

Constitution and By-Laws Guidelines for the Association of Women in Construction
Article 1 - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1: Name: Association of Women in Construction

This organization shall be called the Association of Women in Construction.

Section 2 - Purpose

To create a community where women feel confident in their skills and knowledge due to the encouragement of their peers. To share similar experiences and construction knowledge to better one another. Through networking opportunities, club members can further themselves professionally through the guidance of females actively in construction. To educate the industry about the importance of women in construction, thus bringing a much-needed diversity to the field. This association will act as a catalyst for future female success in the construction industry.

Section 3 - Non-Discrimination Policy

The University's non-discrimination statement outlined in the Affirmative Action, Equal Employment Opportunity & Non- Discrimination/Harassment 1.10

“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”.

“Ohio State 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.”

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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 Association of Women in Construction, 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

II.a. The organization's voting membership should be limited to currently enrolled Ohio State students. Other non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associates or honorary members. For educational and leadership development reasons, this student organization is to be student initiated, student lead, and student run.

II.b. 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 can make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be suspended with a majority vote of the Executive Committee.

II.c. Those who are active members of this organization receive several benefits. They can expand their knowledge in professional and academic fields as well as participate in this community.

Article III – Methods for Removing Members and Executive Officers

III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

III.b. 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 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.

III.c. If 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 executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders

Primary Leader (President)- The club president is responsible for setting and monitoring the goals of the club, running club meetings, appointing committee chairs and delegating tasks as necessary, recruiting, training and retaining members and maintaining regular communication with other executive members, advisors, and university.

Secondary Leader (Vice President)- The club vice president is responsible for assisting the president and other club officers in completing their duties and effectively contributing to the club's operations. To do this effectively, you must be involved with the work and understand the

policies of the club. It is expected that the vice president learns the duties of the president in order to fill in or take over when necessary.

Treasurer- The club treasurer controls the club's money, both its collection and disbursement. The treasurer collects member dues (if applicable), prepares and monitors the budget, and maintains accurate financial records.

Secretary- The Secretary is responsible for the administration of the club, arranging meetings and dealing with any administration regarding the club constitution. All correspondence will usually be handled by the Secretary.

Advisor- The advisor is responsible for encouraging active membership and supporting the personal and professional development of club officers and members. They should attend as many meetings and club programming as possible, as well as be available for consultation and advising.

Article V- Election / Selection of Organization Leadership

Section 1- Election Process

V.a. The election process to fill in opening leadership positions will begin the last week of February and decisions will be made in the third week of March. When decisions have been made the newly appointed executive will begin the transition and training. The ratification of rules and procedures will begin the last week of March.

V.b. For a member to be considered for a leadership position, the member must meet specific criteria. Firstly, the member must be an active student at The Ohio State University. Secondly, the member must attend at least five meetings and must actively participate in events. If these requirements are met, then the member may apply for an open position. This application will be a series of questions that will help the Executive decide if this member is qualified for the position. The Executive team including the Advisor will review the application as well as confirm they have met the requirements. After reviewing the member's application, the Executive team and club Advisor will decide based on the best interest of the club.

V.c. In the event a new advisor must be appointed, the acting executives of the club have the privilege to seek out another advisor to appoint. When a nominee is found, the executive team will hold a unanimous vote. If all agree that new advisor nominee shall fill the place of the previous advisor.

Section 2- Impeachment Process

V.a. A member of the club as well as leadership are subject to be reevaluated at any time during the duration of their position. A member may be considered for reevaluation if they do not fulfill their duties, contradict the club's purpose and beliefs, or acts in a way that can be harmful for the club and its members. If during this reevaluation, members of the leadership as well as the club advisor feel that it is in the club's best interest to remove or impeach a member, they have the right to do so.

V.b. When the impeachment process begins, an evaluation of this individual's actions will be conducted. After reviewing the individual's actions, the executive team will conduct a majority vote on whether to impeach and remove this individual. If the majority agrees to remove the

individual, the individual will be asked to leave the club and will be removed from the club roster.

V.c. If an individual from leadership is to be reevaluated in the case that they are not fulfilling their assigned duties, similar procedures will be conducted. The individual and their actions will be reviewed and a majority vote on whether to remove this individual from leadership will be conducted. If the majority votes to remove the individual, the individual will be asked to step down from their role. However, they will still resume being a member of the club if desired. Moreover, during leadership impeachment, the process for membership removal may also be applied.

Article VI - Executive Committee: Size and composition of the Committee.

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. The Executive Committee for the Association of Women in Construction will consist of the President, Vice President, Treasurer, Secretary, and Advisor.

Article VII - Standing Committees (if needed): Names, purposes, and composition.

If club membership exceeds expectations, and the Executive Committee needs more roles to continue to operate regularly, Standing Committees shall be created.

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

VIII.a. Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

VIII.b. The Advisor(s) are expected to approve of club goals, review financial accounts and statements, assist and provide additional help when asked in areas like budgeting, planning, and leading, and is expected to be present at Executive meetings and general membership meetings when available.

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

Meetings shall be held the first and third Thursdays of each month. This is negated if the first or third Thursday falls on a break or a holiday. Membership of the club is achieved by attending at least one meeting during either the autumn or spring semester.

Article X – Attendees of Events of the Organization: Required events and their frequency.

The organization 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.

Article XI – 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 in the general meeting, then read again at a specified number of subsequent general

meetings and the general meeting in which the votes will be taken and require a two-third majority of voting members (a quorum being present).

Article XII – Method of Dissolution of Organization

If this organization is to be dissolved, the following actions must be taken: any debts or fees must be paid off whether that is through collecting dues from membership, leadership, or other organizations. The money collected to pay off the debts and fees must only be used for this purpose. Before the final decision, a unanimous vote from all active members of the club must be taken. This vote will determine if this organization will be officially dissolved. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.

By-Laws

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. However, most groups keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending. Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

Article I – Parliamentary Authority

The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II- Membership

Membership is open all year long. Any active students, faculty, or staff can attend the meetings; however, if one wishes to become a member on the official roster, they must require the following requirement: They must be an active student of The Ohio State University, they must initiate contact with the executive board, and they must attend one meeting throughout the academic year. A member may be removed through a majority vote of the officers in consultation with the organization's advisor.

Article III- Election / Appointment of Government Leadership

The election process to fill in opening leadership positions will begin the last week of February and decisions will be made in the third week of March. When decisions have been made the newly appointed executive will begin the transition and training. The ratification of rules and procedures will begin the last week of March. For a member to be considered for a leadership position, the member must meet specific criteria. Firstly, the member must be an active student at The Ohio State University. Secondly, the member must attend at least five meetings and must actively participate in events. If these requirements are met, then the member may apply for an open position. This application will be a series of questions that will help the Executive decide if this member is qualified for the position. The Executive team, including the Advisor, will review the application as well as confirm they have met the requirements. After reviewing the members' applications, the Executive team and club Advisor will decide based on the best interest of the club.

Article IV- Executive Committee

The President will have the following duties: Approve all meetings, initiate any contact with networking partners, setting and monitoring the goals of the club, running club meetings, appointing committee chairs, recruiting, maintaining regular communication with other executive members, advisors, and university.

The Vice President will have the following duties: Assist the president and other club officers in completing their duties and effectively contributing to the club's operations. Be involved with the work and understand the policies of the club. Learn the duties of the president in order to fill in or take over when necessary.

The Treasurer will have the following duties: Control the club's money, both its collection and disbursement. Collects member dues (if applicable), prepare and monitor the budget, and maintain accurate financial records.

The Secretary will have the following duties: Maintain the administration of the club, arrange meetings and deal with any administration regarding the club constitution. All correspondence will usually be handled by the Secretary.

Article V- Standing Committees (if needed)

No standing committees exist currently. When the number of members presents the opportunity, standing committees may be considered.

Article VI - Advisor/Advisory Board Responsibilities

The Advisor will have the following duties: Encourage active membership and support the personal and professional development of club officers and members. Attend as many meetings and club programming as possible, as well as being available for consultation and advising.

Article VII - Meeting Requirements

Meetings must have at least five people in attendance for the meeting to be considered for the club record. Meetings will be held the first and third Thursdays of each month. This is ignored if the date falls on an academic break or holiday. A minimum of 12 meetings must be conducted each year.

Article VIII - Method of Amending By-Laws

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

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