

***Constitution and By-Laws***  
Of the  
Water Symposium Committee (WSC) at The Ohio State University

First Adopted: August 2023

**Article I**

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

**Section 1:** The name of this organization is the Water Symposium Committee (WSC) at The Ohio State University.

**Section 2:** Mission Statement: To bring together researchers across The Ohio State University focusing on water in different disciplines to foster collaboration.

**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 other basis in accordance with [Student Organization Registration and Funding Guidelines](#).

**Article II**

*Membership: Qualifications and categories of  
membership.*

**Section 1:** Membership is open to all undergraduate and graduate students, faculty, staff, and members of the surrounding communities.

**Section 2:** To initially become an active member, a general member must accomplish the following in one year: 1) attend a minimum of (3) general body meetings, 3) attend the annual Water Symposium hosted by the committee.

**Section 3:** Membership may be revoked in four ways: 1) If the member fails to meet the criteria in Article II, Section 2 within a year, 2) If the member declares themselves to be inactive, 3) If a member behaves in a manner that conflicts with this organization's constitution, 4) If a member calls a vote to question the status of another member, and the majority (51% or more) of members who participate in the vote agrees to revoke the active status of the individual in question. 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. Outreach lead
- v. Marketing Lead

**Section 2:** 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/](https://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.

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](https://activities.osu.edu/involvement/student_organizations/funding/#CSAFundingAudits)

The Outreach Lead is responsible for creating and maintaining lists of university contacts to communicate with.

Additionally, they will be in contact with those registered and presenters. Finally, they will coordinate with sponsors for day of event activities.

The Marketing Lead is responsible for creating, maintaining, and periodically updating this organization's websites. Additionally, they will make flyers and post to social media. They will also serve as the link between WSC and community partner groups.

## **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. 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 IV**

### *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 V**

### *Meetings of this organization*

Meetings will be held every week unless there is a need for additional meetings or there is a conflicting university holiday, and they will last for 30 minutes to 1 hour.

## **Article VI**

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

The intention to vote on amending the constitution must be announced via email to active members at least two general body meetings in advance of the vote. 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 members who participate (in person or via absentee ballot) in the vote must agree to the proposed change for it to pass.

## **Article VII**

### *Method of Dissolution of Organization*

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