

Constitution and By-Laws for Concrete Canoe at The Ohio State University

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

Section 1: Name

Concrete Canoe at The Ohio State University. The team is in association with the American Society of Civil Engineers (ASCE) student chapter at The Ohio State University.

Section 2 - Purpose

To build a concrete canoe and compete at competition at a high level, while also properly representing the University and the ASCE student chapter. The team shall promote learning and team building that will facilitate a successful team.

Section 3 – Non-Discrimination Policy of the Organization

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.

Article II – Membership

Membership is completely voluntary. There shall be no dues. Every member is encouraged and expected to contribute in the construction of the canoe and with fundraising for the team.

Article III - Organization Leadership

Captain- Position to be appointed in accordance of Article V. The length of term is for the entirety of fall and spring semester, but can be extended as long as the person is an undergraduate. Responsibilities include, recruiting, scheduling meetings, communicating with members and with professionals, ensuring all leads are progressing in their work, and making all major decisions.

Assistant Captain- Position to be appointed in accordance of Article V. The length of term is for the entirety of fall and spring semester, but can be extended as long as the person is an undergraduate. The person in this position should be an incoming junior or younger as they are to be prepared to become captain the following year. Responsibilities include, recruiting, scheduling meetings, communicating with members and with professionals, and assisting with all major decisions.

Treasurer- Position to be appointed in accordance of Article V. The length of term is for the entirety of fall and spring semester, but can be extended as long as the person is an undergraduate. Responsibilities include; keeping track of all expenses and funding, organizing fundraising opportunities, keeping track of all material inventory.

Mix Design Lead- Position to be appointed in accordance of Article V. The length of term is for the entirety of fall and spring semester but can be extended as long as the person is an undergraduate. Responsibilities include doing research on new ideas for mix design and reinforcement. This involves

directing selected general members within general body and being a leader through testing and implementation of ideas.

Article IV – Project Team Leads

Mold Design Lead- Position to be appointed in accordance of Article V. The length of term is for the entirety of fall and spring semester but can be extended as long as the person is an undergraduate. Responsibilities include working with the general body and treasurer to either ensure the previous years' mold is usable or designing and fabricating a new mold, should the team have sufficient funding. They must also perform structural analysis upon the creation of a new mold to be used in the technical report.

Mix Design Lead- Position to be appointed in accordance of Article V. The length of term is for the entirety of fall and spring semester but can be extended as long as the person is an undergraduate. Responsibilities include working with the general body and treasurer to either ensure the previous years' mix is usable or designing and fabricating a new mix, should the team have sufficient funding.

Academic Lead- Position to be appointed in accordance of Article V. The length of term is for the entirety of fall and spring semester but can be extended as long as the person is an undergraduate. Responsibilities include, developing an understanding of ASCE competition regulations, maintaining team records of production, and ensuring a cohesive technical report for each year's competition.

Visual Design/Social Media Coordinator- Position to be appointed in accordance of Article V. The length of term is for the entirety of fall and spring semester but can be extended as long as the person is an undergraduate. Responsibilities include, assisting with the theme and visual design of canoe, creating a formatted template for the design report, and design the display to be used at competition.

Article V – Method of Selecting and/or Removing Officers and Members.

At the end of each academic year, an election meeting/event will be held after the yearly student symposium. All those wishing to run for office or vote for officers must be in attendance (except for extenuating circumstances, e.g.: sickness). Anyone wishing to run for office must be an active member in and have been in regular attendance throughout the academic year.

Removal of someone from a leadership position will be based on whether their contributions to the team are detrimental to the goals of the project team. For any position within the team the first step would be to talk with the person and see if there is a way to improve their contributions by moving them to a different aspect of the project. For officers if they do not comply there is a removal process. For an officer to be removed there will be a vote. A majority vote from the club will remove the officer, and a majority vote will be used to instate a new officer.

Project Team Leads are positions assumed or appointed based on experience and attendance. The same removal process applies to Project Team Leads.

Article VI – Advisor(s) or Advisory Board

The Concrete Canoe advisor must be members of the University faculty within the Department of Civil Engineering. A very high preference for an advisor with extensive knowledge in concrete mix design or concrete structural design. Responsibilities of the advisor are to assist the team in both managerial and

technical aspects of the competition. The expectation is that the advisor will readily respond when needed, and will act as a representative for the team within the department to help with funding and other needs of the team.

Article VII – Meetings of the Organization

There is one required meeting at the beginning of the year, for the purpose of introducing the project to prospective members. From there, meetings can be scheduled when needed. The captain schedules meetings, and should give members plenty of notice for each meeting.

Article VIII– Method of Amending Constitution

After each year's competition, the captain and assistant captain will review the constitution with the incoming new captains to make any necessary changes based off of their experience and what they learned and also the thoughts of the new captains.

Article IX – Method of Dissolution of Organization

In the case of dissolution all funds shall be returned to ASCE student chapter at The Ohio State University, for the chapter and redistribution to other project teams.

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