

The Constitution of the Construction Systems Management Club of The Ohio State University

PREAMBLE

We, the members of the Construction Systems Management (CSM) Club at The Ohio State University, in order to promote construction and maintain continuity within our major, do ordain and establish this Constitution.

ARTICLE I – NAME, PURPOSE, AND NON-DISCRIMINATION POLICY

Section 1: Name. The name of this organization shall be the Construction Systems Management Club at The Ohio State University and shall be located at The Ohio State University, Department of Food, Agricultural and Biological Engineering, 590 Woody Hayes Drive, Columbus, Ohio, 43210.

Section 2: Purpose. The objectives of the Club are as follows:

- a. To acquaint present and potential members with opportunities in construction systems management,
- b. To acquaint industry and the general public with construction systems management,
- c. To develop potential leadership and create a spirit of fellowship among members,
- d. To foster the development of professional attitudes and to encourage recognition of the need for continued professional and intellectual improvement, and
- e. To promote the interests of students in construction systems management.

Section 3: 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.

Section 4: Sexual Misconduct Policy. As a student organization at The Ohio State University, the Construction Systems Management Club 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.

ARTICLE II – MEMBERSHIP

Section 1: General Membership. General Members shall be voting members of the Club who are currently enrolled as a full-time or part-time student at The Ohio State University in a construction-related major and upholding a minimum overall GPA of 2.0. General membership may be split into multiple tiers, if necessary, and will be described in the By-Laws.

Section 2: Honorary Membership. Honorary Members shall be non-voting members of the Club who are alumni of The Ohio State University, Columbus community members, or currently enrolled students that are not in a construction-related major or have a GPA less than 2.0.

Section 3: Membership Benefits. Members may receive certain benefits for being in the Construction Systems Management Club depending on the membership category. Membership benefits shall be dictated in the By-Laws.

Section 4: Membership Dues. All members may be required to pay dues, to be determined during the first two weeks of each semester. The amount and frequency of membership dues shall be dictated in the By-Laws.

Section 5: Non-student Members. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

ARTICLE III – MEMBER AND OFFICER REMOVAL

Section 1: Removal of Members. Any member of the Construction Systems Management Club that engages in behavior that is detrimental to advancing the purpose of this organization, violates this Constitution or the By-Laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, may be removed through a majority vote of the officers in consultation with the organization's advisor. Such action is only to be taken after due notice, in writing to the affected member.

Section 2: Removal of Officers. Any elected or appointed officer of the Construction Systems Management Club may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of this Constitution or the 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 officers in consultation with the organization's advisor, in which case the officer shall become a general member unless circumstances warrant expulsion.

Section 3: FERPA Protection. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the officers, in consultation with the advisor, may vote to temporarily suspend a member or executive officer.

ARTICLE IV – ORGANIZATION LEADERSHIP

Section 1: Leadership Roles. Officers of the Construction Systems Management Club shall be President, Vice President, Treasurer, Secretary, Reporter, Faculty Advisor, and various Committee Chair positions as dictated in the By-Laws. Procedures for the selection of these Officers shall be described in Article V.

Section 2: Length of Terms. All officers of the Construction Systems Management Club, except the Faculty Advisor, shall hold office for a full academic year, unless there is cause for removal or insufficient candidates on the ballot. If there are insufficient candidates, the Executive Committee may choose to appoint a Secretary and/or Reporter for a partial term.

Section 3: Officer Appointments. All Officers of the Club shall be elected by the general members. In the case that there are insufficient candidates on the ballot, new Officers may be appointed with a majority vote of the acting Executive Committee. Election and appointment procedures shall be further described in Article V.

Section 4: Duties of the Officers. The duties of each Officer shall be described below:

Paragraph 1: President. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President must be an undergraduate student. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the organization.

Paragraph 2: Vice President. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.

Paragraph 3: Treasurer. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. The treasurer must be an undergraduate student. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.

Paragraph 4: Secretary. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.

Paragraph 5: Reporter. The Reporter shall update the officers and general members of the Club as to the state of the organization. A report may include information regarding general attendance, fundraising, feedback from members, and any other information necessary for conducting the business of the organization.

Paragraph 6: Faculty Advisor. The Faculty Advisor shall be the official representative between the Club and the supervising department. He or she shall counsel with officers, members, and committees of the Club and assist toward the highest accomplishments of the organization. He or she shall be a member, associate member, construction systems management member or an associate construction systems management member in good standing.

ARTICLE V – SELECTION OF ORGANIZATION LEADERSHIP

Section 1: Eligibility for Office. No person shall be denied the role of an Officer based on the guidelines as defined in Article I, Section 3. The qualifications necessary to hold office in this organization are as follows:

- a. Must be a full-time student and in good standing at The Ohio State University,
- b. Must be an active member in the Construction Systems Management Club, unless special circumstances warrant otherwise, and
- c. Must maintain a cumulative GPA of 2.5 or higher.

Section 2: Election Procedures. The specific procedures for Officer nomination, election, and appointment shall be dictated in the By-Laws. Officers shall be elected by secret ballot, with a

simple majority required to elect. To be considered for officer positions all prerequisites must be met as described in the By-Laws of the Club.

Section 3: Special Circumstances. Procedures for special circumstances of Officer selection and removal shall be given below.

Paragraph 1: Resignation. In the case that an active Officer resigns from office, the Executive Committee shall hold a majority vote to appoint a new officer until the end of the current term. If a majority cannot be reached, the next highest-ranking officer may choose to take the vacant office.

Paragraph 2: Impeachment. In the case that an active Officer is impeached from office, the Executive Committee shall follow the same procedures as described in Paragraph 1 of this section.

Paragraph 3: Early Departure. In any other case that requires an active officer to leave office before the end of the term, the Executive Committee shall follow the same procedures as described in Paragraph 1 of this section.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1: Definition. The Executive Committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership.

Section 2: Composition. The Executive Committee shall be comprised of all officers stated in Article IV and chairpersons of all standing committees as described in Article VII.

Section 3: Duties and Responsibilities. The Executive Committee shall plan and execute the functions of the Club and maintain yearly and long-term goals. The specific duties and responsibilities of the Executive Committee shall be dictated in the By-Laws.

Section 4: Reports. The reports created by the Executive Committee shall include all the necessary information as outlined in the By-Laws.

ARTICLE VII – STANDING COMMITTEES

Section 1: Definition. The Club may have Standing Committees to assist the Executive Committee in conducting business of the organization and to allow general members to further

participate in the business of the organization. These committees may include: Student Outreach, Community Service, and Social Media.

Section 2: Appointment of Chairpersons. All Standing Committee chairpersons shall be appointed by a majority vote of the Executive Committee. Special circumstances and other appointment responsibilities shall be dictated in the By-Laws.

Section 3. Duties and Responsibilities. The duties and responsibilities of all Standing Committees shall be dictated in the By-Laws.

ARTICLE VIII – ADVISOR

Section 1: Qualifications. The Faculty Advisor must be a full-time member of the University faculty or Administrative & Professional staff. He or she must also be a member of the College of Food, Agricultural, and Environmental Sciences.

Section 2: Expectations. The expectations of the Advisor shall be as described in the By-Laws. The duties of the Advisor shall be as stated in Article IV, Section 4, Paragraph 6.

ARTICLE IX – MEETINGS AND EVENTS

Section 1: Meeting Frequency. The Club shall hold regular meetings during the school year, as described in the By-Laws, for the conduct of business and presentation of professional and other suitable programs. Attendance at all meetings is to be recorded so that member participation can be documented.

Section 2: Minimum Member Attendance. To remain in good standing with the Club, all members are to attend at least two meetings per semester, as described in the By-Laws.

ARTICLE X – ATTENDEES OF EVENTS

Section 1: Attendee Behavior. The Construction Systems Management Club at The Ohio State University reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

Section 2: Disciplinary Action. The Executive Committee may choose to take disciplinary action, such as removal from the event, when necessary and as described in the By-Laws.

ARTICLE XI – CONSTITUTIONAL AMENDMENTS

Section 1: Proposals. Constitutional amendment proposals may be brought up in a regular meeting by any member of the organization and will be voted on no sooner than one week and no later than one month after the proposal is given.

Section 2: Voting Procedure. This Constitution shall be amended by a two-thirds vote of members present at a regular meeting which follows by at least two weeks' advance notice of the proposed amendments to members of the Club.

ARTICLE XII – DISSOLUTION OF ORGANIZATION

Section 1. Disposal of Assets and Debts. Should this student club dissolve, the assets of the organization shall be distributed according to the rules and regulations of the university governing body for student organizations.

Section 2. Contact Student Activities. Upon dissolution, the President, or the highest-ranking officer that remains, must contact the Student Activities staff to finalize the dissolution via csls@osu.edu.

The Bylaws of the Construction Systems Management Club at The Ohio State University

ARTICLE I - NAME

As stated in the constitution, this organization shall be the Construction Systems Management Club at The Ohio State University and shall be located at The Ohio State University, Department of Food, Agricultural and Biological Engineering, 590 Woody Hayes Drive, Columbus, Ohio, 43210.

ARTICLE II – AUTHORITY

Section 1. This organization is a recognized student organization at The Ohio State University and adheres to all rules and obligations of The Ohio State University Student Government.

Section 2. This organization may establish Standard Rules to govern administrative and procedural matters. Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended or temporarily suspended by a majority vote present at an organization meeting where an executive officer is present.

Section 3. The rules contained in the most recent version of Robert's Rules of Order, Newly Revised shall be the parliamentary authority for this organization and shall govern 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 organization may adopt.

ARTICLE III - MEMBERSHIP

Section 1. As stated in the Constitution, there is one membership tier of membership in the Construction Systems Management Club at The Ohio State University: General Members.

Section 2. Requirements for Membership types are stated herein. Executive officers and faculty advisors reserve the right to enforce membership requirements on a conditional basis per a specific students' circumstances to uphold them.

Section 3. Requirements to be considered an active member in the Construction Systems Management Club at The Ohio State University are as follows:

- Required to pay dues if mandated for the semester per constitution discussed and documented by the President and Faculty Club Advisor.
- Required to attend two meetings per semester.
- Required to attend OSU on at least a part-time basis. (minimum 6 credits per semester)
- Required to be enrolled in architecture, construction management, civil-engineering, or any other construction industry-related course of study.
- Required to uphold an overall GPA of 2.0 or above.
- Required to take part in all elections unless other arrangements have been agreed upon by both the President and Faculty Club Advisor.

ARTICLE IV – OFFICERS

Section 1. Officers of the CSM Club shall be President, Vice President, Secretary, and Treasurer.

Section 2. The Powers and Duties of Executive Officers are as follows:

- The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President must be an undergraduate student. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the organization.
- The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
- The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. The treasurer must be an undergraduate student. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.

- The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.

Section 3. Qualifications necessary to hold office in this organization are as follows:

- The Ohio State University policy requires that to be eligible for office, candidates must be in good standing and regularly enrolled students at The Ohio State University.
- Required to have been considered an active member of the CSM Club for at least 1 semester.
- Required to maintain a GPA of 2.5 or higher.

ARTICLE V – COMMITTEES

Section 1. Committee Chair Members of the Chapter shall be: Membership, Fund Raising, Program, Social, Bylaws, Nominations, Finance, Public Relations, etc.

Section 2. Membership in all committees shall be open to any member that desires to participate.

Section 3. Each Committee shall be chaired by a Chapter Officer and have required sitting members.

Section 4. The Powers and Duties of Committee Chair Members are as follows:

- Committee Chair Member 1
- Committee Chair Member 2
- Committee Chair Member 3

ARTICLE VI – MEETINGS

Section 1. Club meetings will be open to all members unless otherwise advertised per weekly meeting invitations.

Section 2. Meetings will occur each week on Wednesday's at 6:00 pm at the Ohio State campus unless otherwise notified/rescheduled for any given week.

Section 3. Meetings will not occur weekly during school breaks and summer semesters

Section 4. Special meeting may be called by the President or majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.

Section 5. Attendance to meetings will be recorded for internal organization tracking and planning for future meetings/events.

Section 6. All Officers meetings will occur on a weekly basis every Monday beginning at the start of the semester at 7:00 pm and will not exceed 1 hour.

Section 7. Internal Officer meeting attendance is required unless other arrangements have been approved by the President and Faculty Club Advisor.

ARTICLE VII – ELECTIONS

Section 1. The officer roles listed above have staggered elections. Elections are held annually and shall take place at a regularly scheduled meeting of the organization at which the President and Faculty Club Advisor are present. Elections will be held semesterly if required due to graduating officers. At least one week's notice shall be provided for any meeting at which an election is to be held.

Section 2. Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

Section 3. Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

Section 4. Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 5. Officers shall assume office on the next proceeding officer meeting.

Section 6. Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of voting members must be submitted at a regular

meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 7. If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

Section 8. Members must be present to vote. Absentee or proxy voting is not permitted.

ARTICLE VIII – AMENDMENTS

Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.

ARTICLE IX - FINANCES

Section 1. Membership Dues, as stated in the Article III herein are as follows:

- Dues are determined on semesterly basis

Section 2. Dues shall be paid at the start of each semester/year period at the date specified by the President and Treasurer.

Section 3. Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

Section 4. Executive Officers shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures.

ARTICLE X – ADVISORS

The organization shall appoint at least one individual employed as a faculty or staff member by The Ohio State University to serve as an advisor to this organization as required by OSU. Auxiliary staff and student assistants are not eligible to serve as primary advisors. Advisors shall serve on an academic year basis or until their successor has been selected.

ARTICLE XI - ENACTMENT

These Bylaws shall be enacted upon approval of the governing body of student organizations at the mentioned institution.

ARTICLE XII - DISSOLUTION

Should this student chapter dissolve, the assets of the organization shall be distributed according to the rules and regulations of the university governing body for student organizations.