

Humanitarian Engineering Community Club

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

The name of the Student Organization shall be the 'Humanitarian Engineering Community Club'

ARTICLE II. ORGANIZATION PURPOSE

The purpose of this club is to foster community among students. The Humanitarian Engineering Community Club will host events to build connections between students with a variety of backgrounds, increase awareness and discussion of ethical engineering practices, and serve the local area. The club will support the network of Humanitarian Engineering Scholars (HES) students and alumni while expanding to include students in the HE minor, Engineering Scholars students, and the entire OSU student body.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Humanitarian Engineering Community 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 the Student Organization Registration Guidelines.*

Section B. Hazing

Humanitarian Engineering Community 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.*

Section C. Bylaws

Humnitarian Engineering Community Club *retains the right 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 (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Membership shall be open to all students enrolled at the Ohio State University. Members can be either active or inactive. A member is considered active if they attend a minimum of 4 club related activities per semester. Club related activities include meetings, social events, service events and other HE-related events which are approved by an officer. If this requirement is not met, a member will be considered to be inactive. Voting rights are strictly restricted to active members. Ohio State University faculty and staff may join as non voting honorary members.

Section B. Member Selection

Membership selection shall be conducted at each meeting, since membership is open everyone will be selected.

Section C. Membership Timeline

Members shall be considered active when they have reached the minimum 4 event requirement. Prior to this, members will be considered inactive and will not be able to vote. As soon as the minimum requirement is met, a member shall be considered active until the next semester.

Section D. Member Removal

Members shall only be removed in the case of violations against the Ohio State Student Code of Conduct and/or a vote of the executive board. A vote shall be conducted amongst the executive board. A majority of the board must vote to remove the member. Once this majority has been met, the executive board will meet with the advisor to discuss the matter. If the advisor agrees, the member shall be removed.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

Advisors are expected to update and approve goals, and club registration. The Advisor will meet with the club when requested will help guide the clubs direction. The Advisor ideally will be a faculty member in the Humanitarian Engineering program.

Section B. Advisor Term

The advisor term shall be a one year term.

Section C. Advisor Selection

The advisor shall be selected by a majority vote of the executive board.

Section D. Advisor Replacement

The advisor shall be replaced if the executive board votes to remove the advisor from their role, or if the advisor wishes to leave their position. The separating party must give the other party three months' notice of the changes so the organization has time to work out any differences and find a new advisor.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The following is a non-exhaustive list of possible roles. Other roles will be added or removed at the discretion of the President and Vice-President. Follow university guidelines, the only required roles will be President, Vice-President, and Treasurer.

President: The President shall head the overall functioning of the organization. The President should approve meeting agendas, authorize events and meetings, handle logistics for the club, communicate with other organization's leadership, and guide the club agenda.

Vice-President: The Vice-President shall contribute to fulfilling the duties of the President.

Treasurer: The Treasurer shall handle any fiscal responsibilities of the organization. Responsibilities may vary in accordance with the needs of the organization. The Treasurer shall keep records of all transactions made by the organization. The Treasurer shall store these records in a repository that is available to all board members at any time.

Section B. Officer Eligibility

To be eligible to be an officer, a member must have been active for at least one semester and be in good standing with the University. To ensure solidity of the executive board, anyone running for election must be expecting to return to the University the following year and understand that this role is a yearlong commitment.

Section C. Officer Selection Process

Officers shall be selected yearly during the spring semester. Interested members must submit their name and what position they are running for prior to the election. Officers shall be elected once they have received a majority vote from a quorum of the general membership. Votes shall be tallied by a general membership member who is not on the ballot. A quorum shall be defined as being 50% of the active members. In the case that a quorum is not able to be met after 3 consecutive attempts, the President and Vice-President will appoint someone to the position.

Section D. Officer Removal

If an officer needs to be removed, there shall be two pathways for removal. The first is that a majority of the Executive board votes to remove them. In the case of a tie, the advisor shall break the tie. The second pathway is through a unanimous vote of a quorum of the general membership.

If an officer decides to step down, members will be asked to volunteer for the role, and the executive board will appoint someone from this pool.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The organization may be dissolved if one academic semester (excluding summer term) passes with no attendance at any Humanitarian Engineering Community Club meeting. The other pathway for dissolution is through a majority vote of the general membership.

Section B. Dissolution Procedures, including Assets and Debts

Any organization assets should be used to settle organization debt. If assets remain, they should be donated to the Humanitarian Engineering Scholars program. If debt remains, the organization leadership will determine the course of action for settling the debts.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Proposed amendments must be submitted in writing to the organization leadership. Amendments will be read in the next general meeting where a quorum occurs. The following meeting with a quorum must have a vote on the amendment. If $\frac{2}{3}$ of the quorum approves, the constitution will accept the amendment.