

Constitution

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

Section 1 – Name: Integrated Business and Engineering (IBE) Program

Section 2 – Purpose: The IBE Program teaches technical skills and problem-solving through an interdisciplinary approach while emphasizing creativity, innovation, and professional development. These goals are met through participating in the IBE curriculum as part of the academic program, as well as the co-curricular social and professional events planned by the IBE Executive Board. Such events include Welcome Week, an annual retreat, networking nights, alumni and professional panels, the Freshmen Development Program (FDP), and more.

Section 3 – Non-Discrimination Policy: The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

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.

As a student organization at The Ohio State University, the Integrated Business and Engineering Honors Program 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.

Article II – Membership: Qualifications and categories of membership.

Since IBE is an academic program from which this student organization is based, membership is restricted to students that have been admitted to and are part of the IBE academic program. This means that the IBE student org recruitment is based entirely on recruitment for the academic program.

Acceptance into the IBE Program is an annual occurrence, with students being accepted in the Spring and recognized as formal members at the beginning of the subsequent Autumn semester. New students of the program will be added to communication channels and able to participate in the various events open to IBE students.

For educational and leadership development reasons, student organizations are to be student initiated, student lead, and student run. However, the IBE Executive Board will have meetings with the IBE Alumni Council, as well as Faculty Directors, in order to ensure that its planned events and initiatives are aligned with the overall program goals. The IBE Alumni Council and Faculty Directors will be invited to various events as means of support; to form and maintain connections with IBE students; and to stay updated on the program's affairs.

Article III – Methods for Removing Members and Executive Officers

Section 1 – Member Removal: Since the IBE student organization acts as an extension of the IBE academic program, membership status is dependent on overall standing in the academic program. A student that drops out of the academic program, whether due to failure of maintaining the required GPA, personal reasons, or any other reason, is subsequently removed as a member of the student organization as well.

Section 2 – Officer Removal: Any elected officer of the organization may be removed from their position for cause. Cause for removal includes but is not limited to violation of the constitution, 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 Board may act for removal upon a two-thirds affirmative vote of the Executive Board in consultation with the organization’s Advisor.

Section 3 – Privacy: In the event that the reason for executive officer removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared (e.g., while an investigation is pending), the Executive Board, in consultation with the organization’s Advisor, may vote to temporarily suspend an executive officer.

Section 4 – Officer Replacement: Upon the removal of an executive officer, the position will be filled by a member of their respective committee, after a majority vote by the Executive Board is conducted.

Article IV – Executive Board.

All positions on the IBE Executive Board (with the exception of the Advisor) have a term length of 1 year. Incumbent members of the Executive Board may rerun for their position or run for another position on the Board; however, they are not guaranteed to a position on the Board. The current positions of the IBE Executive Board are as follows:

Section 1 – President: The President is the primary leader of the Executive Board. As such, they are in charge of planning and executing meetings within the Board, delegating tasks within the Board, and overseeing the implementation of the organization’s initiatives. The President is responsible for staying updated on the progress of each initiative and ensuring that each Vice President (VP) is adequately fulfilling their roles. Additionally, the President is to assist the Vice Presidents in their initiatives and help each VP succeed as a leader. Ample support and guidance, balanced with independence, should be provided by the President to the Executive Board. In addition to heading the Executive Board, the President is also responsible for maintaining communications with the IBE Alumni Council leaders and program Directors.

Section 2 – Executive Vice President: The Executive Vice President (EVP) serves as a support for the President, and subsequently, the rest of the Board. The EVP’s roles and responsibilities are to change depending on the person holding this position, as well as the ongoings of the program. The flexible nature of this position means that the President and EVP should communicate with each other to define expectations, responsibilities, and initiatives that the EVP will be working on. The EVP is intended to be a tool to support the Executive Board wherever help may be needed. Other responsibilities of the EVP include meeting with stakeholders alongside the President.

Section 3 – Treasurer: The Treasurer is responsible for managing all financial aspects of IBE, including the student bank account, budget, and fund requests from VPs. All VP positions must be in contact with the Treasurer regarding any financial needs. The Treasurer should be in regular contact with the organization’s advisor to ensure that all fund requests are approved and regulated.

Section 4 – Vice President of Operations: The Vice President of Operations (VPO) is responsible for planning the social and community-building events within the program. These include, but are not limited to Welcome Week, Retreat, and Senior Banquet. Ultimately, the VPO’s role is to ensure that IBE members interact and build relations with each other, especially those outside of their cohort.

Section 5 – Vice President of Marketing & Branding: The Vice President of Marketing & Branding (VPM) is in charge of maintaining, developing, and pitching the IBE brand. The VPM handles the IBE social media pages and may use them to post pictures and videos from events, highlight upcoming opportunities, shout out certain students and/or alumni, recruit new students, and more. All posts should reflect the values and goals of the IBE organization, relying on the VPM’s discretion. Similarly, the VPM is responsible for updating the IBE website to accurately

reflect the current state of the program. The VPM may collaborate with the Vice President of Recruitment on the website to encourage prospective students to apply and provide resources for these prospective members to understand the identity of the organization. The VPM may also choose to create unique merchandise for members of the program, which can be used to increase member connection to, boost awareness of, and fundraise for the program.

Section 6 – Vice President of Recruitment: The Vice President of Recruitment's (VPR) role is primarily to attract potential students to the program. Since the IBE recruitment timeline aligns with that of the university, there are different recruitment periods the VPR should be aware of. Prior to November 1, the VPR should be raising awareness for the program in order to get prospective students to apply for the Honors Program. Between November and April, when the IBE application is due, the VPR should focus their attention on students admitted to Fisher College of Business and the College of Engineering (COE), as well as University Honors. In each of these phases, the VPR should work diligently to identify strategies to recruit students, plan information sessions, and collaborate with relevant stakeholders (Fisher and COE) to successfully perform their duties.

Section 7 – Vice President of Membership Development: The Vice President of Membership Development (VPMD) is responsible for providing professional development tools and resources for IBE members. The largest focus of the VPMD will be running the Freshmen Development Program (FDP), which provides first-year IBE members with knowledge of general professional skills. The VPMD may also create professional development events, such as panels, that are open to all of membership. The VPMD should consider membership preferences, interests, and experiences when creating the plans for development-focused events.

Section 8 – Vice President of Corporate Relations: The Vice President of Corporate Relations (VPCR) is responsible for creating and maintaining connections with corporate partners. Utilizing different resources, such as the IBE sell sheet, the VPCR must be able to pitch IBE to companies in various fields, based on member preferences. These corporate partners benefit the organization by attending events, providing opportunities for IBE students, and recruiting IBE students for open positions. The VPCR is thus responsible for identifying which companies interest IBE students, defining the relationship that the program has with them, and inviting them to IBE events. Corporate events include a Networking Night, which is an exclusive opportunity for IBE students to meet, connect and network with, and pitch themselves to company recruiters. Additional corporate events may be planned, based on corporate partners as well as IBE member interest.

Section 9 – Vice President of Alumni Relations: The Vice President of Alumni Relations (VPAR) is responsible for fostering and maintaining engagement among IBE alumni. To do so, the VPAR serves a role on the IBE Alumni Council, as the council's Vice President of Students. Through the Alumni Council, the VPAR can align student and alumni initiatives, request and receive guidance from alumni, and plan alumni events. The main alumni event takes place during Homecoming; however, other alumni events, such as virtual cohort happy hours, may also be arranged throughout the year. In addition to these responsibilities, the VPAR is responsible for conducting alumni spotlights to be posted to the IBE website, along with creating a quarterly newsletter to be sent to alumni of the program. Contents of the newsletter are decided by the VPAR but should generally include updates on the program and highlights from alumni.

Section 10 – Advisor: The Advisor is responsible for maintaining relations with members of the IBE organization, including the Executive Board. The Advisor should meet regularly with the Executive Board to discuss updates on both the student and faculty ends, as well as to inquire about areas of possible support.

Article V – Chair Positions.

Chair Positions will support the broader roles of the Vice Presidents. The VPs are responsible for planning meetings with their chairs, delegating tasks to their chairs, and ensuring the timely and adequate completion of those tasks. First and second years are eligible to run for chair positions. The current chair positions are as follows:

Section 1 – Operations Chair Positions:

Social Chair: The Social Chair is responsible for promoting social connections between IBE members. The Social Chair should assist in planning and executing major social events, including the fall retreat and date party, as well as take the initiative to plan various other social events at their discretion.

Philanthropy Chair: The Philanthropy Chair is responsible for sourcing and executing events to benefit the community beyond IBE. The Philanthropy Chair should plan philanthropic events, share local donation opportunities, and source local projects in an effort to assist the community.

Section 2 – Membership Development Chair Position:

Network Manager: The Network Manager is responsible for the maintenance and organization of IBE's most valuable asset: our network of members. The Network Manager should maintain the member and alumni database so that the information is easily accessible and accurate for all IBE members, former and current.

Section 3 – Recruitment Chair Position:

Student Recruiter: The Student Recruiter is responsible for assisting IBE in solidifying its reputation as a premier program at Ohio State. The Student Recruiter should represent IBE at recruitment events and source top talent from high schools, as well as assist the VP of Recruitment with any other relevant initiatives.

Section 4 – Alumni Relations Chair Position:

Journalist: The Journalist is responsible for ensuring that IBE members stay informed and involved for life. The Journalist should serve as a regular contact to our alumni and students, including creating regular alumni newsletters with relevant IBE updates and maintaining contact across membership, alumni, and leadership for both groups.

Section 5 – Corporate Relations Chair Positions:

Business Sourcer: The Business Sourcer is responsible for creating an IBE pipeline to the best professional business opportunities. The Business Sourcer should seek current student interests, source representatives from attractive companies, and actively search and share business-based internships applicable to IBE students.

Engineering Sourcer: The Engineering Sourcer is responsible for creating an IBE pipeline to the best professional engineering opportunities. The Engineering Sourcer should seek current student interests, source representatives from attractive companies, and actively search and share engineering-based internships applicable to IBE students.

Section 6 – Marketing Chair Positions:

Technology Chair: The Technology Chair is responsible for utilizing our website and other technology in a way that is beneficial for the IBE program. The Technology Chair should actively maintain and improve the student-facing IBE website to best serve current IBE students, as well as implement other technology (organizational tools, study resources, Carmen page, etc.) at the chair's discretion.

Social Media Chair: The Social Media Chair is responsible for improving social media involvement and increasing IBE visibility both on and off campus. The Social Media Chair should create, share, and manage social media content across various platforms (Instagram, LinkedIn) to improve IBE exposure while maintaining IBE's brand.

Article VI – Election / Selection of Organization Leadership.

All members are eligible to run for an Executive Board position, with the exception of those graduating in less than a year from the new Board's installation.

The election procedures differ between the President, Executive Board, and Chair Positions.

Section 1 – Presidential Election: The Presidential Election is made up of two components, and takes place in April of each year. The first is a vote from the General Body, in which members will cast their votes on an online form based on provided platforms from each candidate. The second is an interview with the sitting President and members of the Executive Board not seeking the Presidency. In the interview, the candidate will explain their goals as President and answer any questions from the President and Board. Once each interview is completed, the President and Board will rank the candidates based on specific criteria to be determined by the Board; however, one of these criteria is required to be the results of the General Body vote. After thorough review of the criteria, the President and Board will come to a consensus and select which candidate will become the next President.

Section 2 – Vice Presidential Elections: Those running for a Vice President position will have an interview with the newly elected President along with the outgoing VP in that respective position in the spring of each year. After each interview is complete, the President will consult with the outgoing VPs to decide which candidate will fill each role.

Section 3 – Chair Position Elections: Those running for Chair Positions will apply in September of each year. Candidates will have an interview with the President and/or Executive VP along with the current VP to which the chair position directly reports. After each interview is complete, the interviewers will discuss which candidate is the best fit to fill each role.

Article VII – Advisor(s) or Advisory Board: Qualification Criteria.

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff.

Article VIII – Meetings and events of the Organization: Required meetings and their frequency.

Section 1 – General Body: General members are required to attend their IBE curriculum courses, so long as there is one that semester. While events will be planned for IBE members outside of the classroom, none of these events are mandatory to attend.

Section 2 – Executive Board: Executive officers must attend Executive Board meetings, which occur at a frequency determined by the President. Absence at an Executive Board meeting may be excused with prior communication to the President.

Section 3 – Chair Positions: VPs must meet with their supporting chair positions as they see fit, with a minimum of one meeting per semester.

Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read at an Executive Board meeting, then again at the subsequent Board meeting in which the votes will be taken. To ratify the proposed amendment, a two-thirds vote of the Executive Board is required. The constitution should not be amended easily or frequently.

Article X – Method of Dissolution of Organization.

The IBE student organization is directly linked to the academic program. If the academic program ceases to exist, the IBE student organization would be forced to dissolve. Any assets or debts owned by the IBE student organization would be returned to the university and allocated to either Fisher or the COE. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

Amendments

Amendment 1 – Bank Account and Financial Abilities of the Board

The Board, under the leadership of the President and Treasurer, may open, monitor, and use a bank account to aid in the planning and execution of its initiatives and events. The Board may seek to collaborate with the Advisor to create a budget for the spending of the organization throughout the year. Upon the election of a new Board, the bank account must be transferred to the new positions promptly and accordingly.

Amendment approved on 3/6/22 by the Board by a vote of 7 Yes, 0 No, 1 Abstain (Not Present)

Amended 3/20/22

Amendment 2 – Chair Positions

The Board, under direction from the President and Executive VP, moves to eliminate the committee system, and instead implement various chair positions as listed in Section V of the constitution. This change reflects a growing need for heightened leadership involvement within the organization.

Amendment approved on 9/7/22 by the Board by a vote of 6 Yes, 0 No, 3 Abstain (Not Present)

Amended 9/8/22