

Constitution

Article I: Club Name

The name of this organization shall be: **The Electronics Club**.

Article II: Purpose

- A) To promote the education of practical skills in the field of electronics
- B) To stimulate interest in the field of electronics
- C) To design and build electronics projects and host events to showcase them

Article III: University Regulations

A) The Electronics 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.

B) The Electronics 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

A) Membership in this The Electronics Club is open to all Ohio State students, graduate or undergraduate, at any point during the fall or spring semesters after completing the membership requirements listed in Section (B).

B) Membership to The Electronics Club is officially conferred to an individual once that person has signed up for the mailing list and attended at least three meetings. If at any point during a semester, these conditions are met, that person is considered a member of Active Status.

C) Members of Inactive Status are welcome to attend any and all club events such as workshops, talks, or social meetings. Inactive Members are not prohibited in any way to participate in club events, but they will not receive the benefits of Active Status.

D) Members may become Active Status at any point during a semester, however, the status is retained only until the end of the semester in which they were given Active Status. In order to be considered for Active Status, members must complete at least one of the following:

1. Lead the planning and execution of a Workshop Meeting
2. Lead the planning and execution of a Talk Meeting
3. Attend at least three workshops
4. Volunteer for at least one Engineering Council opportunity

E) Members of Active Status will receive the following benefits:

1. Inclusion in the Resume Database that is available to partnered employers
2. Ability to rent tools, lab equipment, or PCB resources

3. Ability to permanently consume electronic components for personal or school projects

F) Members who violate any organization policies set forth in this document or any University policies set forth in the student code of conduct will be removed from the club roster and barred from participating in future club activities. Members who are found to have threatened the safety of other members of the club will also be removed from the club roster and barred from participating in future club activities.

G) The process for removing a member is as follows:

1. Evidence or statements are provided to officers of the club regarding the misconduct for which the member should be removed
2. At the next officer meeting or through electronic voting means, the officers will decide and vote whether the behavior merits removal from the organization
3. A majority vote is required for removal of a member
4. A member who has been removed may appeal at any point by contacting the officers of the club

H) As a student organization at The Ohio State University, The Electronics 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>. 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 V: Officers and Leadership Positions

A) President:

- Manages the scheduling of social meetings, talks, and workshops. Aids in the organization of workshops.
- Ensures the organization remains active and registered with OSU Student Life
- Oversees all officers to ensure that they are capable and willing to perform their assigned duties. Provides support when needed.
- Oversees recruitment and welcoming of new members.
- Oversees outreach to non-university entities for the purposes of joint ventures and sponsorships.
- Oversees communication with other organizations requesting assistance for their events.
- All duties that are not fulfilled by other members will be taken by the president or distributed to other officers.

B) Vice President:

- Aids the president in organizing and scheduling meetings and talks.
- Aids in the recruitment and welcoming of new members.
- Aids in the organization of workshops and the Makeathon.
- Oversees outreach to other university entities such as student organizations and departments.

C) Treasurer:

- Oversees and manages all monetary items.
- Manages the club's bank accounts.
- Provides financial reports in a timely manner when requested.
- Manages the club's payment accounts.
- Aids in the planning and execution of workshops and talks.
 - Orders approved Bills-of-Materials for workshops
 - Oversees officers in charge of organizational assets.
- Facilitates discussions with a sponsor/potential sponsor (in coordination with the Sponsor Liaison) on receiving and recording any hardware donations or financial support
- Records of money or items donated are important for E-council fund requests

D) Webmaster and Social Media Manager:

- Manages the organization's website.
- Manages the hosting of the website.
- Addresses security vulnerabilities in a timely fashion.
- Manages and posts club activities on our social media

E) Engineering Council Representative:

- Manages communication between the organization and E-Council.
- Informs Electronics Club members about E-Council volunteering opportunities
- Submits fund requests to E-Council on behalf of the organization.
- Attends all E-Council meetings or has someone attend in their stead.
- There may be up to two representatives in any given semester for redundancy

F) Lab Manager:

- Oversees the organization's lab.
- Responsible for ensuring others maintain a clean and safe workspace.
- Ensures that all best practices are followed for safe equipment use
- Responsible for documenting the layout of the lab.
- Tracks the borrowing of organizational equipment and assets from the lab.
- Recommends improvements to the lab space to the primary leadership.

G) Sponsor Liaison:

- Handles most communication between the organization and their assigned sponsor
- Reliable and timely communication skills are a must.
- Assists the sponsors when they come to campus.
- Lobbies the sponsors on behalf of the organization and vice versa.
- Leads workshops or tech talks in conjunction with a sponsor

H) Graduate Officer:

- Must have at least 1 year of experience as an undergraduate student officer in the Electronics Club at Ohio State and is a current graduate student
- Recruit graduate students to organization student body
- Maintain relations with IEEE graduate chapter
- Provide assistance and advice to organization leadership

H) Advisor:

- Approves the changes made through the Student Organization Management System
- Reviews goals to ensure consistency with OSU requirements and vision for the club
- Approves registration for club through the Student Organization Management System
- Maintains necessary training to be Advisor
- Advises officers in issues of university politics

Article VI: Officer Selection Procedure

A) Primary Officer Selection Process:

1. Openings for Primary Officer positions are announced one semester before that position is vacated
2. Interested candidates are required to email their resumes to the club's email account
3. Candidates will be tasked with creating a technical talk with a working demonstration. All topics will be the same and candidates will be provided with the hardware to create the demonstration.
4. After two weeks, candidates will present their talks as the method of interviewing them.
5. Current officers, who are not seeking a different role, will convene to select the best candidate for each open position based on their resume, interview results, and key qualities for that position.

B) Officer Key Qualities:

1. All Primary Officers
 - a. Teamwork - can work well with a team by listening to others, delegating, and being decisive
 - b. Academic Strength - able to maintain strong academic performance overall, despite the increased work and responsibility brought on by leadership
 - c. Fast Communicator - responds to email and other communications in a timely manner or passes the responsibility when unable to.
 - d. Project Experience - has previous technical project experience with hardware
2. President
 - a. Demonstrated Interest - has completed hands-on projects and thus proves their interest in the club's goals
 - b. Open-minded - acknowledges that there are many ways to succeed and is able to listen effectively to suggestions by members or other officers.
 - c. Charismatic - able to speak to a large variety of audiences with confidence. Audiences could include members at a meeting, other officers, or sponsors
3. Vice President
 - a. Smart Leader - knows how to lead tasks delegated to them as well as offer valuable feedback in the decision-making process
 - b. Involved - Engaged or interested in many different clubs other than the Electronics Club. This promotes a strong club community
4. Treasurer
 - a. Detailed Oriented - can keep track of small details to make the flow of money accurate and fast once decisions are made
 - b. Trustworthy - can be trusted with access to the club bank account

D) Officer Term Length:

1. Officers are allowed to serve for as long as they remain able to perform their duties.

2. If an officer is to be absent for *no more than* a semester:
 - a. President or Treasurer:
 - i. If the absence period includes the required yearly Union training, a new President or Treasurer must be found. This prevents the club from going inactive with the Union. The absent officer will *not* retain his/her position upon returning.
 - ii. If the absence period does not include the Union training, a temporary replacement must be found. The absent officer will retain his/her position upon returning.
 - b. Other officers: A temporary replacement must be found. The absent officer will retain his/her position upon returning.
3. If an officer abruptly leaves the university before the standard selection process begins, a new replacement must be found as soon as possible.

E) **Officer Removal**

1. If an officer violates club procedures, University rules, and by-laws or fails to perform his or her duties faithfully, a vote of confidence may be motioned by at least half of the officer team at any such time.
 - a. All officers must then submit a vote for whether the miscreant officer should remain in office or be removed.
 - b. A vote of $\frac{2}{3}$ to remove is required to remove said officer.

Article VII: Lab Space and Resources

Lab Space

- A) The organization's lab space is in the basement of Caldwell, CL078.
- B) The lab space serves as the command center for officers and workshop planners
- C) Authorized personnel will receive a new door combination each semester or as needed to keep security.
- D) Authorized personnel are forbidden from sharing the combination without permission from the president, vice president, treasurer, or lab manager. Failure to comply will terminate the offender's access to the lab space indefinitely.
- E) The lab space also serves as a storage room for lab resources such as tools and components
- F) Nobody shall be in the lab space without an officer present.
- G) Officers will ensure the cleanliness of the lab space.

Lab Resources

- A) Active Status members may submit resource requests for components or tools to use for personal or class projects.
- B) Tools are classified as anything that is able to be repeatedly used in the creation of a project
 1. Tools include but are not limited to: hammers, drills, calipers, oscilloscopes, DC power supplies, and anything on a PCB
 2. Tools are only available for rental, upon approval
- C) Components are classified as anything that is permanently consumed in the creation of a project
 1. Components include but are not limited to: resistors, capacitors, diodes, and ICs
 2. Approved components are available to keep for consumption, upon approval

Article VIII: Safety

- A) If any member or officer conducts themselves in a manner that threatens the safety of him or herself or anybody else, their membership will be revoked immediately.
- B) A member expelled for safety reasons shall never be allowed to be a member of the Electronics Club again and will be barred from future events with the club.

Article IX: Amendments

- A) An amendment to this constitution may be made by the president and the vice president. Immediately following any amendment, the entire club must be notified in a timely fashion.

Article X: Dissolution

- A) The Electronics Club will be dissolved after dissolution is approved by a $\frac{2}{3}$ majority vote of all officers and $\frac{2}{3}$ vote of the general membership
- B) Notice of a vote on dissolution is given no less than 45 days before the dissolution vote.
- C) Upon dissolution, the officers will assess the remaining assets and distribute them equally among contributing elements.