

# Graduate Engineering Education Organization at The Ohio State University Constitution and By-Laws

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

### Section 1 – Name

The name of this organization shall be Graduate Engineering Education Organization (GEEO).

### Section 2 – Purpose

The Graduate Engineering Education Organization shall serve as a hub for collaboration among OSU graduate students engaged in engineering education research. Pursuant to this purpose, its existence shall provide the structure and resources necessary to support regular programming and ad hoc activities of the type listed below, oriented towards three broad focus areas:

*Community*; we strive to build a community of peers and future colleagues that will persist beyond our shared time at OSU by:

- Hosting such events that will strengthen the professional and social bonds of our membership
- Participating in networking opportunities with engineering education students from other institutions
- Promoting the field of engineering education through participation in College of Engineering and university-wide events

*Scholarship*; we encourage the intellectual growth of our membership by:

- Inviting speakers to deliver lectures or facilitate workshops
- Aggregating and disseminating materials to assist in coursework, research, and professional development
- Sponsoring mutual reading and writing hours

*Advocacy*; we support the wellness of graduate students engaged in engineering education research by:

- Representing the interests of our membership in the university, local, state, and national communities
- Securing the rights of our membership as OSU graduate students
- Promoting quality and best practices in engineering education graduate programs

### Section 3 – Non-Discrimination and Sexual Misconduct 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.

As a student organization at The Ohio State University, the Graduate Engineering Education Organization 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](mailto:titleIX@osu.edu).

## Article II – Membership

### **Section 1 – Eligibility**

Membership in the Graduate Engineering Education Organization is open to any currently enrolled graduate student at any campus of The Ohio State University. The officers may, upon unanimous vote, confer associate or honorary membership upon non-students.

### **Section 2 – Disassociation**

When a student member is no longer enrolled as a student at The Ohio State University, they shall no longer be considered a member of this organization. It is the responsibility of the officers to remove individuals from the official roster. Former student members retain the right to become associate or honorary members of the Graduate Engineering Education Organization and may apply for such membership by submitting a request to either the acting chair or co-chair. Upon receipt of such a request, it is the responsibility of the officers to convene in a timely member and vote on the matter.

Currently enrolled members may be removed from the roster following the procedure described in Article IV, Section 3.

### **Section 3 – Active and Inactive Member Status**

Active status confers certain rights and responsibilities upon each student member of this organization. Others non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associates or honorary members. All events are open to student or non-student members.

Active status is automatically conferred upon members when they are added to the official roster. A member may only be deemed inactive at the conclusion of the Autumn or Spring semesters if they have failed to attend at least one general body meeting during that semester. This determination must be made by a unanimous vote of the acting officers at a specially-scheduled meeting, the date and location of which will be communicated to the member(s) in

question beforehand. Members whose statuses are being reviewed have the right to attend such a meeting and provide mitigating circumstances on their behalf prior to officers voting on and closing the matter. When a member is deemed inactive at the conclusion of a semester, they will automatically be deemed active during any subsequent semester if either of the following actions are taken: (i) the inactive member attends a general body meeting, or (ii) the acting officers vote unanimously to confer active status on the inactive member, either during a general body meeting or special executive session.

#### **Section 4 – Voting Membership**

Voting membership is limited to currently enrolled Ohio State graduate students with active status in this organization.

### Article III – Organizational Leadership

#### **Section 1 – Roles**

Leadership roles in the organization will consist of a chair, co-chair, and treasurer. The term of each position will last one (1) year (August – August). Candidates are elected by the organization voting membership in the month of August during Autumn Semester. Incumbents are allowed to be re-elected without limit.

#### **Section 2 – Chair**

The chair must complete prescribed training and fulfill all requirements mandated by the Office of Student Life. The chair serves as the primary contact for the organization. Expectations for the chair are to represent the organization respectfully and skillfully, conduct meetings, be in consistent communication with our faculty advisor, and create sub-committees when needed.

Additional leadership duties apply:

- Serve as face of the organization
- Main point of contact for external parties
- Keep in contact with staff and faculty (advisors, department chairs, grad coordinators)
- Schedule and have meetings with faculty and staff
- Handle interactions between other organizations
- Coordinate group semester events
- Collaborate with co-chair in the creation of group events
- Approve final budgets and event plans
- Delegate work to members
- Manage leadership transitions
- Maintain personal relationship with members

#### **Section 2 – Co-Chair**

The co-chair is expected to fill the role of chair when they are absent, keep records of discussion at meetings, manage the organization's technological faces (including the

organization's email account and website), and communicate with internal and external constituents.

Additional leadership duties apply:

- Support the chair as the face of the organization
- Maintain all meeting notes
- Collaborate with the chair in the creation of group events
- Manage and distribute information with members
- Handle auxiliary action items delegated by the chair
- Handle marketing and invitations of events

### **Section 3 – Treasurer**

The treasurer is expected to fill the role of co-chair when they are absent, keep accurate records of received monies and expenditures, communicate with our faculty advisor as needed, attend the required annual training for student organizations and maintain the responsibilities outlined in the training.

Additional leadership duties apply:

- Manage organization account
- Interact as liaison with the Student Union for student organization funding
- Submit Coca Cola beverage donation requests for events
- Keep up with financial deadlines including funding requests and funding period dates
- Submit funding request and audits on time
- Solicit and manage funding opportunities for GEE0 (E-council and/or desired company contacts)
- Point of contact for event budgets and financial handling

## **Article IV – Electing, Transitioning, and Removing Officers and Members**

### **Section 1 – Elections**

Officers (chair, co-chair, and treasurer) are selected in the month of August to serve a 1-year term. The election is held electronically through a survey, putting forth candidates who nominate themselves or have been nominated by other group members for officer positions. Candidates must fill out an application, which includes discussing their interest in holding an officer position and their time demands for the following year. General members are allowed to join the organization at any time of year, as long as they are enrolled graduate students at The Ohio State University. General members and elected leaders are expected to meet the standards described in Article II and III and conduct themselves in a way that reflects well on the organization.

## **Section 2 – Leadership Transition**

The month of August will serve as a transition period between the old and new board. The purpose of the transition period is to familiarize the incoming officers on the practices and state of GEE0. The advisor, along with remaining officers, will open applications for leadership positions to the general body to select the next board by the end of the semester. At the beginning of the transition period, the chair will present on the progress made during the term, any hurdles encountered, how they were overcome, and any other pertinent information to the success of the incoming officers. The Chair Emeritus shall make themselves available as a resource throughout the following term.

## **Section 3 – Removal of Officers and Members**

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.

Any elected officer 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.

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

The following is the protocol for removal of officers and members.

- 1: The Chair, or Co-Chair if the Chair is the member in question, must schedule a meeting with the member in question to try to reach a resolution. If a meeting cannot be scheduled in a timely manner or a resolution cannot be reached, the action proceeds to Step 2.
- 2: The Chair (or Co-Chair) and the member in question must meet with the Advisor to try to collectively reach a resolution. If a meeting cannot be scheduled in a timely manner or a resolution cannot be reached, the action proceeds to Step 3.
- 3: A written notice of action, with the signatures of the rest of the officers, must be submitted to the member in question and the advisor. The notice serves as a formal acknowledgement of the conduct of the member and the failure to resolve the issue, not a vote to remove.
- 4: The member in question has the opportunity to formally plead their case by submitting a statement to the rest of the officers and the advisor.

5: The officers have one (1) week to convene a special Disciplinary Board comprised of all the officers, who shall be voting members, and the advisor, who shall be a non-voting member. If an officer is the member in question, the advisor will replace that officer on the Board as a voting member. The Board is authorized to take any action consistent with the constitution of this organization, including the dismissal of a member, contingent on a vote of approval by two-thirds of the voting members of the Board.

If a resolution is reached in Steps 1 or 2, but the resolution is later broken or if the same problem recurs, the process continues at Step 2 or 3, respectively. If the member is not removed in Step 5, then the Chair will, if necessary, contact the Ohio Union to procure conflict resolution services. A 1-month probationary period for the officer may be put into effect and subsequently revisited.

## Article V – Advisor(s) or Advisory Board: Qualification Criteria

### Section 1 – Untitled

A faculty and/or staff member from the College of Engineering may be chosen as an advisor for the organization. The faculty/staff advisor chosen must complete the advisor training prescribed by the Office of Student Life. They will serve as a reference of the departmental rules and regulations, provide objective opinion in organizational ruling and maintain final decision-making power. The faculty advisor is also expected to assist officers upon request, such as in conducting meetings, the selection of new officers, and/or in assisting in interactions with internal and external constituents. The faculty advisor is expected to communicate their desires for the organization with the officer team on a regular basis.

The advisor will commit to a two-year term with the organization and reserves the right to part with the organization at the completion of their term. Incoming executive committee members hold the right to invite the preceding advisor for another term of service or to choose a new advisor.

## Article VI – Required Meetings

### Section 1 – Officer Meetings

GCEO officer meetings (the chair, co-chair, and treasurer) will be held once a month throughout the academic year (subject to change by semester, depending on member availability). Officers are required to:

- attend officer meetings (exceptions should be made for candidacy, representatives with children, and/or conferences)
- assist and collaborate in the organization of two (2) events each academic term, with the exception of summer

- keep track of events:
  - action items
  - who completes what task(s)
  - who attends meetings
  - complete semester evaluations with the chair

Permissible excuses for missing meetings include family emergencies, conferences, inclement weather, or personal illness.

## **Section 2 – General Body Meetings and Events**

The general body shall meet at least once a month throughout the Autumn and Spring semester to discuss organizational matters, programmatic goals, and hear the concerns and needs brought by the membership. Any member has the opportunity to suggest meeting agenda items either in advance (by communicating with the chair or co-chair) or during the meeting. The time and location (if not virtual) of each general body meeting will be communicated to all members in advance by the chair or co-chair.

General body events will be held throughout the academic year (subject to change by semester). The organization is expected to host two core events each year. These core events fulfill the requirements for community, scholarship and advocacy development events.

## Article VIII – Amending the Constitution

### **Section 1 – Untitled**

Proposed amendments should be submitted in writing, read in a general body meeting, and may be acted upon in the general meeting in which they are proposed. Approval of an amendment requires two-thirds of voting members present (quorum present, which is 50% + 1 of total organization members).

## Article VIII – Dissolution of Organization

### **Section 1 – Untitled**

Dissolution of this organization should be proposed to the officer team (chair, co-chair and treasurer) and the faculty advisor(s) outside of a general body meeting. If the officer team and faculty advisor agree unanimously, dissolution will be introduced in writing and orally at the next general meeting. At this meeting, the dissolution will be put to vote. Approval of the dissolution requires 80% of voting members present (quorum present, which is 50% + 1 of total organization members). The officers shall utilize the assets of the organization, including those arising from dissolution and distribution, to pay any outstanding bills. In the event that debts exist upon dissolution, the treasurer and chair will work in consultation with the advisor to figure out ways to eliminate any debts. If there are no debts to settle at the time of dissolution, the treasurer and chair (in consultation with the advisor) can decide how to spend the remaining funds according to the Center of Student Leadership and Service guidelines.