

ORGANIZATION CONSTITUTION

The Student Chapter of the American Society of Landscape Architects
The Ohio State University Chapter

ARTICLE I NAME, PURPOSE, AND NON-DISCRIMINATORY POLICY

Section 1 Name

The name of this organization shall be “Student Chapter of the American Society of Landscape Architects at The Ohio State University” with the abbreviation “SCASLA.”

Section 2 Purpose

i. To enable students of Landscape Architecture to have the opportunity to participate in organized activities outside the academic sphere, which would improve skills and knowledge and complement the curriculum at The Ohio State University.

ii. To construct opportunities for students to engage with and learn about the profession of Landscape Architecture through interpersonal development in firm visits, networking socials, and connection opportunities with practicing professionals and members of v (American Society of Landscape Architects) and OCASLA (Ohio Chapter of the American Society of Landscape Architects).

iii. To provide opportunities for members to connect and socialize with their Knowlton community including peers within Landscape Architecture, Architecture, and City and Regional Planning.

iv. To initiate and encourage organized events to serve the Columbus community through volunteering and service efforts to improve our direct social and ecological environments.

Section 3

Non-Discriminatory Policy

This organization shall 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 basis in accordance with Student Organization Registration and Funding Guidelines.

ARTICLE II MEMBERSHIP: QUALIFICATIONS AND CATEGORIES OF MEMBERSHIP

Section 1 Membership Categories

The membership shall consist of Members, Associate Members, Affiliate Members, and Honorary Members.

Section 2

Members

Members shall be undergraduate or graduate students whose interests are to improve and promote the purpose of the Landscape Architecture profession, Student Chapter, and the Society. Members may or may not be enrolled in the Landscape Architecture Department at The Ohio State University.

Section 3

Associate Members

Associate Members shall be any interested faculty member on staff in the Landscape Architecture Department at The Ohio State University or any member of the local ASLA Professional Chapter, OCASLA.

Section 4

Affiliate Members

Affiliate Members shall be any non-student in a related design discipline or a non-OCASLA or non-ASLA professional.

Section 5

Honorary Members

Honorary Members shall be persons who contribute to the spirit, service, or advancement of the Student Chapter at the Ohio State University, most commonly through an emeritus status including past Executive Board Members or Members.

Section 6

Faculty Advisor

A faculty member at the Ohio State Landscape Architecture program shall be appointed by the Student Chapter and act as a professional and academic advisor.

Section 7

Coordinator

There shall be a coordinator of the Student Chapter who shall be a Member, Fellow, or Associate of the ASLA and also a member of the local Professional Chapter. The Coordinator and/or the Student Chapter President shall act as a liaison among the Student Chapter, the local chapter, and the Headquarters of the Society. The Coordinator shall be designated by the Executive Board of the local ASLA Chapter upon approval of the Student Chapter. The Coordinator shall attend a minimum of one Student Chapter meeting every two months.

Section 8

Membership Period

The Period of Membership shall be per academic year.

ARTICLE III

ORGANIZATION LEADERSHIP

Section 1

Officers

The officers of the Student Chapter shall be a President, Vice President, Treasurer, Secretary, Career Chair, Volunteering Chair, and Social Chair. No individual may serve in more than one elected office position at the same time.

- i. President: The President shall preside over all General Body and Executive Board Members and allocate duties and responsibilities to other elected officers accordingly; shall coordinate all Student Chapter communication outside the Student Chapter; shall be responsible for executing all business as directed by a majority vote of members; shall represent the Student Chapter as an ex officio member to the sponsoring ASLA Chapter Executive Board.
- ii. Vice President: The Vice President shall assume all the duties of the President in his/her absence; shall spearhead the planning and execution of General Body Meetings.
- iii. Treasurer: The Treasurer shall supervise collection and handling of all fees, dues, accounts, and records of all transactions and monies received and paid out of the Student Chapter Funds; shall supervise the auditing of the accounts, which shall be open at all times to inspection by the President and Executive Board; shall be responsible for the depositing and withdrawing of funds with prior consent of the President; shall give financial reports upon request of the Executive Board or the University.
- iv. Secretary: The Secretary shall be responsible for recording and maintaining minutes at each General Body and Executive Board meeting; shall act as the parliamentarian; shall maintain an accurate file of Student Chapter correspondence, constitution, and other Chapter documents; shall record all voting results; shall submit an annual report of Student Chapter activities to the ASLA Student Services Committee; shall produce and post all notice and publicity for events and meetings held by the Chapter.
- v. Career Chair: The Career Chair shall be responsible for planning, executing, and overseeing a minimum of two career events per semester that aim to provide Members opportunity for further development within the field of Landscape Architecture.
- vi. Volunteering Chair: The Volunteering Chair shall be responsible for planning, executing, and overseeing a minimum of two volunteering events per semester to involve the Chapter in serving and benefiting our local social and ecological community.
- vii. Social Chair: The Social Chair shall be responsible for planning, executing, and overseeing a minimum of three social events per semester that aim to build relationships among the Landscape Architecture Department at Knowlton and introduce new faces to the Chapter.
- viii. Student Advisor: The officer who held the position of President of the Chapter during the prior academic term will act as the Student Advisor during the following years, attending officer meetings when necessary and providing contacts and insight into the agendas of the Society.

Section 3

Terms of Office

All officers shall hold office for a term of one academic year, one calendar year from the day of election.

Section 4

Officer Qualifications

- i. Each elected member shall be recognized by the Ohio State department of Landscape Architecture as a full-time student and member of his/her represented class year; shall have and maintain a minimum overall grade point average of 2.0 on a 4.0 scale (or equivalent); shall have been an active member of SCASLA for a minimum of one semester.
- ii. Candidates for President shall be active Student Chapter members of a second year (going into third year), third year (going into fourth year), or graduate level standing.
- iii. Candidates for other offices shall be active Student Chapter members may be of any academic cohort.

ARTICLE IV

EXECUTIVE BOARD

Section 1

An Executive Board shall consist of the elected officers, ideally representing each cohort of the Landscape Architecture Department, shall be the governing body of the Student Chapter. The President shall be the chair of this committee.

Section 2

The Executive Board shall, during the interim between the meetings of the Student Chapter, have the power and authority to administer and perform all acts and functions consistent with the Constitution and bylaws or with any actions taken by membership.

Section 3

The Executive Board shall prescribe the amount of dues as may be necessary for the operation of the Student Chapter before the first meeting of the fall quarter.

Section 4

The Executive Board may disapprove of appointments by the President and will be responsible for the correction of any inequitable actions by any officer. The Executive Board may bring impeachment procedures in order to rectify such actions. A majority of the Executive Board shall constitute a quorum.

Section 5

A vacancy occurring in any office between elections shall be filled by a majority vote of the Executive Board for the unexpired balance of the term of such office.

Section 6

The Executive Board shall preside over meetings and allocate duties and responsibilities to carry out Executive Board activities.

ARTICLE V

COMMITTEES

Section 1

The President or Executive Board shall establish and dissolve such committees as may be proper and necessary for the administration of the Student Chapter.

Section 2 Appointed chairs of committees shall be responsible for the planning and organization of all activities of his/her committee with the approval of the Executive Committee and may appoint, at his/her discretion, any other subcommittees.

Section 3 All standing committee chairpersons shall report on the activities of their respective committees at such time as the President may designate at the general meetings.

ARTICLE VI ELECTION PROCEDURES

Section 1 *Date of Election*

All officers shall be elected annually during the final Quarter of the academic year. The officers-elect will be installed and shadow their perspective officer and begin their term of office immediately following the final event of the year. A roster of these new officers and their positions shall be reported in May to ASLA National Headquarters.

Section 2 *Nominations*

Nomination of officers shall be in the final Quarter of the academic year and shall be taken from the floor during a General Body meeting. Each Executive Board Member nominee shall be nominated and elected only by members of their respective class.

Section 3 *Method*

The election shall be by ballot of all members of SCASLA who are present on the day of election for each office. Voting will take place within a General Body meeting. Officers will be elected by a majority of votes taken. All students have one vote.

Section 4 In the event of a tie for any officer or representative position, the acting Officers and Student Chapter advisor shall vote to break the tie. The person receiving the majority of votes shall receive the position.

Section 5 Executive Board members of UG4 (Undergraduate Year 4) status, or otherwise determined by the Executive Board, shall administer ballots and oversee the voting process on the determined day of election and shall count ballots and oversee the voting process on the determined day of election and shall count ballots to determine the officers and representatives elect. These chosen Executive Board members shall be responsible to ensure that voting procedures are carried out fairly and honestly. The Student Chapter advisor shall double check ballots counts.

ARTICLE VII DUES AND ASSESSMENTS

Section 1 The Student Chapter shall assess dues from all Members. The dues fee shall be established on an annual basis, prior to the first term meeting by the Executive Board and shall be collected and maintained by the Chapter Treasurer.

All dues and funds collected shall be for the exclusive use of the Student Chapter towards accomplishing the purpose of the members as indicated by the majority vote. No portion of funds collected shall be for the purpose of the members as indicated by the majority vote. No portion of funds shall be used to the benefit of any person whomsoever.

Section 2 If disbandment should occur, all remaining monies after payment of outstanding debts shall be donated to a nonprofit organization chosen by the Executive Board.

ARTICLE VIII MEETINGS AND PROCEDURES

Section 1 Official meetings and the Student Chapter shall be held bi-weekly or as deemed necessary by the Student Chapter Officers and Members.

Section 2 Special meetings shall be called at the discretion of the Officers or Executive Board and announced at least 24 hours before the meeting.

Section 3 A quorum shall be defined at two-thirds of all members.

Section 4 Parliamentary law as defined by Robert's Rules of Order shall govern procedure of all meetings for instances not covered in this constitution.

ARTICLE IX AMENDMENTS

Section 1 Proposed amendments to this constitution shall be submitted in writing to the Executive Meeting for review.

Section 2 This Constitution may be amended after a reading of the proposed amendment(s) at two Student Chapter Meetings is made and a two-thirds vote of a quorum approved the amendment during the second meeting.

ARTICLE X RATIFICATION

Section 1 Ratification of this Constitution shall consist of being heard at a General Body Meeting of SCASLA and by receiving approval of two-thirds vote of a quorum. The Student Chapter will be required to annually ratify the Constitution by a two-thirds vote of a quorum.

ARTICLE XI MEMBERS AND OFFICERS EXIT OR DISMISSAL

Section 1 A member, in good standing, that is leaving or graduating will be recognized for any achievements and awards that were made during their tenure in the organization.

Section 2 A member is subjected to be voted out of the organization by majority vote from the head table and the advisor following a General Body discussion and the defending members trial speech. Defending members are also subject to probation.

Section 3 If an officer has not fulfilled their duties without acceptable excuse or defense, they are s subject for discussion on impeachment.