

Constitution and By-Laws
of the
Ecological Engineering Society at The Ohio State University

First adopted: January 2002

Revitalized: September 2022

Amended:

Article I

*Name, Purpose, and Non-Discrimination Policy of
this organization*

Section 1: The name of this organization is the Ecological Engineering Society (EES) at The Ohio State University.

Section 2: Mission Statement: To educate ourselves and others about ecological engineering and its potential uses, to develop our potential as ecological engineers through hands-on projects, and to utilize our resources as an OSU-affiliated student club to collaborate with our community for justice-oriented, local projects.

Section 3: 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, 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: General membership is open to all undergraduate and graduate students, faculty, staff, and members of the surrounding communities.

Section 2: Voting membership is limited to active members. To initially become an active member, a general member must accomplish the following in one semester: 1) sign up for the membership tracking system as defined by EES leadership, 2) attend a minimum of three (3)

meetings, 3) volunteer at least three (3) hours for EES-related events.

Section 3: Active membership may be revoked in three ways: 1) If the active member fails to meet the criteria in Article II, Section 2 within a semester, 2) If the active member declares themselves to be inactive, 3) If an active member calls a vote to question the active status of another member, and the majority (51% or more) of active membership who participate in the vote agrees to revoke the active status of the individual in question. Active members must have two weeks from the time the vote is called to vote in-person or through absentee ballots.

Section 4: General membership may be revoked if a member behaves in a manner that conflicts with this organization's constitution. Additionally, an active member must call a vote to question the general membership of another member, and the majority (51% or more) of the active membership who participate in the vote must agree to vote the member out of EES. Active members must have two weeks from the time the vote is called to vote in-person or through absentee ballots.

Article III

*Organization Leadership, Executive Office
responsibility, and Member responsibility*

Section 1: The society will elect an Executive Committee comprised of:

- i. President
- ii. Vice President
- iii. Treasurer
- iv. Marketing and Outreach Lead
- v. Partner Liaison(s)*

Section 2: EES will be divided into two committees, the Executive and Projects Committees. The Chairperson and responsibilities of each committee* are as follows:

- I. *Executive Committee* – Each elected officer will regularly attend the meetings during the academic year (unless an emergency arises).
 - i. Chairperson(s) – President(s)
 - ii. Additional members – Vice President, Secretary, Treasurer, Marketing and Outreach Lead, Partner Liaison(s)

- II. *Projects Committee* – Responsible for organizing community, education, professional, volunteer, and outreach events that facilitate hands-on experience and/or member development, such as the Student Farm Project or a Professional Panel. Project committees are created according to Society goals for the upcoming academic year. Each Committee will have:
 - i. Chairperson(s) – Elected Member
 - ii. Additional members – General members

* Subcommittees may be created as needed within each primary committee, example: Earth Day Committee could be a subcommittee under the Projects Committee.

Section 3: The President will be responsible for setting the agenda and conducting the meeting. Further, the President must submit the official student organization online application to the Student Union at the end of each academic year before the end of June. Forms are available at the following link:
activities.osu.edu/secure/studentorgs/

The Vice President will be responsible for filling in for the President if they cannot attend a meeting and taking the minutes of the meeting and distributing them before the next meeting. They are also responsible for meeting notifications via email and finding guest speakers.

The Treasurer will be responsible for financial transactions, pending approval from the Executive Committee. They are also responsible for setting up fundraising events, as well as communicating about financial concerns. At the end of each academic year, a financial audit must be submitted to the Student Union by the Treasurer before the end of June. Forms are available at the following link:
https://activities.osu.edu/involvement/student_organizations/funding/#CSAFundingAudits

The Marketing and Outreach Lead is responsible for creating, maintaining, and periodically updating this organization's websites. Additionally, they will make flyers and post to social media.

*The Partner Liaison(s) will be appointed as needed by the discretion of the leadership team. They will serve as the link between EES and community partner groups, such as FLOW (Friends of the Lower Olentangy Watershed) and FACT (Friends of Alum Creek + Tributaries). They are responsible for attending our partner organizations' monthly meetings, as well as being an intermediary between the partner organization and our Society. The Liaison's main purpose is to inform EES of potential volunteer opportunities and projects EES can work on. Additionally, they can continue to link with other community partners as desired.

Section 4: All active members of the society are responsible for participating in one of the aforementioned Executive or Project Committees. Leadership opportunities for active members are available and encouraged as subcommittee chairpersons and/or as future executive members.

Article IV

Selecting and/or Removing Officers

Section 1: Nominations for the following year's Executive Committee will be held during the last meeting in February every year. Elections for these positions will be held during the last meeting in March. Officers must be active members within this organization and must be nominated prior to the time of elections. These dates should be announced at the beginning of the semester. Active members must be made aware that if they cannot attend the voting meeting, they will need to request an absentee

ballot at least one (1) week before the vote takes place. During the vote, confidential ballots must be distributed in-person, and absentee ballots must be distributed via email. Absentee voters must return their ballots by the next meeting. Once all in-person and absentee votes are collected and tallied, the candidate who wins the most votes for a given position wins that position. Officer transitions must take place before the semester ends.

Section 2: If an officer is not fulfilling their responsibilities and/or is not active enough in this organization, the active membership can remove the officer from their position with a majority (51% or more) vote. The removed officer may remain a member of this organization so long as they have not acted in conflict with this constitution. Next, a new, nominated member needs to be elected to the position. As noted in the non-discrimination policy, officers cannot be removed from their positions or membership 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, protected veteran status or any other basis in accordance with [Student Organization Registration and Funding Guidelines](#)

Article V

Advisor: Qualification Criteria

The advisor of this organization will be a faculty member of The Ohio State University. The advisor will be a general member of this organization and act as a liaison between this organization and the university.

Article VI

Meetings of this Organization

General body meetings will be held once a month unless there is a need for additional meetings or there is a conflicting university holiday, and they will last for at least one hour.

Article VII

Method of Amending Constitution: Proposal, Notice, and Voting Requirements

The intention to vote on an amending the constitution must be announced via email to active membership at least one (1) meeting in

advance of the vote. Active members must be made aware that if they cannot attend the voting meeting, they will need to request an absentee ballot at least one (1) week before the vote takes place. One (1) meeting before the vote, the amendments must be read and emailed to all members. During the vote, the amendments must again be read and emailed to all members, and absentee ballots must be distributed. Absentee voters must return their ballots by the next meeting. A majority (51% or more) of active members who participate (in person or via absentee ballot) in the vote must agree to the proposed change for it to pass.

Article VIII

Method of Dissolution of Organization

When membership drops to two active members or less EES will dissolve. All remaining funds in this organization account will be donated to a local environmental charity of the remaining members' choice.