



# Constitution of the Software Engineering Club

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

I.a. The name of this club is Software Engineering Club. The shorthand name and alias of this club is DEV.

I.b. The purpose of the Software Engineering Club is to provide educational workshops on software engineering and free computing resources such as subdomains and web-hosting to the Ohio State University students, as well as the broader community of aspiring developers.

I.c. Software Engineering Club does not discriminate based on 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, Software Engineering Club 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: Qualifications and categories of membership**

II.a: Club membership categories are as follows: Non-active Members, Active Members, Executive Board, Advising Board.

Non-Active Members: category composed of current Ohio State University students who have not attended at least 40% of the meetings since the beginning of the last fall semester, as recorded by officers. Fraction is rounded to 1% by standard rounding rules. This category also includes all members who are not current active Ohio State University students.

Active Members: current Ohio State University students who have attended at least 40% of the meetings since the beginning of the last fall semester, as recorded by officers. Fraction



is rounded to 1% by standard rounding rules. Active Members can vote during the leadership election.

The Engineering Team is composed of volunteering Software Engineers, Designers. They are not responsible for managing the club but are tasked to manage projects that support the club's goals. They report to and are managed by the President, Vice President, and Technology Director. Inherit all rights of Active Members unconditionally.

The Executive Board is composed of officers, elected and appointed. Inherit all rights of Active Members unconditionally. President, Vice President, and Treasurer are also aliased as the High Executive Board.

The Advising Board is composed of faculty and student advisor(s). Inherit all rights of Active Members unconditionally.

II.b: All Software Engineering Club members will receive workshops on software engineering and mentorship. Active Members also have the opportunity to use computing resources provided by the club for free. The Executive Board majority vote makes all decisions about granting computing resources and has a right to decline it of an active member.

II.c: 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 Board are able to make decisions regarding the membership of the community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Board.

II.d: Club has an open membership, there are no dues to become a member of any category.

### **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 Software Engineering Club, violates the club'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, notifying and consulting with the organization's advisory board.

III.b: Any elected officer of the club 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 Board may act for removal upon a two-thirds affirmative vote of the executive board, consulting with the organization's advisory board. If



the elected officer to be removed is the club president, permission from any club advisor is also required for removal.

III.c. 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 may vote to temporarily suspend a member or executive officer, consulting with the organization's advisory board.

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

IV.a: There will be seven officers of the Executive Board of the Software Engineering Club. They are the President, Vice President, Treasurer, Outreach Director, Technology Director, Marketing Director, and Event Director. Positions can be added by a majority vote of the Executive Board. An unoccupied position beside the High Executive Board (President, Vice President, and Treasurer) may be removed by a majority vote of the Executive Board. Any position may be renamed by a majority vote of the Executive Board.

IV.b: The officers of the Software Engineering Club will meet at least once a month in order to discuss matters relating to events including, but not limited to, the next meeting of the Executive Board. The term length for officers is one year.

IV.c: The High Executive Board will be chosen by election. In the event of a tie, the current Executive Board will vote to break it.

IV.d: The previous High Executive Board has a responsibility to provide access to all club technology required for club operations to the new High Executive Board. This includes the ability to transition this access to the next High Executive Board.

IV.e: After the election, High Executive Board has to select new Officers and the Engineering Team. They must consider extending current team members' terms before selecting new candidates.

IV.f: The duties of the officers are as follows:

The President must lead the Software Engineering Club by providing a vision for the club, including determining what workshops will be held, and what computing resources will be provided to club members. They also have a sole right to modify responsibilities of other officers as required to pursue the club's goals and values.

The Vice President will assist the President in leading the Software Engineering Club by providing criticism for ideas on the vision of the club, and assisting other officers in administrative duties.



The Treasurer of the Software Engineering Club will perform financial budgeting for the club, manage the club bank account, and provide food, drinks, and other necessary resources for club meetings.

The Outreach Director of the Software Engineering Club will reach out to sponsors and speakers for the club.

The Technology Director will manage the Software Engineering Club website, Discord server, and other technology used in the club.

The Marketing Director will create advertising materials to promote club membership and events.

The Event Director will manage all upcoming club events and cooperate with other student organizations and third-party partners on joint events.

### **Article V - Election/Selection of Organization Leadership**

The election of new officers will occur in two steps.

First, the Executive Board will review (and potentially interview) all candidates who wish to become officers. The board will select a number of candidates that is at least half of the applications for the position. Selected candidates will move on to the second round.

The second round of elections is the general election, in which all active club members will vote for their top candidates. The candidate with the highest number of votes for a position will become that officer for the following year. The vote of the current Executive Board will break ties.

Vote is completed in the following order: President, Vice President, Treasurer, Reachout Director. If a candidate wishes to run for multiple officer positions, they will participate in the vote for every desired role in this order until elected for one or not selected for any.

### **Article VI - Advisory Board**

VII.a: Advisory Board of the Software Engineering Club consists of Faculty Advisor(s) and Student Advisors.

VII.b: Faculty Advisor(s) must be full time members of the University faculty or Administrative & Professional staff. An advisor should be a member of the Department of Computer Science and Engineering or the Department of Electrical and Computer Engineering. Faculty Advisor is elected by a 100% vote of the Executive Board.



VII.c: Student Advisors must be current Ohio State University students. A student who was an officer for two consecutive terms, being President, Vice President, or Treasurer during one of them, or is one of the club founders, may voluntarily join the club advisory board as a student advisor.

VII.d: The Advisory Board must be notified of and consulted about any club member suspensions and removals, constitution amendment proposals, and by-laws addition/amendment proposals by the Executive Board. Majority vote of the Advisory Board can break ties in the Executive Board votings.

VII.e: The responsibilities of the advisor of the Software Engineering club include providing guidance to the Executive Board. This must be done in at least one required meeting with the Executive Board per academic year.

VII.f: Any Advisor of the Software Engineering Club can be removed by a 100% vote of the Executive Board.

VII.g: Any Advisor may voluntarily leave the Advisory Board at time.

#### **Article VII - Meetings and events of the Organization: Required meetings and their frequency**

General meeting frequency consisting of either a workshop or speaker event is required to be at least monthly. To have more meetings is highly encouraged and is decided at the discretion of the Executive Board.

#### **Article VIII - Attendees of Events of the Organization: Required events and their frequency**

Members of the Software Engineering Club are not required to attend any particular meetings.

Software Engineering Club 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.

The Executive Board is responsible for recording attendance for every club meeting. Any meeting attendee, regardless of their membership status, must have an opportunity to be marked as attendant. This statistic must be used to evaluate active/non-active membership status of current Ohio State students



### **Article IX - Method of Amending Constitution: Proposals, notice, and voting requirements.**

Any proposed amendments should be presented to the Software Engineering Club in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be made available to every Executive and Advisory Board member and read in the Executive Board meeting.

Constitution amendment is accepted upon a two-thirds affirmative vote of the Executive Board and must be approved by the club President.

The constitution should not be amended easily or frequently.

### **Article X - Method of Dissolution of Organization**

In the event of the dissolution of the Software Engineering Club, all remaining funds will be distributed in two steps. First, the funds will be used to pay the organization's debts. If there are any funds left, they will be donated to either another Ohio State University student organization, or a charity. The particular student organization or charity will be decided by a vote of the Executive Board.