

Constitution of The American Society of Biomechanics at The Ohio State University

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

Section 1: Name

The name of this organization shall be "The American Society of Biomechanics Chapter at The Ohio State University"

Section 2 - Purpose

This organization's purpose is to promote the study and understanding of biomechanics, provide educational and leadership opportunities for its members, and contribute to the advancement of knowledge in the field. Programs sponsored by the organization shall align with its stated purpose and objectives.

Section 3a - Non-Discrimination Policy

This organization 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.

Section 3b – Sexual-Misconduct Policy

As a student organization at The Ohio State University, The American Society of Biomechanics Chapter at The Ohio State University 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.

Article II - Membership: Qualifications and Categories of Membership

The organization's voting membership shall be limited to currently enrolled Ohio State University students. Non-student members, such as faculty, alumni, professionals, etc., may become non-voting associate or honorary members. Ninety percent (90%) of the membership shall include current Ohio State University students.

Article III – Methods for Removing Members and Executive Officers

III.a.

If a member engages in behavior detrimental to the organization's purpose, violates the constitution or by-laws, or violates the Code of Student Conduct, university policy, or law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

III.b.

Any elected officer may be removed for cause, including violation of the constitution, failure to perform duties, or behavior detrimental to the organization. Removal requires a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

III.c.

If the reason for member removal is protected by FERPA or cannot be shared, the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders

The organization leaders shall consist of a Primary Leader (President), Secondary Leader, Treasurer, and Advisor. Leaders shall be elected or appointed from the voting membership. The term of office, duties, and selection process for each leadership position shall be clearly specified. All positions will have a term of one year.

Article V - Election / Selection of Organization Leadership

Election rules, procedures, eligibility for office, nominating process, and appointment and ratification procedures shall be specified. Unusual circumstances such as resignations or impeachments should be addressed.

Section 1 - Position Terms

Each position will have a 1-year term, beginning after the conclusion of the election and ending prior to the conclusion of the following years election

Section 2 - Election Eligibility

Each position will be open to nominations, by oneself or others, and a resume/list of qualifications will be submitted to the previous year's officers. They will review them and accept the nomination if the candidate meets the expectations and qualifications for the position they were nominated for. Then an election will be held amongst all members to vote for all positions and the majority voted candidate will be awarded the position for the subsequent year.

In the situation that a candidate is running for reelection they will not need to be approved by current officers and will receive automatic approval for the ballot.

This does not account for a change in position nor someone who may have been dismissed from a position. In both situations approval by current advisors must be obtained.

Section 3 - Election Procedure

- a. Once all qualified candidates are approved, (deadline this is year to year dependent however it should be within 3 weeks of the student organization activation window), the election will be held (at least two weeks prior to the end of the student organization activation window).

- b. The election will be held via google forms or a similar survey software, and each active member will be asked to respond to the survey. The results will be made public however individual's votes will be private.
- c. After the election, the new position holder will meet with the old position holder to discuss ongoing projects, goals, and work, and how to perform well within the position. After this meeting (which must occur within 1 week of the end of the election) the new position holder will be ratified via confirmation from both parties sent to the president. For a new president to become ratified the confirmation must be sent to the former secondary leader, treasurer, and advisor.

Section 4. Dismissal, Impeachment, and Resignation

- a. Any officer can be dismissed for breach of this constitution and by-laws with approval advisor. The position will then be filled via a special election. The position will be covered by a secondary leader until it is filled
- b. Any elected official will be able to be impeached if the general body feels that the individual's interests are not aligned with the organizations. This would require a petition with 3/4 of the general body's support and 2/3 of officers' support.
- c. If any officer resigns for any reason, the secondary leaders will cover the position until the special election is held, and the role is filled.

Section 5. Special Election

A special election will be held when a position becomes vacant. It must occur within 1.5 weeks of the position becoming vacant and conclude within 2.5 weeks of the position becoming vacant. It will follow a similar procedure of nominee review and approval prior to a general body election. If no one is found to fill the position, the responsibilities are to be delegate through the President(s)'s discretion.

Section 6. Graduating Students

Graduating students should inform the organization of their graduation plans, then resign with notice (2+ weeks), and there can be a special election to find a replacement.

Article VI - Executive Committee: Size and Composition

The Executive Committee shall represent the general membership, conduct organization business between general meetings, and report actions at general meetings. The Committee's composition shall include organization leaders and chairpersons of standing committees.

Article VII - Standing Committees (if needed): Names, Purposes, and Composition

Standing committees, if needed, shall serve the organization leadership and general membership. Committee names, purposes, and composition shall be clearly defined.

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

Advisors must be full-time members of the University faculty or Administrative & Professional staff. If an advisor does not meet these criteria, a co-advisor who does must be chosen. Responsibilities and expectations of advisors shall be described.

Per the Student Organization Registration and Funding Guidelines, advisors are required to:

- a. Complete advisor training every two years.
- b. Submit online approval of the organization's registration every year.
- c. This indicates that the advisor agrees to serve in that role for the coming year and agrees to the reporting responsibilities within the Campus Safety (Clery) Act.
- d. Submit online approval of the organization's goals every year.
- e. Review and submit online approval for operating and programming funds requests.
- f. Review and approve reservations of university space and equipment.

Additional Responsibilities will include :

- a. Approving dismissals of officers
- b. Approving the inauguration of new presidents
- c. Support and offer any additional resources or advising necessary.

The goal of the ASB Chapter is to be primarily student run and require minimal help from advisors beyond the necessary contributions, allowing advisors to contribute and participate within the organization to the extent of their choosing.”

Article IX – Meetings and Events of the Organization: Required Meetings and Their Frequency

The constitution shall specify the required number and frequency of general meetings and events for all members.

Section 1 – Membership

The minimum requirement will be attendance of 2 general body meetings per semester to maintain membership. Certain scenarios in which a member has significant participation/contribution outside of meetings but cannot attend at least 2 general body meetings will have special consideration for membership qualification.

Membership will also be contiguous with membership in the National Organization, which requires a fee, this fee maybe be added onto at the discretion of the officers, to fundraise or provide a product (i.e. shirt) for members.

Section 2 – Meetings

There will be 4 general body meetings per semester, once per month.

The meetings will have a time, and place determined at the first officer meeting of newly elected officers.

Officer meetings will have their frequency, time, and location determined at the first meeting of all newly elected officers. These meetings should be held no less often than the general body meetings. (at least once per month).

There will be at least 1 recruitment event per semester.

There will be 2 additional events per semester, with the purpose of furthering the goals of the organization. These meetings will typically be 1 wellness event and 1 event focused on learning/connecting within Biomechanics (i.e. Hackathon, Networking Night)

Article X – Attendees of Events of the Organization: Required Events and Their Frequency

The organization reserves the right to address member or event attendee behavior that is disruptive or not in alignment with the organization’s constitution.

Disruptive behavior will be defined as: “Behavior that interferes with students, faculty or staff and their access to an appropriate educational or work environment is considered disruptive.”

Further information is available in the *Office of Academic Affairs Guide to Assist Disruptive or Distressed Individuals* found [here](#).

Article XI – Method of Amending Constitution: Proposals, Notice, and Voting Requirements

Proposed amendments shall be presented in writing, read at multiple general meetings, and voted on with a two-thirds majority of voting members.

Article XII – Method of Dissolution of Organization

Requirements and procedures for dissolution shall be stated, including the disposal of assets and debts. Student Activities staff must be contacted upon official dissolution.

Dissolution will occur if 4/5 majority approval of the voting membership and a notice of a vote on dissolution 60 days in advance to the membership, when the organization may not have any outstanding debts. Upon dissolution of the organization, all existing assets shall be donated to a charity or saved for future organizations.

By-Laws of The American Society of Biomechanics

Article I – Parliamentary Authority

The rules contained in Robert’s Rules of Order shall govern the organization, except when inconsistent with the constitution or by-laws.

Article II- Membership

Procedures for becoming a member, amount and frequency of dues, termination of membership, and other relevant details shall be described.

Article III- Election / Appointment of Government Leadership

Details on election procedures, eligibility for office, and appointment and ratification procedures shall be specified.

Article IV- Executive Committee

Specific duties of the Executive Committee and its responsibilities to the membership shall be outlined.

Article V- Standing Committees (if needed)

Specific duties of each standing committee and their responsibilities to the organization leadership and general membership shall be outlined.

Article VI - Advisor/Advisory Board Responsibilities

Expectations of the advisor in the organization, including availability, meeting attendance, and support, shall be clearly defined.

Article VII - Meeting Requirements

Regular and special meeting requirements, quorum determination, and the size of quorum shall be specified.

Article VIII - Method of Amending By-Laws

By-laws may be amended by proposing in writing, reading the change at a general meeting, and bringing it up for a vote at the next general meeting with a 2/3 majority vote of the membership present.

Constitution Revision Date: 3/17/2024