

# Minorities in Tech at Ohio State

**Preamble:** Minorities in Tech recognizes the unique struggles faced by underrepresented students in pursuing careers in STEM fields. Our mission is to assist these students in obtaining internships and jobs at major tech companies by providing resources for solving Leetcode problems, mock interviews, and resume reviews. We acknowledge that this mission requires addressing the systemic barriers that hinder the success of minority students in STEM fields, including discrimination and limited access to resources and opportunities. Therefore, we are committed to promoting career development and building community among STEM students of color at the Ohio State University through Leetcode sessions and networking events.

## Article I – General

### Section 1. Name

The official name of this organization shall be the Minorities in Tech at Ohio State.

### Section 2. Type of organization

The club shall operate as a non-profit organization.

### Section 3. Compliance

The student group will comply with all University policies and procedures as well as local, state, and federal laws and regulations.

### Section 4. Equal opportunity

Minorities in Tech welcomes all students interested in improving their technical skills and pursuing careers in STEM fields, with a particular focus on underrepresented students. We are committed to fostering a diverse and inclusive environment that values the contributions of all members and respects their unique perspectives and experiences.

## Article II – Objectives

Minorities in Tech is dedicated to providing a supportive and inclusive community for underrepresented students in STEM. We recognize that the success of our members in the competitive and constantly changing landscape of STEM careers depends on access to resources, opportunities, and mentorship. Therefore, we pledge to represent the interests of minority students within The Ohio State University community by advocating for their needs and promoting equitable access to educational and professional opportunities.

## **Article III - Methods for Removing Members and Executive Officers**

### **Section 1. Member Selection Process**

#### **1. Eligibility for Membership:**

- Membership is open to **all** students interested in improving their technical skills and pursuing careers in STEM fields, with a focus on underrepresented students. To become a member, individuals must submit a membership application, attend an interview with the executive board, and demonstrate a commitment to attending meetings and participating in activities.

#### **2. Officer Selection Process:**

- Elections for officer positions will be held annually. Candidates for officer positions must be current members in good standing and must submit a nomination form. The election will be conducted by a secret ballot, and a simple majority vote will determine the winner for each position. New officers will be ratified by the executive board and will begin their term at the start of the following academic year.

### **Section 2. Definition**

**GENERAL MEMBERS:** Undergraduate students enrolled in an accredited educational institution or program that offers a degree in engineering or STEM.

**AFFILIATE MEMBERS:** Individuals who have been interviewed and accepted into the Minorities in Tech program and have committed to attending meetings and participating in activities.

**ALUMNI MEMBERS (Non-Voting Member):** Individuals who have received a Bachelor's degree or advanced degree from an accredited educational institution in engineering, engineering technology, or applied/physical science as defined using an approved standard or a candidate for an advanced degree in engineering, engineering technology, or applied science as defined using an approved standard from an accredited educational institution. These individuals have graduated from the Minorities in Tech program but wish to remain connected as supportive members.

## Section 3. Equal Opportunity

Membership in Minorities in Tech is open to all individuals, regardless of race, religion, color, sex, national origin, disability, age, veteran status, creed, marital status, public assistance status, or sexual orientation. Voting members must be current, fee-paying students at The Ohio State University who are also members of Minorities in Tech. All active members shall have equal access to all opportunities and benefits available to club members.

## Section 4. Ability to Act

Any member of Minorities in Tech shall be allowed to act on their own initiative to benefit the club if supported by at least a seventy percent majority vote. Such members will be required to provide regular reports, as outlined in the club's constitution and bylaws.

### **ARTICLE IV – Methods for Removing Members and Executive Officers**

## Section 1. Member Selection Process

### 1. Removal of Members:

- A member may be removed if they engage in behavior that violates the organization's constitution or by-laws, is detrimental to advancing the purpose of the organization, or violates the Student Code of Conduct, university policy, or federal, state, or local law. Removal will be decided by a majority vote of the executive board in consultation with the organization's advisor.

### 2. Process for Member Removal:

- The executive board will notify the member of the grounds for removal and give them an opportunity to respond. If removal is necessary, a vote will be held, and a majority vote will finalize the removal.

## Section 2.

### 1. Grounds for Removal:

- Any elected officer may be removed from their position for cause, including but not limited to: failure to perform their duties, violation of the constitution or by-laws, or behavior detrimental to advancing the organization's mission, including violations of the Student Code of Conduct or applicable laws and policies.

## 2. Process for Officer Removal:

- The executive board may propose the removal of an officer. The officer will be notified and given an opportunity to present their case. The removal will be decided by a two-thirds vote of the executive board, in consultation with the organization's advisor.

## **ARTICLE V – MEETINGS**

### Section 1. Regular Meetings

Minorities in Tech shall hold regular meetings at least once a month during the academic year. The time and place of the meetings shall be determined by the board and announced in advance.

### Section 2. Special Meetings

Special meetings may be called by the President, a majority of the board, or a written request signed by at least twenty percent of the voting members.

### Section 3. Quorum

A quorum shall consist of at least fifty percent of the current board members and twenty percent of the general body members.

### Section 4. Voting

All active members present at a meeting shall be eligible to vote on organization matters. A simple majority vote shall be sufficient to pass any motion. However, currently registered students at The Ohio State University campus must comprise no less than two-thirds (2/3) of the total voting membership.

## **ARTICLE VI – COMMITTEES**

The board shall have the power to establish committees as needed to carry out the objectives of the organization. Committee chairs shall be appointed by the President, subject to the approval of the board. All committee members must be members of the Minorities in Tech organization.

## **ARTICLE VII – AMENDMENTS**

### Section 1. Purpose

Amendments shall be enacted to fundamentally change the manner in which the group is constituted.

### Section 2. Procedure

This constitution may be amended by a two-thirds vote of the voting members present at a regular meeting, provided that the proposed amendments have been submitted in writing to the board at least two

weeks in advance of the meeting. The board shall then distribute the proposed amendments to all members at least one week before the meeting.

## **ARTICLE VIII – OFFICERS**

### **Section 1. Definition**

The Officers shall be composed of the President, Vice President, Treasurer, Secretary, Senator(s), Community Outreach Chair, Fundraising Chair, Public Relations Chair, Event Coordinator, and Volunteer Coordinator. Officers shall be expected to lead by example.

### **Section 2. Requirements**

All officers must be currently enrolled, student service fee paying students at The Ohio State University. Exceptions to the requirement are permitted for graduate students upon receipt of a letter from the Director of Graduate Studies of the student's department certifying that the student is actively pursuing a degree. All officers must also be in good standing with the University and free of any sanctions defined within the Board of Regents Policy-Student Conduct Code administered by the Office of Community Standards.

### **Section 3. Duties Of Officers/Board Members**

All Positions:

- Must Attend all Minorities In Tech events and board meetings throughout the semester
- Shall schedule other necessary meetings that may come up beyond board meetings
- Shall recruit members to volunteer at volunteering events
- Shall create a weekly task list to document your tasks on the board throughout your term

President:

- Shall preside over all official meetings of the Club, maintaining order, facilitating discussions, and ensuring productive decision-making.
- Shall create and distribute board meeting agendas prior to each meeting, outlining the topics to be discussed and providing sufficient time for board members to prepare.
- Shall present ideas and provide direction for the Club, offering guidance and leadership to board members and club members.
- Shall assist the treasurer with the Student Service Fees (SSF) application process, providing support and input for budget planning and allocation.

- Shall establish a vision for the Club, setting clear objectives and goals to guide the organization's activities.
- Shall encourage board members to have their own ideas about how they can implement the vision, fostering a collaborative and creative environment.
- Shall resolve conflicts quickly and effectively, promoting healthy relationships and a positive team dynamic among board members.
- Shall hold board members accountable for their responsibilities and actions, ensuring they fulfill their duties and uphold the values of the Club.
- Shall approve, in advance, all official external communications sent out in the name of the Club, ensuring consistency and alignment with the Club's mission and values.

#### Vice President:

- Shall help write, submit, and present the Student Service Fees (SSF) request, working closely with the president and treasurer to develop a comprehensive and persuasive application.
- Shall be prepared to start board meetings and lead the group if the president is unable to attend or fulfill their duties.
- Shall take meeting minutes if the secretary cannot make the board meeting, ensuring accurate documentation of discussions and decisions.
- Shall make sure that topics requiring input from the entire board are included in the board meeting agenda, ensuring proper discussion and decision-making.
- Shall regularly check in with other board members, at least every other week, to assess their progress on responsibilities and offer assistance if needed.
- Shall meet with the president at least once a month to discuss the current state of the M.I.T Club and identify opportunities for improvement and growth.

#### Treasurer:

- Shall keep and evaluate all financial records for the organization, ensuring accuracy, transparency, and adherence to financial policies and guidelines.
- Shall keep a detailed account of all funds received and deposit them into the organization's treasury in a timely manner.
- Shall complete monthly reports on all financial activities related to the treasurer's office, summarizing income, expenses, and any financial transactions. A copy of the report shall be provided to the vice president & president.
- Shall update the board and provide financial reports at every board meeting, presenting an overview of the organization's expenses, income, and financial status.
- Shall maintain records (receipts) of all expenses incurred by the organization, ensuring documentation and accountability.
- Shall create a semester budget at the beginning of every semester, outlining projected expenses, income, and financial goals for the organization.
- Shall monitor expenses throughout the semester, comparing them to the budget, and making adjustments or recommendations as needed.
- Shall ensure compliance with policies, and guidelines set by the UMN and relevant authorities.

Secretary:

- Shall send out weekly M.I.T newsletter emails, providing updates, announcements, and relevant information to club members.
- Shall take detailed notes at board meetings, ensuring accuracy and capturing important discussion points and decisions.
- Shall make the meeting minutes available to board members for reference and maintain an organized record of the minutes.
- Shall regularly check mailboxes and promptly hand over packages to the executive officers or designated recipients.
- Shall maintain an updated contact information database for all student and alumni members of M.I.T.
- Shall check the M.I.T Club email on a daily basis, promptly responding to inquiries, forwarding relevant messages to appropriate individuals, and taking necessary actions.
- Shall take member attendance at every on-campus M.I.T club event, accurately recording the presence of members.
- Shall compile sign-in sheets from every M.I.T club event, creating a record of member attendance for future reference.

Senator:

- Shall have a working knowledge of the club's governing documents and ensure adherence to proper parliamentary procedure during meetings.
- Shall actively participate in discussions and vote on amendments to the club's constitution and other relevant governing documents.
- Shall represent the club, Minorities in Tech (M.I.T), at CSE (Computer Science and Engineering) student organization meetings.
- Shall advocate for the club's interests and initiatives during CSE meetings, ensuring the club's voice is heard and its goals are represented.
- Shall maintain a strong understanding of the club's mission, objectives, and ongoing projects to effectively represent M.I.T at external meetings and events.

Public Relations Chair:

- Shall help plan and lead Corporate Social events in the spring semester with the corporate relations chair
- Shall help write, submit, and present SSF request
- Shall be prepared to start board meetings and lead the group if President is not able to
- Shall take meeting minutes if Secretary cannot make the board meeting
- Shall complete fall and spring CSE small grants for Regionals and Nationals, as well as being in support for any other grants M.I.T Club may be applying for.
- Shall make sure topics that need input from the entire board are on the board meeting agenda
- Shall check in with other board members at least every other week to see how their responsibilities are coming and if they need help with anything

- Shall meet with the President at least once a month to discuss how M.I.T Club is currently doing and how to improve going forward, etc.

#### Event Coordinator:

- Shall plan and coordinate all aspects of the board's events.
- Shall select a suitable venue for the event.
- Shall determine and finalize the event's theme.
- Shall create a comprehensive budget for the event.
- Shall develop a detailed timeline for the planning and execution of the event.
- Shall research and carefully select vendors, such as caterers, photographers, and decorators.
- Shall manage contracts and ensure timely payments to vendors.
- Shall collaborate with the Public Relations Officer to implement effective event promotion strategies, including social media, flyers, and press releases.

#### Webmaster/ Marketing:

- Shall manage and maintain the club's website, ensuring its functionality, usability, and aesthetics.
- Shall update and publish content on the website, including announcements, event details, resources, and blog posts.
- Shall collaborate with the club's leadership to understand their goals and ensure the website aligns with the club's objectives.
- Shall monitor and analyze website traffic and user behavior to identify areas for improvement and optimize the user experience.
- Shall collaborate with the club's marketing team to align the website's design and content with the club's branding and promotional efforts.

#### Outreach Chair:

- Shall collaborate with community organizations and partners to promote board initiatives and engage the community.
- Shall execute outreach strategies to involve diverse student groups in board initiatives.
- Shall engage parents through effective outreach strategies like conferences and newsletters.
- Shall plan and execute inclusive events with diverse participation.
- Shall recruit and support diverse volunteers for board initiatives.

#### Fundraising Chair/ Company Relations Chair:

- Shall develop a comprehensive fundraising strategy aligned with the board's goals and values.
- Shall organize fundraising campaigns, including bake sales, car washes, and charity events, to raise funds for board projects.
- Shall cultivate relationships with potential donors, such as local businesses and community organizations, to secure financial support.
- Shall research grant opportunities, prepare grant applications, and seek funding for board projects and initiatives.
- Shall identify potential sponsors, negotiate sponsorship packages, and align them with the sponsor's values and objectives.

#### Workshop Coordinator('s'):



- Shall plan and schedule workshops, considering the availability of club members and potential attendees.
- Shall secure appropriate venues or online platforms for workshop delivery, ensuring they have necessary equipment and resources.
- Shall develop or gather relevant educational materials, such as coding exercises, practice problems, sample interview questions, and coding challenges.
- Shall lead workshops and serve as the primary instructor or invite guest speakers with expertise in the field.
- Shall present workshop content in an engaging and interactive manner, encouraging active participation from attendees.
- Shall collaborate with the club's marketing team to effectively promote the workshops.
- Shall collect feedback from attendees and make necessary improvements to the workshops.
- Shall foster connections with industry professionals, alumni, and other student organizations for additional support and opportunities.

### **ARTICLE IX – Dissolution**

Section 1: In the event that Minorities in Tech is dissolved, any remaining funds shall be donated to The Somali Student Organization (ID: #4217) organization whose mission aligns with that of Minorities in Tech, as determined by the board.

Section 2: Any property or assets owned by Minorities in Tech shall be transferred to The Ohio State University or another student organization with a similar mission, as determined by the board.

### **ARTICLE X – Financial Matters**

Section 1. No Monetary Gain

The club shall not provide monetary gain, incidentally or otherwise to its officers or membership. This does not restrict payments of wages, salaries, or incentives by the club for services rendered.

### **Article XI- Ratification**

Officer Name: Paul Sivilotti

Date: 09/24/2024

Officer Role: Advisor

Signature: 

---

Officer Name: Mohamed Hosh

Date: 09/24/2024

Officer Role: President

Signature: 

---

Officer Name: Rakshit Patel  
Officer Role: Treasurer  
Signature:

---

Date: 09/24/2024

*Rakshit Patel*