



# Engineers for a Sustainable World

## The Ohio State University Collegiate Chapter Constitution

Revised: September, 2023

### **Article I – Name**

1. The name of this organization shall be Engineers for a Sustainable World at The Ohio State University, abbreviated ESW-OSU.

### **Article II– Affiliation**

1. ESW-OSU will be affiliated with Engineers for a Sustainable World (hereinafter called “ESW”), a national non-profit organization.

### **Article III– Purpose**

1. **ESW’s Vision.** ESW’s vision is a world in which engineering fosters environmental, social, and economic sustainability to improve both quality of life and the condition of our planet.
2. **ESW’s Mission.** ESW mobilizes students and professionals through education, technical projects, and collaborative action to impact local and global sustainability challenges.
3. **ESW’s Goals.** In support of our mission, ESW's primary goals are to:
  - a. Stimulate and foster the growth of a more diverse and networked community of engineers.
  - b. Bring together students and professionals of various disciplines to create lasting solutions with immediate impacts.
  - c. Infuse sustainability-oriented design into the practice and studies of every engineer through projects, courses, and outreach.
  - d. Encourage innovative ideas that promote environmental, economic, and social sustainability.
  - e. Increase community participation in sustainable engineering and development worldwide.

4. **ESW's Values.** The following are critical to ESW's success:
  - a. **People:** Our members, communities, and partners are the ultimate driving forces of ESW.
  - b. **Diversity:** ESW values diversity of cultures, perspectives, professions, and life experiences.
  - c. **Integrity:** Honesty, openness, accountability, and responsibility form the core foundation of our personal and professional relationships.
  - d. **Partnerships:** We believe that effective engagement of partners is critical to the success and sustainability of our efforts.
  - e. **Practical Action:** We seek to have lasting positive impact through action that achieves measurable results.
  - f. **Humility and Respect:** We recognize that we have as much to learn as we have to share in addressing the world's critical challenges, and respect different ideas and approaches.

**NON-DISCRIMINATION POLICY:** This organization and its members shall not discriminate against any individual(s) for reasons of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or protected veteran status.

5. **Objectives.** ESW-OSU will bring together students, faculty, and community members to support ESW's vision, mission and goals. In the interest of implementing the ESW mission, the objectives of ESW-OSU are to:
  - a. Coordinate with the US National Office to help guide ESW's direction, and organize programs in conjunction with the national office and other Collegiate Chapters.
  - b. Integrate sustainable development and sustainability concepts into the engineering curriculum.
  - c. Facilitate the coordination of practical sustainable development projects that engage students, are supervised by professionals, and are coordinated with local partner organizations in the communities they impact.
  - d. Organize outreach programs and events to increase public awareness about sustainability, the critical role of science and engineering, and engage the community in practical action.

#### **Article IV – Membership and Voting**

1. There is no Student Membership Fee associated with being a student member of ESW-OSU.
2. All active and registered members affiliated with ESW-OSU for a semester will have voting rights within this Collegiate Chapter of ESW. Additionally, with the exception of project leads, members must be active for a semester prior to taking a director or Vice-President position.
3. Any general vote may concern the constitution, budget, the general direction of ESW-OSU, elections and other items the Executive Board deems necessary.

4. All general votes will be announced a minimum of one week in advance, excluding elections discussed in Article VIII.
5. In the event of a tie, the Executive Board will put forth a vote.

**Member Removal Process.** A member may be removed from ESW-OSU if they:

- a. Fail to uphold the vision, mission, goals, and values of ESW.
- b. Are no longer in good standing with the university.
- c. Have graduated from the university and are no longer undergraduate students.
- d. Members who fail to respect community guidelines may be removed from the club with majority vote. If said member is non-compliant, the academic advisor will step in.
- e. Members may be removed at the discretion of the President along with the Vice President and Vice-President of Membership and Events.

## **Article V – Executive Board**

**Officers.** There shall be (3-5) officers of the Executive Board, consisting of the following:

- a. President: *Alexandra Levi*
- b. Vice President of Project Management: *Artur Leonel Machado Ulsenheimer*
- c. Vice President of Finance: *Levend Karayaka*
- d. Director of Community Service: *Elijah Paulman*
- e. Director of Media/Communications: *Kristina May*

**Eligibility.** To be eligible for an executive officer position, one must be a registered ESW Member in good standing, and be available for the full term of service. One must complete a semester as an active project member before obtaining an executive position the following election.

- a. Officers may be removed for their position if disrespectful or failure to be present.
- b. Additionally, with the exception of project leads, members must be active for a semester prior to taking a director or Vice-President position.

**Term.** A term of office for an executive will consist of a 12-month term beginning in August and ending in August of the following year. This term provides a summer transitional period for the orientation of new officers before the academic year.

**General duties.** General duties and responsibilities of the executive board:

- a. Attend all Executive Board Meetings, Project Meetings, and General Meetings.
- b. Designate new chairs and committee members as needed.
- c. Direct activities and events of ESW-OSU as defined in Article III.
- d. Approve any single expenditure incurred in the current term greater than two hundred and fifty dollars.

## **President**

The President will represent ESW-OSU to members of ESW-OSU, ESW's US National Office, and those external to ESW. Duties include:

- a. Assume the duties of any vacant executive position until filled, with the exception of the Vice President of Finance; a person other than the President must always hold the position.
- b. Act as a chair for all general and executive meetings.
- c. Act as one of the three signing authorities for ESW-OSU.
- d. Run general body meetings and other meetings if other positions fail to attend. Create powerpoint slides and content for ESW meetings.
- e. Develop and manage the advisory board of faculty, alumni, and administrators.
- f. Establish and maintain legacy documents to use in the organization's transition.
- g. Finalize semester goals, fill the academic advisor position, and update the club's constitution annually.
- h. Maintain connectivity with the ESW US National Office by ensuring participation in leadership training, national events and meetings, and mid-year and end-of-year reporting.

## **Vice President of Project Management**

The Vice President is also the Vice-President of Project Management. This position helps the president in their goals when absolutely necessary, but focuses on their own roles surrounding projects.

- a. Maintain good relations in student groups.
- b. Aid student projects and step in when needed.
- c. Obtaining projects with the help of the president.
- d. Working with Vice-President Finance on finding funding for projects.
- e. The Vice-President of Project Management can always ask the President for help in their roles.

## **Vice President of Finance**

The Vice President of Finance will be responsible for managing and monitoring all of the funds associated with ESW.

- a. Act as one of the three signing authorities for ESW-OSU.
- b. Track income and expenditures for ESW-OSU.
- c. Collect receipts for "out-of-pocket" money spent and issue reimbursement.
- d. Prepare regular financial statements, and inform the Executive Board and Advisor of ESW-OSU's financial status.
- e. Coordinate the bank account, ensure non-profit.
- f. Ensure that the financial regulations of student organizations at The Ohio State University are followed.
- g. Attend E-Council meetings and submit yearly requests for funds.
- h. Report financial activity to the ESW US National Office bi-annually, and abide by the ESW Finance Guide.
  - i. In the case that multiple financial accounts associated with ESW activities exist, the Vice-President of Finance is responsible for

providing reports for all associated accounts.

### **Director of Community Service**

The Director of Community Service is responsible for finding sustainable, repeatable volunteering opportunities that club members are interested in. Duties include:

- a. Keep up with OSU-fundraising volunteering opportunities to raise money for the club that is re-allocated to active members.
- b. Money from fundraisers hosted or discovered by this director can be used for club merchandise and food.

### **Director of Media/Communications**

The Director of Media/Communications will be responsible for establishing non-ESW contacts and collaborating with those contacts to obtain the Goals of ESW-OSU. Duties include:

- a. Establish contact with students and faculty, corporations in the area, and ESW-OSU alumni.
- b. Organize an annual public presentation on the activities or Goals of ESW-OSU.
- c. Monitor and post on @osu\_esw instagram.
- d. Create emails for the club and help with Google Forms, Canva, and other related platforms for club involvement fairs, retention, and meetings.

**Executive Member Removal Process.** An Executive Member may be removed from their position if they:

- a. Do not fulfill their Executive duties as described above.
- b. Are no longer in good standing with the university.
- c. Are no longer an undergraduate student attending The Ohio State University.
- d. The Executive Member is removed at the discretion of the President, and if the President is to be removed, the Vice President and another Executive Member will inform the President of removal. The re-election process begins immediately to fill the position for the rest of the term.

## **Article VI – The Budget**

1. The Vice President of Finance shall prepare a budget for approval by the Executive Board prior to approval by the members such that:
  - a. A first draft of the budget must be approved within the first week of the Spring term, and in the second week in the case of the Fall term.
  - b. All modifications must be made by the third week of the term at which time the budget will be voted on by the membership.
2. A final financial statement shall be presented to the membership at the last general meeting of the term.
3. A final financial report shall be submitted to ESW's US National Office no later than July 10 recording the financial activity of the previous July 1 to June 30 fiscal year.

## **Article VII – Meetings**

1. General body meetings will take place at least twice during each term; or as needed with newly introduced speakers for funding or sustainability involvements, project introductions from professors or stakeholders, etc.
2. Project meeting times/dates will be defined by the project leads and should occur at least once a week for around two hours.
3. The executive officers shall meet at least once a month or at the direction of the President/Vice President.

## **Article VIII – Elections**

1. Elections shall occur during April.
2. All ESW members will be notified three weeks in advance that the nominations for all executive officer positions are open.
3. Nominations will be made no later than two days before the elections (self-nomination is permitted), and the President will notify all accepted nominees one day before the elections.
4. Nominees are required to submit their qualifications to the President stating their intent and qualifications for running. In addition, a speech is to be presented to the members at the last meeting. Nominees are required to write one (1) letter/email and deliver one (1) speech for each position for which he/she is running.
5. A nominee may run for more than one position but may accept only one position.
6. Any issues concerning order and administration of elections shall be decided by the President/Vice President.

## **Article IX – Signing Officers**

1. The Faculty Advisor, President, Vice President, and Vice President of Finance of ESW-OSU will have joint signing authority over ESW-OSU.
2. Signing of any binding agreement or statement must be arrived at with consultation with all members of the Executive Board.
3. In the event of a conflict amongst the Executive Board a decision will be reached by a vote of the general members.

## **Article X – Amendments**

1. Any registered ESW Member affiliated with ESW-OSU can submit a proposal for an amendment to the ESW-OSU Constitution.
2. The proposed amendment shall be read at two consecutive meetings with a vote held upon the second reading.
  - a. After the first meeting the amendment will be posted on the webpage and distributed to all members via email or other forms of communication.
3. An amendment will be ratified only by a two thirds majority vote of members with voting standing. Executive Board members have voting standing.