

**Constitution and By-Laws**  
**The Ohio State University Student Chapter**  
**The American Society of Mechanical Engineers**

Article I. Name and Objective

- Sec.1. This organization shall be known as the American Society of Mechanical Engineers (ASME) Student Chapter at The Ohio State University.
- Sec.2. The purpose shall be the advancement of professional and educational skills for members as well as to promote community consciousness and fellowship for the organization.
- Sec.3. The relations of the Student Section to the ASME shall be governed by the Constitution and By-Laws of the ASME.
- Sec.4. This organization and its members shall not discriminate against any individual(s) 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 these guidelines.

Article II. Membership

- Sec.5. Membership in the Student Section shall consist of Ohio State Engineering Majors. Membership is on an open member basis. Members may be removed in the event that the actions of that member are detrimental to advancing the purpose of the organization, or that the member violates Section 4. Member removal shall be based on the discretion of the officers and should take effect immediately after the decision has been made. This process includes the removal of the member from the email list and socials, and the prohibition of the member to participate in any events that the organization should hold.

Article III. Dues

- Sec.6. There are no annual dues for student members.

Article IV. Officers

- Sec.7. The officers of this Section shall be a President, Vice President/Corporate Liaison, Administrator, Webmaster, Treasurer, Social Chair, and Community Outreach Chair, chosen from those who are the current officers.

Sec.8. The officers shall be elected on a rolling basis. Officer transitions require new officers to be elected the semester before a leaving officer resigns.

Sec.9. In the event that an officer does not fulfill their duties to acceptable competency, or that the actions of an officer are detrimental to advancing the purpose of the organization, or that an officer violates Section 4, they have just cause to be removed from the organization/ leadership accordingly. Removal shall be done in a timely manner based on the discretion of the President, Vice President, and Advisor. Temporary suspension of an officer may be granted under extraneous circumstances also to be handled by the discretion of the President and Vice President.

#### Article V. Management

Sec.10. The affairs of the Student Section shall be managed by an Executive Committee, which shall consist of the President, Vice President/Corporate Liaison, Administrator, Webmaster, Treasurer, Social Chair, Community Outreach Chair and also by the Student Section Advisor(s).

#### Article VI. Duties of the Officers

Sec.11. The President shall preside at all meetings of the Student Section, shall appoint all committees subject to approval of the Executive Committee, and assume all other executive duties not otherwise delegated.

Sec.12. The Vice President/Corporate Liaison shall perform all duties of the President in the absence of that officer or at his/her request. He/she shall also communicate on a regular basis with established industry sponsors, seek new sponsorship, and work with the Executive Council in rewarding the efforts of our sponsors.

Sec.13. The Administrator shall schedule meeting rooms for all meetings. They shall handle all merchandise orders and hand out merchandise to executive board members.

Sec.14. The Webmaster shall keep the website updated with the most relevant Officer contact information as well as upcoming event postings. The Webmaster shall hold responsibility for all social networking accounts and update them with current information on a regular basis.

Sec.15. The Treasurer shall receive all monies for the Student Section, shall pay all bills authorized by the Student Section Advisor, and shall keep an exact amount of all receipts and expenditures. The Treasurer shall create invoices for company sponsored events and

handle purchase orders made by other Executive Members. The Treasurer shall handle monetary aspects of sponsorships.

Sec.16. The Social Chair shall coordinate and plan all social events of the Student Section. He/she must work along with the Treasurer and President to stay within the Student Section budget and to advertise all events.

Sec.17. The Community Outreach Chair shall organize events that support and engage the local community.

#### Article VII. Committees

Sec.18. The Executive Officers may create and appoint any additional committees they deem necessary, including, but not limited to the following:

- Membership and Member Development Committee

#### Article VIII. Meetings

Sec.19. The Executive Officers shall hold regular meetings. (Time and place designated by the Executive Committee.) Additional meetings may be held as arranged by the Executive Committee.

Sec.20. The Executive Committee shall attempt to hold a meeting for the Students Members at least once a month.

#### Article IX. Nominations for Student Section Advisors

Sec.21. The Executive Committee shall nominate, when necessary, a member(s) of the faculty, who is a corporate member of ASME, is preferably full-time teaching, demonstrates interest in Student Affairs, and is willing to take on the roles and responsibilities as outlined in Section IV of the Student Section Operations Manual. The candidate must also be selected from a list of candidates composed by the students and reviewed by the department head and be interviewed by the student members before appointment as Student Section Advisor. The Head of Chair of the Mechanical Engineering Department should be consulted to determine which faculty members are available to serve as Student Section Advisor.

#### Article X. Amendments

Sec.22. These By-Laws may be amended by a two-thirds vote of the Executive Committee, provided the amendment shall have been proposed at least one meeting previous to that

time of voting. Such amendments shall conform to the Rules governing the Student Sections established by the Board of Governors of the Society.

written 10/10/00 j.m.papa

revised 10/30/2024 e.k.wells.1631