***Constitution of***

***Inclusion, Science, Technology, Engineering, Art, and Mathematics***

***Educators & Researchers of***

***The Ohio State University***

**Article I: Name, Purpose, and Non-Discrimination Policy**

*Section i – Name*

The name of this organization shall be Inclusion, Science, Technology, Engineering, Art, and Mathematics Educators & Researchers of The Ohio State University, hereinafter abbreviated as InSTEAMERS-OSU.

*Section ii – Purpose*

InSTEAMERS-OSU is dedicated to improving the teaching and learning of inclusion, science, technology, engineering, art, and mathematics education through the following objectives:

• To promote improved teaching practices and research in inclusion, science, technology, engineering, art, and mathematics education;

• To encourage commitment to professional growth and continued professional improvement;

• To promote unity and communication between and among students in inclusion, science, technology, engineering, art, and mathematics education.

*Section iii – 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.

**Article II: Membership Policy**

*Section i – Membership*

Membership is open to all those interested in the advancement of inclusion, science, technology, engineering, art, and mathematics education that are enrolled in or employed by The Ohio State University.

Voting membership is limited to those who:

• are graduate student members of the organization;

Non-graduate student members of STEAMERs–OSU will be considered honorary members without voting privileges

**Article III: Organization Leadership**

STEAMERs–OSU leadership shall be composed of three groups: (1) Officers responsible for the operation and maintenance of the STEAMERs – OSU organization; (2) Representatives of STEAMERs – OSU to organizational committees; and (3) Representatives to University, College, Department, or other organizations.

*Section i – Officers*

The STEAMERs – OSU officers are responsible for the operation and maintenance of the STEAMERS – OSU organization and are ultimately responsible for meeting the purposes of STEAMERS – OSU listed above. The elected officers of InSTEAMERS-OSU include:

* President
* Vice-President(s) - Secretary
	+ for Mathematics Education
	+ and/or Science Education
	+ and/or Technology Education
	+ and/or Engineering Education\
	+ Treasurer

*Section ii – Executive Board*

The Executive Board, composed of the officers listed above and the advisor(s), shall be the governing body for InSTEAMERS-OSU and shall conduct business between general membership meetings. Members of the Executive Board must attend all Executive Board and general meetings of InSTEAMERS-OSU. If an officer is unable to attend any meeting for any reason, s/he must inform the President of InSTEAMERS-OSU with as much notice as possible.

*Section iii – Standing Committees*

Budget and Fundraising Committee

The Budget and Fundraising Committee is composed of the Treasurer and two volunteer at-large members from the active voting members. This Committee is charged with conducting the daily business finances and budgetary affairs of InSTEAMERS – OSU.

Publicity Committee

The Publicity Committee is composed of the Secretary and two volunteer at-large members from the general membership body. This Committee is charged with the promotion of general meetings, activities, and special events to InSTEAMERS – OSU members and the wider OSU general body.

Education and Research Program Committee

The Education and Research Committee is composed of two Vice Presidents and two volunteer at-large members from the active voting members. This Committee is charged with the organization of events such as research symposia, seminars, and professional development and the dissemination of information regarding such events as planned by InSTEAMERS – OSU and other professional organizations.

Social Committee

The Social Committee is composed of volunteer at-large members from the general membership body. This Committee is charged with the planning of social functions for members such as membership events, organizational holiday parties, education and/or research related functions, etc.

**Article IV: Selection and/or Removing of Officers and Members**

All leadership positions are subject to election and all position tenure duration is one year. All active voting members of InSTEAMERS – OSU are eligible for leadership positions. Any officer graduating or otherwise disenrolling from The Ohio State University during his/her term of office shall be replaced immediately upon election of a new officer who shall complete the unexpired term.

*Section i: Removal of Officers*

Upon the discretion of the Executive Board, an officer may be dismissed for any or all of the following reasons:

• Failure to attend an Executive Board meeting during the academic year without reasonable cause. Reasonable cause shall be defined as: conflicting time with an academic course, inability to align necessary appointments, or illness;

• Failure to attend general or Board meetings without reasonable cause;

• Failure to perform required duties as described in Article IV of the Bylaws and as dictated by the standing committees described in Article V of the Bylaws.

*If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, with the consultation of the advisor.*

*Section ii: Removal of Members*

Upon the discretion of the Executive Board, a member may be dismissed for any or all of the following reasons:

• Failure to uphold the purpose of the organization as described in Article I of the Constitution;

• Failure to pay membership dues as outlined in Article II of the Bylaws.

Members will not be removed based on their race, gender, color, creed, religion, national origin, disability, ancestry, age, sexual orientation, marital status, veteran status, or parental status, as stated Article I of the Constitution.

*If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU 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.*

**Article V: Advisor**

The Executive Board may appoint any full-time OSU faculty member(s) or administrative and professional staff person to assume the role of advisor. The term of service shall end only in the case of: 1) the advisor's resignation, or 2) an Executive Board vote resulting in majority agreement to appoint a new advisor.

**Article VI: General Meetings**

At least one regular general meeting shall be held during Autumn and Spring Semesters, the days and times to be set by the Executive Board. Emergency or other general meetings will be conducted as needed during the academic year. ALL InSTEAMERS – OSU committees will meet as deemed necessary by the chairpersons of such committees or as determined by the President of InSTEAMERS – OSU.

**Article VIII: Constitution Amendment Procedure**

Proposed amendments to the InSTEAMERS-OSU's Constitution must be submitted via email to the InSTEAMERS – OSU President at least two weeks prior to the announced general membership meeting. The written proposal will be emailed to the voting body at least one week prior to the general membership meeting. Amendments must be approved by ballot by a two-thirds majority of the voting membership. At least four Executive Board members must be present at this meeting.

**Article IX: Dissolution Clause**

If, at any time, InSTEAMERS-OSU shall cease to enact the purposes as herein stated, all aspects and property held by it, whether in trust or otherwise, shall, after payment of all liabilities, be paid over to an agency selected by the final Executive Board.

Date adopted: 04/13/2015

Revised: 03/25/2022

***Bylaws of***

***Inclusion, Science, Technology, Engineering, Art, and Mathematics***

***Educators & Researchers of***

***The Ohio State University***

**Article I: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with the Constitution, Bylaws, and special rules of order adopted.

The Executive Board will appoint a parliamentarian to explain those rules and referee any activity governed by those procedures.

**Article II: Membership**

Dues shall be determined by the Executive Board each Spring for the following academic year. Student dues for National Affiliates (OCTM, SECO, or OTEA) will be included in member dues and will be forwarded by the treasurer to the appropriate group.

**Article III: Election of Officers**

Tiered elections shall regulate continuity in the Executive Board. Nominations from the floor and elections for the offices of *President*, *Secretary,* and *Treasurer* shall be made *during the last general meeting of Spring Quarter*. Nominations from the floor and elections for the offices of *Vice-President* *for Mathematics Education, Vice-President for Science Education,* and *Vice-President for Technology Education* shall be made *during the first general meeting of Autumn Quarter*. Nominations may be self-made. Individuals are eligible for nomination to more than one office, but may be elected to only one office at one time.

In the event of failure to secure nominations for each office to be filled, the Executive Board will appoint a member to that office and present the appointment to the members for approval. Members must indicate approval by a majority vote of those members present.

**Article IV: Officer Duties**

The duties of each officer include, but are not limited to, the following:

**President**

• Presides over all meetings

• Chairs the Special Projects Committee

• Attends Regional Leadership Conferences held by affiliated groups

• Maintains agendas for all meetings

• Appoints Chairperson(s) for Organization Committees

**Vice-President for Mathematics Education**

• May co-chair the Education and Research Program Committee

• Maintains correspondence with COCTM, OCTM, NCTM, and PME-NA, including affiliation dues and status

• Informs students by e-mail of relevant conference dates, proposals deadlines, and other important information

• Represents InSTEAMERS-OSU on the Executive Board of OCTM

• Contacts and recruits possible new mathematics education members

**Vice-President for Science Education**

• May co-chair the Education and Research Program Committee

• Maintains correspondence with SECO, NSTA, and NARST, including affiliation dues and status

• Informs students by e-mail of relevant conference dates, proposals deadlines, and other important information

• Represents InSTEAMERS-OSU in SECO and NSTA

• Contacts and recruits possible new science education members

**Vice-President for Technology Education**

• May co-chair the Education and Research Program Committee

• Maintains correspondence with COTEA, OTEA, and ITEA, including affiliation dues and status

• Informs students by e-mail of relevant conference dates, proposals deadlines, and other important information

• Represents InSTEAMERS-OSU in OTEA and ITEA

• Contacts and recruits possible new technology education members

**Vice-President for Engineering Education**

• May co-chair the Education and Research Program Committee

• Maintains correspondence with professional affiliates, including affiliation dues and status

• Informs students by e-mail of relevant conference dates, proposals deadlines, and other important information

• Represents InSTEAMERS-OSU in

• Contacts and recruits possible new engineering education members

**Secretary – Treasurer**

*Secretary*

• Maintains records of all general and Executive Board meetings

• Chairs Fundraising Committee

• Conducts all correspondence and secretarial duties

• Registers members with Ohio chapters of affiliate groups

• Collects and posts pictures, summaries, evaluations and other memorabilia from InSTEAMERS-OSU functions

*Treasurer*

• Chairs the Budget Committee

• Registers, by May 1, and confers with the Student Organization and Activities Office in the Ohio Union.

• Attends all meetings for treasurers of organizations at The Ohio State University

• Submits yearly budget covering October 1 to September 30 to the Executive Board by September 30

• Approves specific activity budgets

• Handles bookkeeping responsibilities, including banking

• Collects membership dues and maintains membership list

**Article V: Standing Committees**

InSTEAMERS-OSU shall maintain four standing committees:

• Social Committee--organizes all social functions; composed of volunteer members; chair(s) appointed by president

• Budget and Fundraising Committee: responsible for conducting the daily business, finances and budgetary affairs; chaired by the Treasurer.

• Publicity Committee--promotes general meetings and activities with handouts, e-mail, and posters; chaired by secretary.

• Education and Research Program Committee: plans Spring Conference and other education and research related events; chair(s) appointed by president.

Special committees shall be formed at the discretion of the Executive Board.

**Article VI: Order of Business**

All general meetings will be conducted by the following order of business, unless otherwise determined by a majority vote of those in attendance:

• Approval of minutes from last meeting

• Reports from officers and committee chairs

• Unfinished business

• New business

• Announcements

**Article VII: Bylaws Amendment Procedure**

Amendment proposals for InSTEAMERS-OSU's Bylaws may be submitted two week prior to any general meeting.

A two-thirds vote of those members present and voting at the general meeting shall ratify the amendment. At least four Board members must be present at this meeting.

Date adopted: 07.11.2012

Revised: 03.25.2022