

# ORGANIZATION CONSTITUTION

## The Student Chapter of the American Society of Landscape Architects *The Ohio State University Chapter*

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

#### *Section 1 Name*

The name of this organization shall be “ Student Chapter of the American Society of Landscape Architects at The Ohio State University” with the abbreviation “SCASLA.”

#### *Section 2 Purpose*

- i. To enable students of Landscape Architecture to have the opportunity to participate in organized activities outside the academic sphere, which would improve skills and knowledge, and complement the curriculum at the Ohio State University.
- ii. To promote supportive activities reflecting student interests and engagement in the American Society of Landscape Architects and of the profession of Landscape Architecture by developing workshops, lectures, and contact with practicing professionals.
- iii. To develop activities conducive to interaction with students and related design disciplines.
- iv. To improve and encourage active communication between other Student Chapters and the State/Regional Chapters of ASLA in an effort to strengthen the common goals of each as well as to maintain visibility/awareness of the profession and of all National ASLA programs.

#### *Section 3 Non-Discrimination Policy*

This organization shall 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 basis in accordance with Student Organization Registration and Funding Guidelines

### ARTICLE II MEMBERSHIP: QUALIFICATIONS AND CATEGORIES OF MEMBERSHIP

#### *Section 1 Membership Categories*

The membership shall consist of Members, Associate Members, Affiliate Members, and Honorary Members.

#### *Section 2 Members*

Members shall be undergraduate or graduate students whose interests are to

improve and promote the purpose of the profession, Student Chapter, and the Society, and are enrolled in the Landscape Architecture Department at the Ohio State University. An active member shall be defined as one who has paid his/her yearly dues at the beginning of the Autumn term.

*Section 3*

*Associate Members*

Associate Members shall be any interested faculty member on staff in the Landscape Architecture Department at the Ohio State University, the appointed student coordinator, or any member of the local ASLA Professional Chapter.

*Section 4*

*Affiliate Members*

Affiliate Members shall be any interested student in a related design discipline.

*Section 5*

*Honorary Members*

Honorary Members shall be persons who contribute to the spirit, service, or advancement of the Student Chapter at the Ohio State University.

*Section 6*

*Faculty Advisor*

A faculty member at the Ohio State Landscape Architecture program shall be elected by the majority of the Student Chapter and act as "Faculty Advisor" to the Student Chapter.

*Section 7*

*Coordinator*

There shall be a coordinator of the Student Chapter who shall be a Member, Fellow, or Associate of the ASLA and also a member of the local Professional Chapter. The Coordinator and the Student Chapter President shall act as liaison among the Student Chapter, the local Chapter, and the Headquarters of the Society. The Coordinator shall be designated by the Executive Committee of the local ASLA Chapter upon approval of the Student Chapter. The Coordinator shall attend a minimum of one Student Chapter meeting every two months.

*Section 8*

*Membership Period*

The period of Membership shall be per academic year.

**ARTICLE III**

**ORGANIZATION LEADERSHIP**

*Section 1*

*Officers*

The officers of the Student Chapter shall be a President, a Vice President, a Secretary/Historian, a Treasurer, two Publicity chairs, a Social chair, a Philanthropy chair and a Fundraising chair. No individual may serve in more than one elected office at the same time.

**President:** The President shall preside over all general and Executive or direct the nominations of committee chairpersons; shall allocate duties and responsibilities to other elected officers beyond their stated duties; shall coordinate all Student Chapter communication outside the Student Chapter; shall be responsible for executing all business as directed by a majority vote of members; shall represent the Student Chapter as an ex officio member to the sponsoring ASLA Chapter Executive Committee.

**Vice President:** The Vice President shall assume all the duties of the President in his/her absence; shall preside over committee chairpersons and report their progress to the President and the Student Chapters shall be responsible for the advertisement of all meetings.

**Treasurer:** The Treasurer shall supervise collection of all fees, dues, accounts, and records of all transactions and monies received and paid out of the Student Chapter Funds; shall supervise the auditing of the accounts, which shall be open at all times to inspection by the President and Executive Committees; shall be responsible for depositing and withdrawing of funds with prior consent of the President; shall give financial reports to the Executive Committee and the University, and, as required, at Student Chapter meetings.

**Secretary/Historian:** The Secretary/Historian shall be responsible for recording and maintaining minutes at each general, committee, and Executive Committee meetings; shall act as the parliamentarian to general meetings; shall maintain an accurate file of Student Chapter correspondence, constitution, and other items of importance; shall record all voting results; shall submit an annual report of Student Chapter activities to the ASLA Student Services Committee; shall be responsible for reporting election results of Student Chapter Officers to ASLA Administrative Headquarters.

**Mixer Chair:** The mixer chair will act as the liaison between the Student Chapter and local landscape architecture firms within the area. The Mixer Chair will have the responsibility of keeping in close contact with local firms and practicing professionals, and will organize a series of mixers each year in which students meet up with professionals to question, engage with, and network amongst these professionals at their respective firms.

**Fundraising Chair:** The Fundraising chair has the responsibility for organizing and executing fundraising efforts; they decide how funds raised are spent within the organization.

**Philanthropy Chair:** The Philanthropy chair is responsible for organizing and facilitating philanthropic excursions.

**Publicity and Social Chair:** Two officers will share the responsibility of the Publicity and Social Chairs. As the Social chairs, they will independently or concurrently have the responsibility of acting as liaisons amongst the class representatives, the Honors & Scholars Advisor at the Knowlton School, and they are in

charge of maintaining an identity amongst other school organizations, encouraging general participation, and taking the lead on social events. As, Publicity chairs they may independently or concurrently act as webmaster (for the Facebook page); may independently or concurrently act as the graphic designer and printer of any advertising efforts; may independently or concurrently provide reminders to general members about events and news within and outside of the organization.

Student Advisor: The officer who held the position of President of the Student Chapter during the prior academic term will act as the Student Advisor during the following years, attending officer meetings and providing contacts and insight into the agendas of the Society.

### *Section 3*

#### *Terms of Office*

All officers shall hold office for a term of one calendar year from the day of election.

### *Section 4*

#### *Officer Qualifications*

i. Each elected member shall be recognized by the Ohio State department of Landscape Architecture as a full-time student and member of his/her represented class year: shall have and maintain an overall grade point average of 2.0 on a 4.0 scale (or equivalent); shall have been an active member of the ASLA Student Chapter for a minimum of one term (semester).

ii. Candidates for President shall be active Student Chapter members of second year (going into third year) or graduate level standing.

iii. Candidates for other offices shall be active Student Chapter members of second year undergraduate standing or above.

## **ARTICLE IV**

### **EXECUTIVE COMMITTEE**

#### *Section 1*

An Executive Committee shall consist of the elected officers and at least one representative from each class and shall be the governing body of the Student Chapter. The President shall be the chair of this committee.

#### *Section 2*

The Executive Committee shall, during the interim between the meetings of the Student Chapter, have the power and authority to administer and perform all acts and functions consistent with the Constitution and bylaws or with any actions taken by membership.

#### *Section 3*

Each class representative shall be known as: Executive Committee Member (class) Representative, e.g., Executive Committee Member Fourth Year, and shall be responsible for the promotion and participation of all members of his/her class and serve in an advisory capacity on the Executive Committee for the selection of other committee chairpersons and establishment of policies of the Executive Committee.

*Section 4* The Executive Committee shall prescribe the amount of dues as may be necessary for the operation of the Student Chapter before the first meeting of the fall quarter.

*Section 5* The Executive Committee may disapprove of appointments by the President and will be responsible for the correction of any inequitable actions by any officer. The Executive Committee may bring impeachment procedures in order to rectify such actions. A majority of the Executive Committee shall constitute a quorum.

*Section 6* A vacancy occurring in any office between elections shall be filled by a majority vote of the Executive Committee for the unexpired balance of the term of such office.

*Section 7* The Executive Committee Chair shall preside over meetings and allocate duties and responsibilities to carry out Executive Committee activities.

## **ARTICLE V COMMITTEES**

*Section 1* The President or Executive Committee shall establish and dissolve such committees as may be proper and necessary for the administration of the Student Chapter.

*Section 2* Appointed chairs of committees shall be responsible for the planning and organization of all activities of his/her committee with the approval of the Executive Committee and may appoint, at his/her discretion, any other subcommittees.

*Section 3* All standing committee chairpersons shall report on the activities of their respective committees at such time as the President may designate at the general meetings.

## **ARTICLE VI ELECTION PROCEDURES**

*Section 1* *Date of Election*

All officers shall be elected annually during the 2nd week of spring term. The officers-elect will be installed and shadow their perspective office and begin their term of office immediately following the final event of the year. A roster of these new officers and their positions shall be reported in May to ASLA National Headquarters.

*Section 2* *Nominations*

Nomination of officers shall be at the end of autumn term and shall be taken from the floor during a general meeting. Each Executive Committee Member (class) Representative shall be nominated and elected only by members of their respective class.

*Section 3*

*Method*

The election shall be by ballot of all Landscape Architecture students attending The Ohio State University, either part time or full time, who are present on the day of election for each office. Voting will take place within the classroom of a major course relating to each year level. Officers will be elected by a majority of votes taken. All students have one vote.

*Section 4*

The election shall be by ballot of all Landscape Architecture students attending The Ohio State University, either part time or full time, who are present on the day of election for each office. Voting will take place within the classroom of a major course relating to each year level. Officers will be elected by a majority of votes taken. All students have one vote.

*Section 5*

In the event of a tie for any officer or representative position, the acting Officers and Student Chapter adviser (President, Vice President, Chapter Adviser) shall vote to break the tie. The person receiving the majority of votes shall receive the position.

*Section 6*

Executive Committee members of Senior status, or otherwise determined by the Executive Committee, shall administer ballots and oversee the voting process on the determined day of election and shall count ballots to determine the officers and representatives elect. These chosen executive Committee members shall be responsible to ensure that voting procedures are carried out fairly and honestly. The Student Chapter adviser shall double check ballots counts.

**ARTICLE VII**

**DUES AND ASSESSMENTS**

*Section 1*

The Student Chapter shall assess dues from all Members. The dues fee shall be established on an annual basis, prior to the first term meeting, by the Executive Committee and shall be collected and maintained by the Chapter Treasurer. All dues and funds collected shall be for the exclusive use of the Student Chapter towards accomplishing the purpose of the members as indicated by the majority vote. No portion of funds shall be used to the benefit of any person whomsoever.

*Section 2*

If disbandment should occur, all remaining monies after payment of outstanding debts shall be donated to a nonprofit organization chosen by the Executive Committee.

**ARTICLE VIII**

**MEETINGS AND PROCEDURES**

*Section 1*

Official meetings and the Student Chapter shall be held weekly or monthly as deemed necessary by the Student Chapter officers and members.

*Section 2*

Special meetings shall be called at the discretion of the officers or Executive Committee, and announced at least two days prior to the meeting.

*Section 3*

A quorum shall be defined at two-thirds of all members.

*Section 4* Parliamentary law as defined by Robert's Rules of Order shall govern procedure of all meetings for instances not covered in this constitution.

**ARTICLE IX AMENDMENTS**

*Section 1* Proposed amendments to this constitution shall be submitted in writing to the Executive Meeting for review.

*Section 2* This constitution may be amended after a reading of the proposed amendment(s) at two Student Chapter Meetings is made and a two-thirds vote of a quorum approved the amendment during the second meeting.

**ARTICLE X RATIFICATION**

*Section 1* Ratification of this constitution shall consist of being heard at a general meeting of the Ohio State Student Chapter of the American Society of Landscape

*Section 2* Architects and by receiving approval of two-thirds vote of a quorum. The Student Chapter will be required to annually ratify the constitution by a two-thirds vote of a quorum.

**ARTICLE XI MEMBERS/OFFICERS EXITING/DISMISSAL**

*Section 1* A member, in good standing, that is leaving or graduating will be recognized for any achievements and awards that were made during their tenure in the organization.

*Section 1.1* A member is subjected to be voted out of the organization by majority vote from the head table and the advisor, following a general body discussion and the defending members trial speech. Defending members are also subject to probation

*Section 2* An officer who has carried out their position to the best of their ability and has gone above and beyond for the organization will be recognized for their hard work and the hours they had put in after they have graduated or have stepped down from the position.

*Section 2.1* If an officer has not fulfilled their duties and doesn't have any acceptable excuses to defend themselves, they are subject for discussion on impeachment and must have a majority vote by the current good standing officers and the advisor.