

## **WiEmpow[Her] At The Ohio State University**

### **ARTICLE I – NAME AND OBJECTIVES\*\***

#### *Section 1. Name*

The name of this organization is WiEmpow[Her] at The Ohio State University (herein referred to as 'WiEmpow[Her]' or 'the organization').

#### *Section 2. Objectives*

The section is an organizational unit whose purpose is to further the objectives of the WiEmpow[Her] Cohort within the Engineering House Learning Community.

#### *Section 3. Powers*

The section is empowered by WiEmpow[Her] to pursue the objectives of the organization under these bylaws and in consonance with the bylaws of the organization and in consonance with the rules and regulations of The Ohio State University.

#### *Section 4. Non-Discrimination Policy*

In accordance with the organization's policies and purposes, the region shall not discriminate in connection with its membership and its services to the public at large.

*"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."*

### **ARTICLE II – MEMBERSHIP\*\***

#### *Section 1. Members*

Members of the section are those members of WiEmpow[Her] assigned to the section. All members of the section shall have the right to attend all in-person section and executive council meetings.

#### *Section 2. Grades of Membership*

Members shall have the same membership grade in the section as they have in the organization and voting privileges as specified in the organization bylaws. Collegiate members shall be voting members of the section.

#### *Section 3. Business Meeting*

A meeting of the general membership to conduct the business of the section may be called by the president, the executive council, or by a group of five percent or five of the voting members of the section, whichever is greater. At least fifteen days written notice shall be provided to all members prior to such a business meeting.

#### *Section 4. Quorum*

Fifteen voting members or thirty percent of the voting members of the section, whichever is less, shall constitute a quorum for the conduct of the business of the section.

### **ARTICLE III – OFFICERS**

#### *Section 1. Officers\*\**

The officers of the section are the president, vice president, secretary, treasurer, community service chair, academic chair, professional development chair, social chair, DOI liaison, and Sponsorship.

## Section 2. Eligibility and Term of Office\*\*

- A. Eligibility to run for an office shall first be given to alumna of the WiEmpow[Her], and then to members with at least one year membership and active involvement. Involvement rubric will be defined at the start of each academic year by the Officers.
- B. Officers shall serve for a term of one fiscal year, to coincide with the organization's fiscal year.
- C. It is strongly encouraged that officers may not hold more than one office at a time.
- D. Officer positions may be held by only one member at a time.

## Section 3. Duties\*\*

- A. The president shall:
  - 1. Represent the section before the public and preside at meetings of the section and its executive council;
  - 2. Appoint the chairs of all committees, with the approval of the executive council, except the chair of the nominating committee;
  - 3. Approve the appointment of all committee members, except the members of the nominating committee;
  - 4. Authorize the disbursement of section funds within the budget approved by the executive council;
  - 5. Be an authorized signatory on all section accounts;
  - 6. Review and approve the year-end section financial report;
  - 7. Provide oversight and guidance to the committee chairs as assigned; and
  - 8. Perform other duties normally associated with the office of president or as may be assigned by the executive council or the governance documents.
- B. The vice president shall:
  - 1. Assume the duties of the president if the president is temporarily unable to serve;
  - 2. Provide oversight and guidance to the committee chairs as assigned;
  - 3. Maintain the organization's personal email account; and
  - 4. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.
- C. The secretary shall:
  - 1. Maintain the records of the section, including meeting notes and event attendance;
  - 2. Maintain the organization's personal email account;
  - 3. Organize necessary correspondence between the executive board and members, including but not limited to notifications about upcoming events, meetings and elections;
  - 4. Establish a weekly newsletter for upcoming events, meetings, and elections to be sent out to organization members;
  - 5. Provide oversight and guidance to the committee chairs as assigned; and
  - 6. Perform other duties normally associated with the office of secretary or as may be assigned by the president, the executive council, or the governance documents.
- D. The treasurer shall:
  - 1. Be responsible for the collection, distribution, and safekeeping of section funds;
  - 2. Prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget;
  - 3. Prepare and file taxes on behalf of the section if necessary;
  - 4. Provide oversight and guidance to the committee chairs as assigned; and
  - 5. Perform other duties normally associated with the office of treasurer or as may be assigned by the president, the executive council, or the governance documents.
- E. The community service chair shall:
  - 1. Establish one community partnership per academic year, through which ongoing community service efforts will be completed;
  - 2. Organize internal community service events that shall be open to both members of the WiEmpow[Her] Organization and students in the WiEmpow[Her] cohort; and
  - 3. Encourage participation in service events held by the EHLC, other student organizations, or campus-wide efforts.
- F. The academic chair shall:
  - 1. Be responsible for the organization of academic study tables, tutoring sessions or other events as seen fit to support the academic progress of the organization's members; and
  - 2. Encourage participation in study tables, tutoring or mental health and awareness sessions held by WiEmpow[Her], other student organizations or campus-wide efforts.
- G. The professional development chair shall:
  - 1. Maintain corporate contacts and sponsors;
  - 2. Arrange company meetings, plant tours or other networking events as seen fit; and

3. Encourage participation in networking and professional development events held by WiEmpow[Her], other student organizations or other campus-sponsored events.

H. The social chair shall:

1. Be responsible for maintaining the organization's social media platform, including but not limited to: Facebook, Instagram, Twitter, or LinkedIn.
2. Organize social events for WiEmpow[Her] members, in conjunction with the WiEmpow[Her] cohort or independently; and
3. Encourage involvement in all events held by the WiEmpow[Her] organization.

I. The DOI Liaison shall:

1. Be a student worker in the DOI office to a DOI staff member
2. Coordinate with all officers on the information that they need to maintain organization duties, i.e. providing access to student list serves, access to the EHLC teams, EHLC carmen page, etc.
3. Coordinate with the EHLC
4. Facilitate collaboration with other DOI organizations and working with respective officers on those events
5. Maintaining relationships with EHLC RAs

J. The Sponsorship chair shall:

1. Attend and facilitate any sponsorship meeting held with the DOI staff and provide student support and perspective; this position will work closely with DOI liaison staff; and
2. Meet with companies and respond to emails sent by prospective companies interested in collaborating with WiEmpow[Her]

#### Section 4. Nomination and Election

A. The executive council shall elect at least three members to serve on the nominating committee. The nominating committee shall select its own chair, who must be a member of the section but does not need to have been elected to the committee by the executive council.

B. Members of the nominating committee may not become candidates during their tenure of service on the nominating committee.

C. The nominating committee shall propose at least one qualified candidate for each of the officer positions. The slate shall be presented to the members of the section by mail, electronic mail, or posting on the section web site by February 28 of each year.

D. Additional candidates may be nominated by petition, provided that:

1. The member is eligible for the position;
2. The member has given written consent to being placed on the ballot;
3. A minimum of two percent or five of the voting members of the section, whichever is greater, have signed a petition or endorsed an email to place the candidate's name on the ballot; and
4. The petition, together with the written consent, is submitted to the chair of the nominating committee within fifteen days after the slate is announced to the members of the section.

E. The chair of the nominating committee shall arrange for the distribution of ballots to occur at least fourteen days prior to the required return date for the vote. Voting may be by mail, electronic mail or web-based provided that mail ballots are sent to those without electronic access. The chair of the nominating committee shall select a tellers committee to receive and count the votes, and to report the results to the president.

F. The voting members of the section shall elect the section officers and counselor.

G. A plurality shall elect for each position. Write-in votes for eligible candidates shall be allowed. In the event of a tie, the election for that position shall be determined by lot, conducted by the chair of the nominating committee.

H. *Removal of members:* All members and officers shall conduct themselves to the standards of this constitution and reflects well on the organization. In the case that a member does not meet these standards, the dismissal of the member will be decided on by the Executive Board and the Academic Advisor. Should a member of the Executive Board not meet these requirements, the dismissal of the Executive Board member shall be decided upon by the Academic Advisor with input from the remainder of the Executive Board. No member can be dismissed for any of the reasons laid out in the Non-discrimination statement above.

#### Section 5. Vacancies

A. A vacancy in the office of president shall be filled by the vice president for the remainder of the term.

B. A vacancy in any office other than president shall be filled by election by the executive council.

## **ARTICLE IV – COUNSELOR AND FACULTY ADVISOR\*\***

### Section 1. Faculty Advisor

- A. It is recommended, but not required, that the section have a faculty advisor.
- B. It is preferred, but not required, that the faculty advisor be associated with the College of Engineering Diversity, Outreach and Inclusion Office; EHLC/WIEmpow[Her] cohort.
- C. The faculty advisor is a non-voting member of the section.
- D. The selection of a faculty advisor is to be in compliance with the policies and procedures of the college/university.

## **ARTICLE V – EXECUTIVE COUNCIL**

### Section 1 Composition

The governing body of the section shall be the executive council. The officers of the section shall constitute the voting members of the executive council.

### Section 2. Duties

The executive council shall:

1. Transact the business of the section;
2. Implement section policies as determined by the membership;
3. Elect the members of the nominating committee;
4. Approve the appointment of all committee chairs, except the chair of the nominating committee;
5. Approve the section budget and authorize expenditures not included in the approved budget.

### Section 3. Conducting Business

- A. The executive council shall meet regularly to conduct the business of the section upon the call of the section president or by written petition of at least one-third of the voting members of the executive council.
- B. Unless otherwise restricted by law or these bylaws, the executive council may also conduct business by telephone, mail, electronic mail, fax, or other electronic devices.

### Section 4. Quorum

- A. A quorum shall be a majority of the members of the executive council then in office, but not less than three, one of whom is the president or vice president.
- B. No member of the executive council may vote by proxy.

### Section 5. Removal

Any officer may be removed for cause by a vote of two-thirds of the voting members of the section responding to a recall ballot, provided that votes have been received from at least the number of members required for a quorum. Such removal shall be effective immediately upon the recording of such vote. Removal procedures not covered by law or these bylaws shall be developed and approved by the executive council.

## **ARTICLE VI – COMMITTEES**

- A. The executive council may establish committees as the need arises.
- B. The members of the committees shall be appointed by the chair of the committee with the approval of the president.
- C. The executive council shall prepare a description of the duties of each committee and reporting relationships.

D. Each committee chair shall present a status report to the membership when requested by the executive council contact. Each committee chair shall also prepare an annual report providing input to the section's final report to the organization.

#### **ARTICLE VII – DISSOLUTION\*\***

In the event of dissolution, the assets of the section shall be first used to pay any remaining debts, after which any remaining funds shall be disbursed according to the CoE Student Life Student Organization's guidelines

#### **ARTICLE VIII – PARLIAMENTARY AUTHORITY\*\***

The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall govern this section in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the section may adopt.

#### **ARTICLE IX – AMENDMENT\*\***

A. These bylaws may be amended by a two-thirds vote of the members present and voting at a meeting or of the ballots received prior to the stated deadline.

B. Amendments may be proposed by a majority of the executive council or five voting members of the section. All proposed amendments must be submitted to the secretary.

C. Written notice, delivered either by mail or electronically, must be given to all members of the section at least fifteen days prior to the date of the meeting or the specified date for voting to be completed.

D. Amendments adopted by the section shall be sent to the organization secretary according to established procedures, and shall become effective after approved by the secretary.

E. Required sections are marked with a double asterisk (\*\*) and conform to the collegiate section bylaws template. Changes to these sections of the collegiate section bylaws template shall become part of these bylaws upon approval of the organization. The secretary shall incorporate such changes into the section bylaws and forward the updated bylaws to the organization members within six months of notification of the change to the section bylaws template.