

TECH CAREER CLUB CONSTITUTION

Last Updated: Spring 2025

ARTICLE I. NAME OF ORGANIZATION

Tech Career Club (TCC) at The Ohio State University

ARTICLE II. PURPOSE STATEMENT

Our purpose is to:

- Help students learn more about the computer science recruiting process and land an internship in this competitive field.
- Provide practical guidance through resume workshops, interview prep, networking strategy, and application strategy.
- Pair members with mentors who have secured top internships for one-on-one support.
- Build a collaborative community of motivated students pursuing tech careers that can further make the tech recruiting process more accessible for all.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Tech Career Club agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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.

As a student organization at The Ohio State University, Tech Career Club 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>.

Section B. Hazing

Tech Career Club agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility, Selection, and Timeline

Voting membership in Tech Career Club is limited to currently enrolled students at The Ohio State University. Voting membership requires that the individual meet all guidelines for voting membership as currently set by The Ohio State University, and that the individual has attended at least one regular meeting. Faculty, alumni, and other non-students may join as associate or honorary members, but they are not permitted to vote or hold leadership positions. Their participation is welcomed in a supportive, advisory, or guest capacity. Non-members can become members by signing up via a provided form or attending meetings at the beginning of the fall semester each year.

Section B. Composition of Membership

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.

Section C. Member Removal

If a member engages in behavior detrimental to the purpose of Tech Career Club, violates the organization's constitution or by-laws, or violates the Ohio State Code of Student Conduct, university policy, or federal, state, or local law, the member may be removed from the organization.

Removal requires a majority vote of the Executive Committee, in consultation with the organization's advisor. The member will be notified in writing at least 7 days prior to the vote and will be given an opportunity to respond before a final decision is made.

ARTICLE V. STUDENT ORGANIZATION ADVISOR

The advisor should be a full-time member of the faculty or staff at The Ohio State University and will be appointed through a majority vote system by the members of the Executive Committee. The advisor is to review club goals and progress and can offer advice/guidance to the Leadership team on the direction of the club. The term is to be one year with the opportunity to be reappointed. In the case of replacement, the Executive Committee will search for faculty that may be a good fit.

ARTICLE VI. OFFICERS

Section A. Officer Positions

Part 1 – Executive Committee

The leadership of Tech Career Club will consist of the following officers:

- President (Primary Leader)
- Vice President (Secondary Leader)
- Treasurer
- Faculty Advisor

Additional leadership positions may be created as necessary by a majority vote of the Executive Committee.

Part 2 – President (Primary Leader)

The President's duties will consist of the following:

- Serves as the chief executive officer of the organization.
- Presides over all general body meetings and Executive Committee meetings.
- Sets the agenda and ensures the organization remains focused on its mission.
- Acts as the primary liaison between the organization and the university, including Student Activities.
- Appoints other committees if needed.
- Term of office is one academic year, with the opportunity to be reappointed.

Part 3 – Vice President (Secondary Leader)

The Vice President's duties will consist of the following:

- Assists the President and assumes the President's duties in their absence.
- Coordinates event logistics, internal communication, and committee activities.
- Oversees the mentorship program and member engagement initiatives.
- Term of office is one academic year, with the opportunity to be reappointed.

Part 4 – Treasurer

The Treasurer's duties will consist of the following:

- Manages the organization's finances, including budgeting and expense tracking.
- Prepares financial reports and submits funding requests to the Student Government or relevant university offices.
- Ensures compliance with all financial policies and maintains accurate records.
- Term of office is one academic year, with the opportunity to be reappointed.

Part 5 – Advisor

The Advisor's duties will consist of the following:

- A full-time faculty or staff member at The Ohio State University.

- Provides guidance, continuity, and support to the Executive Committee.
- Reviews organization decisions involving finances, conduct, and policy.
- Serves in a non-voting, advisory role.
- Appointed by mutual agreement of the Executive Committee and university administration.

Section B. Criteria for Officer Eligibility & Selection

Subsection 1. Officer Eligibility

All full-time students that meet The Ohio State University's club participation requirements are permitted to apply for an open position at Tech Career Club.

Subsection 2. Officer Selection Process

Current members of the board can return each year to their previously held position, unless otherwise communicated. Elections for open executive positions and any other officer positions will be conducted annually prior to the start of the first meeting during the fall semester. All full-time students that meet The Ohio State University's requirements are permitted to apply for an open position. Selection will include an open application process, requesting information about the candidate as well as their interest in the desired position. Then, returning members of the leadership team will collectively participate in a majority vote to decide who fills the open positions. In the case of a tie, the President will have the deciding vote.

Section C. Removing Officers & Vacancies

Any elected officer may be removed from their position for cause. Valid reasons for removal include, but are not limited to:

- Failure to fulfill responsibilities outlined in the constitution or by-laws
- Violation of the Student Code of Conduct or university policy
- Behavior that harms the reputation or purpose of Tech Career Club
- Legal violations (federal, state, or local)

Removal of an officer requires a two-thirds vote of the Executive Committee, in consultation with the organization's advisor. The officer must be informed of the intent to remove them at least 7 days before the vote and given an opportunity to speak or submit a written defense. In the case of a removal or resignation, the newly opened position will immediately be made public and will be filled through the aforementioned officer selection process as soon as possible.

ARTICLE VIII. DISSOLUTION OF ORGANIZATION

Should the Tech Career Club face dissolution, any and all assets should be put toward the club's debt (if any). This includes university owned equipment or university funds. The remaining assets should be donated to another club at the university or a local organization. The organization to which the assets are donated must be determined at the time of dissolution by the President with the help of any officer/board member and the approval of the supervisor.

ARTICLE IX. BYLAWS FOR TECH CAREER CLUB

{00312468-1}

Tech Career Club may elect to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, the Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs Registration Guidelines for Student Organizations at Ohio State. Amendments and changes may be made to the bylaws and shall be consistent with the Office of Student Life approved constitution on file and the Office of Student Life's constitution requirements. Should the organization transition leadership in between registration cycles, the articles set forth in this document will remain in place unless a new constitution is provided to the Office of Student Life and is approved.

ARTICLE X: AMENDMENTS TO CONSTITUTION

Any proposed amendments should be presented to Tech Career Club in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequent

