

CONSTITUTION OF THE ENGINEERS' COUNCIL

The Ohio State University

Preamble

Engineer's Council consists of student representatives from organizations, social clubs, project teams, and honoraries affiliated with the College of Engineering (COE) and Knowlton School of Architecture at The Ohio State University. The Council sponsors, coordinates, and supplies student volunteers to COE-related activities, including the annual COE Career Expo. The following Articles denote the rules and ethical guidelines, both self-prescribed and as suggested by the University, by which Engineer's Council determines eligibility for student organizations to participate and receive funding and prescribes responsibilities and accountability to the Council's Officers.

ARTICLE I. NAME OF ORGANIZATION

Section 1:

This organization shall be known as the Engineers' Council at The Ohio State University.

ARTICLE II. ORGANIZATION PURPOSE

Section 1:

Engineer's Council consists of student representatives from organizations, social clubs, project teams, and honoraries affiliated with the College of Engineering (COE) and Knowlton School of Architecture at The Ohio State University. The Council sponsors, coordinates, and supplies student volunteers to COE-related activities, including the annual COE Career Expo.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Engineers' Council 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

Engineers' Council 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

Engineers' Council 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

Section 1:

The Engineers' Council shall consist of regular members and the executive board, and includes student representatives from organizations affiliated with The Ohio State College of Engineering and Knowlton School of Architecture.

- a) Regular members of the Engineers' Council will be representatives from the registered Engineering and Architecture Organizations operating on the Columbus campus of The Ohio State University.
- b) Advisory members shall be the Dean and the Associate Dean of the College of Engineering or their designee. They shall not have the power to vote or introduce legislation.
- c) Any member may be barred from representing their organization by a 2/3 majority vote of the general body, or by decision of the Executive Board.

Section 2:

Each organization may bring up to two representatives to each meeting, but each organization or society may only have one voting representative, at the discretion of that organization or society.

1. Each representative, along with the current President and Treasurer, of an organization must be on the Engineers' Council listserv.
2. A representative that is a member of multiple separate organizations and wishes to represent each of those organizations at regular body meetings, may do so, but will only be able to cast 1 vote total when a voting situation arises. If a voting situation arises, the

representative may recruit one officer from each of the organizations he/she does not wish to vote for himself/herself and those officers may cast a vote for their organization.

Section 3:

Participation on the Council is encouraged and open to all engineering and architecture students. Students not representing an organization shall not be considered regular members of the Engineers' Council and therefore shall not have the right to vote. They may invoke discussion, prior to any votes, if seen necessary.

Section B. Member Selection

Section 1:

To become a regular member, students must either join the GroupMe or attend one meeting of the Engineers' Council.

Section C. Membership Timeline

Membership is open on a rolling basis.

Section D. Member Removal

Section 1:

Members can be removed for words or actions that harm the goals or public perception of the Engineers' Council, violate university guidelines, or result in suffering for other members.

Section 2:

Members can be removed from the Engineers' Council using the following 3-step process:

1. Establishing grounds: Provide evidence to officers and advisor(s) for the reason for removal.
2. Notifying the member: Informing the member in writing of their charges and providing them with an opportunity to defend themselves.
3. Voting: Requiring a 2/3rds majority of the student body after the student and the officers are able to present their respective perspectives.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The Advisor or Advisors are tasked with ensuring the long-term permanence of the Engineers' Council, and heading the organization of the Engineering Expo Career Fair. They also provide inter-personal dispute resolution when necessary.

The primary advisor must be able to satisfy the following requirements:

1. Complete advisor training every two years
2. Complete the anti-hazing training module
3. Submit online approval of the organization's registration every year
4. Submit online approval of the organization's goals every year
5. Submit online approval of any Council on Student Affairs (CSA) Operating or Programming funds requests initiated by the organization's treasurer
6. Follow applicable laws, regulations, university rules, policies and guidelines
7. Complete relevant reporting obligations

Section B. Advisor Term

The advisor serves indefinitely unless they are formally removed, opt out of the position, or fail to satisfy the requirements, if they are the primary advisor.

Section C. Advisor Selection

Section 1:

Advisors should have connections to the College of Engineering. The Primary Advisor must be a member of the faculty or administrative and professional staff selected by the student organization.

Classified civil service employees, graduate administrative associates, and emeritus and retired faculty/staff may serve as co-advisors, but the primary faculty/staff advisor must complete the certification process for the organization to be registered.

Advisors should not be on extended leave without mutually agreed upon contingency plans to provide for the organization's needs during their absence. This can come in the form of regular communication during the leave or bringing on a co-advisor.

Section D. Advisor Replacement

Section 1:

An Advisor can be replaced, confirmed, or removed by both:

1. Unanimous vote of the executive board.
2. 2/3rds vote by the member body.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

Section 1:

The officers of the Engineers' Council shall be a President, Vice-President, Treasurer, and Secretary. These officers shall constitute the executive board, who are elected by the general body. Further roles listed are selected by these officers.

- a) The aforementioned positions may be held in conjunction with Expo or Arch-E Week Coordinator positions.
- b) The executive board may elect Committee Chairs and General Committee positions to plan events in the College of Engineering and Knowlton School of Architecture. The Expo Coordinator position is chosen by Engineering Career Services; individuals must apply for this position.
- c) Executive officers can also be representatives for student organizations.

d) President's Roles

The President, as executive head of the Council, shall preside at the meetings, be in charge of all activities of the council, and enforce the provisions of the Constitution. The President shall have the power to appoint committee chairmen and committees as needed. The President shall organize and facilitate biweekly general body meetings. The President shall positively represent the Engineers' Council at college administration events.

e) Vice President's Roles

The Vice-President shall perform the duties of the President in the absence of the President, act as Parliamentarian, administer new representative training, and be responsible for the effective coordination and functioning of the Engineers' Council's committees, reporting to the President thereon. The Vice-President's primary role shall be operating volunteer hours for organizations.

f) Secretary's Roles

The Secretary shall have charge of the correspondence of the organization, except that otherwise provided for, keeping a record of the same. The Secretary shall maintain the membership roll, minutes of each meeting, and a list of officers for each engineering organization.

g) Treasurer's Roles

The Treasurer shall draw all orders for payment of money, keep record of all appropriations and disbursements, be custodian of all funds, and collect all fees to the organization. The Treasurer shall perform other duties as pertain to the office and shall not be discharged until their accounts have been passed upon to the remaining executive board members.

Section B. Officer Eligibility

Section 2:

All members and officers meeting University requirements shall be eligible for election.

Section C. Officer Selection Process

Section 3:

- d) Nominations for officers shall be opened to the entire Council and elections shall take place no later than at the second to last meeting of Spring semester. The new officers shall assume office at the first meeting of the following academic year.
- e) Each candidate may present a two-minute speech prior to the casting of the votes.
- f) Each voting member will be able to cast one paper ballot for each position. Votes will be cast in the following order: President, Vice President, Treasurer, Secretary, and Webmaster. Candidates may not be present while the votes are being cast; they must leave the room.
- g) Individuals in contention for a position may not have any role in counting the ballots. Ballots must be counted by two individuals, one member of the executive board and one regular member of the Council. Counts must agree.
- h) The individual with the most votes will be offered the position.
- i) The new executive board will be announced following the casting of votes for all positions.
- j) In case of the vacancy of the office of President, a new election for President shall be held. The same procedure applies to the election of any other vacated office. Current officers may opt to run for any open position. If elected, a similar election will occur for the newly vacated office.
- k) Any officer may be removed from office by a 2/3 majority vote of the general body for failure to perform duties as judged and presented by the advisory members.

Section 4: Expo Coordinators

The primary duty of the Expo Coordinators shall be to coordinate the Engineering Expo in conjunction with Engineering Career Services. The Expo Coordinators shall also be available to work on service projects for the College of Engineering or Knowlton School of Architecture or other special projects, and to assist the above officers with their duties.

- a) Coordinator application period shall take place in January of the year of the Expo.
- b) Two Coordinators shall be chosen from the selection pool.

- 1) One shall oversee and be responsible for administrative duties related to volunteer management for both the career fair and next-day interviews as well as acting as a liaison with ECS. The administrative coordinator shall also oversee all finances in

conjunction with oversight from the Council Treasurer. Coordinator is responsible for attending all meetings and being present each day of the career fair.

- 2) The other shall oversee and be responsible for logistical management as well as acting as a liaison with ECS. The logistical coordinator shall also oversee career fair planning, facilities and support booking, and providing day of career fair assistance to students and employers. Coordinator is responsible for attending all meetings and being present each day of the career fair.
- c) Should either coordinator be unable to perform their duties, they shall be replaced either by another candidate from the selection pool, if time allows, or shall have their duties performed by the Vice-President or by a candidate or current officer selected by the President and VicePresident.

Section 5: Committees

Committees will consist of student members of Engineers Council and The College of Engineering or Knowlton School of Architecture appointed by the current Executive Board to one of the following: (Mental Health, Equality and Inclusion, Publicity, Events, and Freshman Engagement). A committee member may also be an Engineers' Council representative for their student organization as well.

Duties:

Events:

Provide quality programming for Ohio State engineering students. Examples of events the committee should plan and execute include The Student Organization Awards Banquet, ECouncil Activities Fair, and ArchE Week. For ArchE Week, the committee shall use creativity, leadership, and organizational skills to collaborate with E-Council President to plan, oversee, and market the weeklong event. The Events Committee is also head of planning engaging activities for students, hosted by Engineers' Council.

Mental Health:

The Mental Health Committee is in charge of coordinating mental health events open for the College of Engineering and Knowlton School of Architecture students. The committee is expected to engage with the College's Mental Health Roundtable Committee. The committee should share useful resources that will benefit the student population regarding their well-being.

Publicity:

Publicity's objective is to advertise E-Council to the engineering and Ohio State community. The committee shall implement innovative ideas in a variety of ways, including but not limited to designing swag, designing a new banner, developing social media, photographing key events, executing marketing campaigns, and more! This position also works as the Webmaster by designing and updating the website.

Freshman Engagement:

The committee shall coordinate with the Events Committee to plan events geared towards the incoming freshman population. Their mission is to make freshmen comfortable on campus and provide resources for freshmen to get involved socially and academically.

Equality and Inclusion:

The committee will promote equality and inclusion on campus in the following ways: populating the “Equality and Inclusion” tab on the Engineers’ Council website with educational resources about racial inequality and resources helpful in guiding orgs on ways to foster inclusion, planning Engineers’ Council sponsored events made to educate orgs about racial injustice and facilitate workshops, meet with the Dean of the College of Engineering to discuss ways the College of Engineering can combat inequality, and create platforms in which students can share their experiences anonymously.

Selection Process:

Once the application is filled out, the applicant will have an interview with the current Executive Board (President, Vice President, Treasurer, and Secretary). After all interviews for the director position are completed, the Executive Board will discuss and vote on the candidates. There must be a unanimous vote among the Executive Board for the candidate in order for him/her to be accepted to the position.

Committees and Committee Chairs will be selected at the beginning of each school year (Fall Semester).

Section D. Officer Removal

Section 10:

Officers can be removed for words or actions that harm the goals or public perception of the Engineers’ Council, violate university guidelines, or result in suffering for other members. They can also be removed due to repeatedly failing to complete tasks or attend meetings.

Section 11:

Officers can be removed from the Engineers’ Council using the following process:

1. Establishing grounds: Provide evidence to officers and advisor for the reason for removal.
2. Notifying the member: Informing the member in writing of their charges and providing them with an opportunity to defend themselves.
3. Voting: Requiring a 2/3rds vote of the student body, after hearing both the pending officer and the other executive board members.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

In the event that both no president and no treasurer is selected before the end of the autumn

registration deadline, the organization will dissolve.

Section B. Dissolution Procedures, including Assets and Debts

In the event that Engineers' Council is dispersed, the National Association of Engineering Student Councils shall assume responsibility for all outstanding monetary assets and liabilities of the Engineers' Council at the time of dispersion.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Section 1:

This Constitution may be amended at any meeting of the Council in the following manner:

- a) The proposed amendment shall be presented in writing and filed with the Secretary.
- b) The proposed amendment shall be given its second reading at the meeting following its introduction and shall be voted upon at the following meeting.
- c) A $\frac{3}{4}$ majority vote of the members present shall be necessary for the passage of said amendment, provided that the quorum is present at the time of voting.