the floor during this meeting.  Nominees who accept their nomination verbally at the meeting or in signed documentation present at the meeting will be considered to be Candidates for the position.  Self-nominations are acceptable.  Nominations will not close for at least thirty seconds after the most recent nomination.
   3. Each candidate for an officer position shall be given time in front of the membership.  All competing candidates shall be out of earshot at the time.
   4. Candidates for officer positions should be out of the room while ballots are being filled out and collected.
   5. The results for each position shall be announced before nominations are taken for the following position.
   6. Unfilled positions will be left unfilled until the President can find ECOS members to appoint to these positions.  Such appointment requires a majority vote of the Steering Committee for approval.
7. **GOVERNING DOCUMENTS**

ECOS shall adhere to the following (in this order):

* 1. Engineers for Community Service (ECOS) Constitution;
  2. The rules contained in Roberts Rules of Order, Newly Revised (most recent edition) shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with policies of the above governing documents.

1. **VALIDITY OF RESOLUTIONS/AMENDMENTS**
   1. All matters pertaining to the programs and activities of ECOS shall be decided by a simple majority of those present and voting at a meeting of the Steering Committee.
   2. This Constitution may be amended by a two-thirds (2/3) majority vote of those ECOS members present and voting at a meeting of the membership of ECOS, provided that written notice of each proposed amendment has been provided to the membership of ECOS at least fourteen (14) days prior to said meeting.
2. **DISSOLUTION**
   1. ECOS may be dissolved only as follows:  At a meeting of the Steering Committee or the ECOS membership, dissolution shall be proposed and ratified by of vote of two-thirds (2/3) of those present and voting.  The ECOS membership shall then be given at least twenty-one (21) days written notice that dissolution will be voted on at the next ECOS meeting.  At this meeting the proposal to dissolve must be ratified by a vote of two-thirds (2/3) of those present and voting.
   2. In the event of dissolution of ECOS, all records and property of ECOS shall revert to the care of the College of Engineering at The Ohio State University, who shall also be responsible for any remaining financial liabilities.
3. **ADOPTION**

This Constitution may be adopted by a vote of two-thirds (2/3) of those present and voting at a meeting of the ECOS Steering Committee.

Adopted:  May 10, 2004

Revised:  September 17, 2020