**The Structural Engineers Association of Ohio**

**at**

**The Ohio State University**

**Constitution**

*Enacted May 25, 2010*

**Article I – General**

**Section 1.** The name of this organization shall be the “The Structural Engineers Association of Ohio at The Ohio State University,” hereinafter referred to as the Chapter.

**Section 2.** The Chapter shall be a subsidiary of the Structural Engineers Association of Ohio, hereinafter referred to as SEAoO, and shall be governed by the SEAoO by-laws, which shall control over these by-laws.

**Article II – Purpose**

**Section 1.** The vision, mission, and objectives of the Chapter shall be the same as those of SEAoO as prescribed in the SEAoO by-laws.

**Section 2.** Specific goals of the Chapter consistent with its vision, mission, and objectives shall, on at least an annual basis, be developed by the Chapter President and adopted by the Chapter officers, with or without modifications.

**Article III – Membership**

**Section 1.** Membership of the organization shall be comprised of students and faculty in the College of Engineering at The Ohio State University.

**Section 2.** This organization and its members shall not discriminate against any individuals 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.

**Section 3.** As a student organization at The Ohio State University, SEAoO at Ohio State expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

**Article IV – Leadership**

**Section 1.** The chapter officers shall establish the policies, manage the affairs, and direct the activities of the Chapter, and shall include President, Vice President, Treasurer, and Secretary.

**Section 2.** The Chapter Officers shall be elected at-large to a one-year term of office, which shall commence at the middle of Spring Semester.

**Section 3.** A faculty advisor shall be appointed by the Chair of the Department of Civil and Environmental Engineering and Geodetic Science. The faculty advisor must be a member of the faculty of The Ohio State University. The SEAoO can make recommendations concerning the appointment.

**Article V – Amendments**

**Section 1.** Amendments to this constitution may be proposed by a simple majority vote of the Chapter officers or by a 3/4 majority vote of the Chapter.

**By-Laws**

**Article I – Officers**

**Section 1.** The duties of the Chapter President shall include:

[a] general supervision over the Chapter;

[b] presiding at all meetings of the Chapter and its officers;

[c] assisting the Chapter officers in the performance of their duties;

[d] innovate new ideas, projects, and courses within the CEGE department;

[e] e-mail members information and weekly newsletters;

[f] timely filing of a report of each semester’s activities, including activity date, tour objectives and location, guest speaker’s/speakers’ name/names, and topic of discussion to SEAoO.

**Section 2.** The duties of the Chapter Vice President shall include:

[a] preside at all meetings in the absence of the Chapter President;

[b] assisting the President and Secretary in the performance of their duties;

[c] determine semesterly schedule of OSU CIVILEN courses for SEAoO meeting time optimization;

**Section 3.** The duties of the Chapter Secretary shall include:

[a] keeping an accurate record of the proceedings of the Chapter and its officers and lists of their past and present members;

[b] counting ballots for elections and other votes;

[c] timely filing of minutes of all meetings to the faculty advisor;

[d] overview recruitment and retention of members, and managing a sign in list for each meeting;

[e] scheduling of presenters, tours, and other activities of the Chapter in conjunction with the Vice President and President;

[f] advertising scheduled meetings, presenters, and tours;

[g] manage organization social media accounts.

**Section 4.** The duties of the Chapter Treasurer shall include:

[a] keeping an account of all funds of the Chapter and maintaining an accurate record showing all receipts and disbursements;

[b] depositing all moneys received and paying out all monies authorized by the Chapter officers and faculty advisor on appropriate forms signed by both the President and Treasurer;

[c] timely filing of a detailed financial report including receipts, disbursements, and ending balance to SEAoO each semester;

[d] attend all E-Council meetings;

[e] ensure the Chapter receives funding from the Union’s resources and volunteering efforts;

[f] manage yearly audit by the department.

**Section 5.** The Chapter’s President or another Chapter officer may be removed from office if he or she does not or cannot carry out his or her duties in a manner consistent with the by-laws. If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers. Such removal shall be based on evaluation by the faculty advisor.

**Section 6.** The Chapter officers may overturn any action by the Chapter President or another Chapter officer by a 2/3 majority vote of all officers. Any action be the Chapter officers may be overturned by a 2/3 majority at-large vote of eligible Chapter members.

**Section 7.** In the event of a vacancy in a Chapter office, the Chapter shall elect an interim Chapter officer to complete the term in progress, except that in the office of Chapter President, the Chapter Vice President shall immediately assume the office of Chapter President and complete the term in progress.

**Section 8.** The faculty advisor shall be notified of all meetings and consulted by the officers on matters concerned with Department and University policy.

**Section 9.** Elections for officer positions shall take place at either general meetings or special general membership meetings held during Spring Semester. New Officers will be selected from a majority vote from existing members and current officers.

**Article II – Membership**

**Section 1.** Membership is open to all students at Ohio State. To become a member, a student shall attend a meeting and request to be added to the group chat and/or mailing list or contact a current officer and request to be added to the group chat and/or mailing list.

**Section 2.** If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers. Such removal shall be based on evaluation by the faculty advisor.

**Section 3.** All members are free to leave and disassociate without fear of retribution, retaliation, or harassment. 90% of the voting membership must be currently enrolled Columbus campus Ohio State students. Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and programs of student organizations as associate members but may not comprise more than 10% of the total membership.

**Article III – Dues**

**Section 1.** The Chapter shall be permitted to charge membership dues of $5.00 per year. The Chapter is allowed to charge a minimal fee for events to offset the costs of that event. Fund raising events shall also be permitted.

**Section 2.** The Chapter must have a non-affiliated group of multiple persons perform a yearly audit. The audit usually is performed by the CEGE department.

**Section 3.** No member of the Chapter, including its officers, shall receive a salary or other compensation from the Chapter, except for expenses incurred on behalf of the Chapter that are reported and approved by the Chapter officers and faculty advisor on forms prescribed thereby. Funds of the Chapter, regardless of their source, shall not be used for lobbying.

**Section 4.** The fiscal year of the Chapter shall run in conjunction with the academic year.

**Article IV – Meetings**

**Section 1.** The Chapter shall have at least three events per semester at a time and place determined by the Chapter officers. The Chapter officers shall meet before every general meeting, and at any other time determined necessary by a majority of the Chapter officers. The Chapter President or any other Chapter officers may call additional meetings of the Chapter at any time.

**Section 2.** All meetings of the Chapter, its officers, and its committees shall be conducted in accordance with Robert’s Rules of Order Revised, 1915 version. In addition to these rules, requirements for conducting Chapter meetings contained in the SEAoO by-laws shall be included and any other requirements concerned with conducting the business of the Chapter established by the SEAoO Board.

**Article V – Amendments**

**Section 1.** Amendments to these by-laws may be proposed by a simple majority vote of the Chapter officers or by a 3/4 majority vote of the Chapter.

**Section 2.** A proposed amendment shall become effective only when approved in an at-large vote. The Ballot shall include or be accompanied by, at a minimum, the complete text of the proposed amendment. An approved amendment shall become effective immediately.