**Civil, Environmental and Geodetic Engineering Graduate Student Association (CEGA) Constitution**

***Article 1. Name, Purpose, and Non-Discrimination Policy of the Organization.***

**Section 1 - Name:** Civil, Environmental and Geodetic Engineering Graduate Student Association

Abbreviation: CEGA

**Section 2 - Purpose:** The CEGA represents graduate students in the department of Civil, Environmental and Geodetic Engineering (CEGE) at The Ohio State University (OSU). The purpose of the association is to support and organize social and cultural events for CEGE graduate students, promote professional activities, provide a forum for the free exchange of ideas, and more importantly be a voice for CEGE graduate students by acting as a liaison between graduate students and CEGE faculty and administration.

**Section 3 - Non-Discrimination Policy:** This organization does 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 bases under the law, in its activities, programs, admission, and employment.

***Article II – Membership, qualifications and categories of membership.***

**Section 1: Membership:** All OSU graduate students in CEGE are automatically considered as CEGA General Members. In addition, all CEGE prospective graduate students are welcome to join CEGA. All CEGA general members can participate in any activity that the organization holds.

**Section 2: Qualiﬁcations and categories of membership:** Board members consist of Executive Committee Members and Council Board Members. Executive Committee Members include President, Vice President, and Treasurer, who are elected based on Board Members’ votes (ARTICLE 11). Council Board Members include but are not limited to the Secretary and Social Media Chair, who are selected by Executive Committee Members after reviewing applications of the candidates for the Council Board Members.

***Article III – Methods for Removing Members and Executive Officers.***

Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above. A simple majority vote of a quorum present at a regularly scheduled meeting is required for withdrawal of membership. Any executive committee member may be removed from their position for cause. Cause for removal includes but is not limited to violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor. If there is a tie in the votes, the faculty/staff representative will be asked to vote.

***Article IV - Organization Leadership.***

* **Titles**
	1. President (Primary Leader)
	2. Vice President (Secondary Leader)
	3. Treasurer (Finance Director)
* **Terms of office and Duties of the leaders**

*President (Primary Leader)*

The President shall complete the prescribed training and fulfill all requirements mandated by the OSU Student Union. The President shall serve as the primary contact for the organization. The President shall call, set the agenda for, and lead meetings of the organization.

*Vice President (Secondary Leader)*

The Vice-President shall perform the duties of the President or the Treasurer in his/her absence. The vice president shall serve as the secondary contact for the organization.

*Treasurer (Finance Director)*

The Treasurer shall complete the prescribed training and fulfill all requirements mandated by the OSU Student Union. The Treasurer shall oversee all monetary issues, and, when necessary, interface with departmental administration and/or administrative staff in fiscal-related matters. The Treasurer shall keep record of all finances.

***Article V- Election / Selection of Organization Leadership.***

On the CEGA Board Members, only the Executive Committee will be elected by voting. In order to be nominated to the Executive Committee, a member must have served on the CEGA Board Members for at least one semester. Only the current CEGA Board Members (Executive Committee Members and Council Board Members) are eligible to vote. If there is a tie in the votes, the faculty/staff representative will be asked to vote. Elections for new Executive Committee members will be held on a yearly basis at the beginning of the autumn semester. The elected nominees will serve as the Executive Committee for that academic year. If a member of the Executive Committee quit his/her position before starting or during the serving period, a new election shall be held for that position.

***Article VI - Executive Committee: Size and composition of the Committee.***

***Article VII - Standing Committees (if needed): Names, purposes, and composition.***

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

The Advisor shall be a full-time member of the University faculty or Administrative & Professional staff. The faculty/staff representative shall complete the training prescribed by the OSU Student Union and serve as the organization’s advisor as required by the OSU Student Union. The priority is to have the Advisor who is a faculty/staff of the CEGE department.

***Article IX – Meetings and events of the Organization: Required meetings and their frequency.***

*Regular Meetings*

Board members' regular meetings will be held at least once in a month.

*Special Meetings*

Special meetings may be called by a simple majority of board members. Notice of special meetings must be announced to all members at least three days in advance of the meeting.

*General Body Meetings*

General Body meetings shall be held at least once every fall and spring semester and are open to all members of CEGA. These meetings are recommended to be held at the beginning of the semester. These meetings can also serve as the recruitment drive to invite CEGA members to involve themselves in CEGA’s activities and serve on the CEGA Board.

***Article X – Attendees of Events of the Organization: Required events and their frequency.***

One of our required events is the welcome back event which will be held at the beginning of the fall semester. So, it would be every year.

***Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.***

Proposed amendments should be presented in a written manner. The period between and introduction and voting will be 1 meeting. At the meeting for voting (2nd meeting after the proposal), four-ﬁfths of the voting membership must be present, and a majority of two-thirds of the entire voting membership must vote for the proposed amendment to become ofﬁcial. If the amendment fails, the following meeting may also include an amended proposal for voting. If the proposal fails again, then the initial procedure must be retaken for the amendment to be considered again.

***Article XII – Method of Dissolution of Organization.***

CEGA can be dissolved in two ways:

The ﬁrst requires unanimous votes to disband the organization with every voting member present and,

The second will be if the event arises when no ofﬁcers are elected for the following school year.

When a situation without ofﬁcers arises, the voting membership will be required to give two-thirds support of disbandment. If the CEGA is disbanded, then the debts that may cumulate will become the responsibility of each member and the credits that may cumulate can be used by the sitting President for one ﬁnal event or to be returned to the source.