

The Graduate Chapter of Society of Women Engineers

(GRADSWE) at The Ohio State University

Constitution and By-Laws

Article I. NAME OF ORGANIZATION

Section A. Name: Graduate Chapter of Society of Women Engineers

Informally: (GRADSWE) at The Ohio State University

Article II. ORGANIZATION PURPOSE

Section A. Purpose: The purpose of GRADSWE is to help provide social, academic, and professional support for graduate students in the College of Engineering.

Article III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct:

Graduate Chapter of Society of Women Engineers 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.

Section B. Hazing:

Graduate Chapter of Society of Women Engineers 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:

Graduate Chapter of Society of Women Engineers 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 these constitutional 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 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:**

Voting membership may include any engineering graduate student enrolled at The Ohio State University and GRADSWE Council members. General voting members must have attended 3 events during that academic year to vote. Non-voting members may include alumni, faculty, and professionals. All events are open to voting or non-voting members.

Section B. Member Selection:

Anyone who attends at least one event during the academic year is considered a non-voting member.

Any non-voting member who attends at least 3 events during the academic year is considered a voting member.

Section C. Membership Timeline:

Membership is open at the start of the academic year and remains open on a rolling basis throughout the year. Members must renew their membership at the beginning of each academic year by completing the actions described in Section B, after which membership becomes immediately active.

Section D. Member Removal:

A member may be removed for conduct including, but not limited to, violation of this Constitution or organizational policies, failure to meet membership obligations, disruptive or harmful behavior, harassment or discrimination, violation of applicable university or legal regulations, or actions that negatively impact the organization.

The member removal process shall begin upon written notification to the Executive Board. The member shall be informed of the reason for removal consideration and given an opportunity to respond before a decision is made.

The Executive Board shall serve as the decision-making body for member removal. Removal shall require a two-thirds (2/3) majority vote of Executive Board members present and eligible to vote. The member shall be notified in writing of the final decision, which shall take effect immediately upon approval.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities:

The student organization shall have up to three (3) advisors, consisting of one Primary Advisor and up to two Co-Advisors, who must be faculty or staff members from the College of Engineering. The Primary Advisor shall serve as a resource person providing guidance and advisory support to officers and members and may not vote or hold office in the organization.

The Primary Advisor is responsible for serving as a reference for departmental, college, and university rules and regulations; providing objective guidance on organizational decisions; and assisting officers upon request, including support in meetings and interactions with internal and external constituents. The Primary Advisor is expected to communicate regularly with the officer team regarding expectations for the organization.

The Primary Advisor must complete advisor training every two years, complete the required anti-hazing training module, submit annual online approval of the organization's registration and goals, approve applicable Council on Student Affairs (CSA) funding requests, follow all applicable laws and university policies, and complete any required reporting obligations. Co-Advisors may assist in advisory duties but are not required to complete certification unless serving as the Primary Advisor.

Section B. Advisor Term:

The Primary Advisor shall serve a standard term of two (2) years. At the conclusion of the term, the advisor may choose to step down or may be reappointed for an additional term.

Section C. Advisor Selection:

The Primary Advisor shall be selected by the Executive Committee. Potential advisors shall be identified through outreach to eligible faculty or administrative and professional staff within the College of Engineering. Selection of the Primary Advisor shall require a simple majority vote of the Executive Committee members present and eligible to vote.

The Primary Advisor must be a faculty member or administrative and professional staff member selected by the student organization and must complete the required advisor certification process. Classified civil service employees, graduate associates, and emeritus or retired faculty or staff may serve as Co-Advisors.

Section D. Advisor Replacement:

An advisor may be removed from their position for cause, including but not limited to failure to fulfill advisor responsibilities, violation of university policies, failure to maintain required training or certification, or conduct detrimental to the organization.

The decision to remove an advisor shall be made by the Executive Committee. Removal shall require a two-thirds (2/3) majority vote of Executive Committee members present and eligible to vote. Upon removal, the Executive Committee shall initiate the advisor selection process to appoint a replacement.

Article VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions:

The officers of the organization shall consist of a President (Primary Leader), Vice President of Internal Affairs (Secondary Leader), Vice President of External Affairs (Secondary Leader), and Treasurer.

The President shall serve as the primary representative and chief executive officer of the organization, oversee meetings and organizational operations, maintain communication with advisors, and coordinate committees and programming.

The Vice President of Internal Affairs shall support the President and assume presidential duties in their absence. Responsibilities include managing internal communications, maintaining organizational records, and supporting event coordination and internal operations.

The Vice President of External Affairs shall support the President in external relations, including industry engagement, sponsorship development, collaboration with other organizations, and professional development programming.

The Treasurer shall manage the organization's financial affairs in accordance with university policies, including maintaining financial records, managing accounts, submitting funding requests, and completing required financial training.

Section B. Officer Eligibility

To be eligible for an officer position, a member must be an active member in good standing of the organization and meet all applicable university eligibility requirements. The President and Treasurer must be enrolled as full-time students, and all Vice Presidents must be students in good standing. Eligibility criteria shall not conflict with Articles III or IV of this Constitution.

Section C. Officer Selection Process:

Officer selection shall occur annually during the spring semester.

Candidates may be identified through self-nomination or nomination by other members and must complete an application outlining their interest, qualifications, and anticipated time commitment. Elections shall be conducted electronically among the organization's voting membership.

The decision-makers for officer selection shall be the voting members of the organization. Officers shall be selected by a simple majority vote of votes cast for each position. The candidate receiving the highest number of votes meeting the required majority shall be elected.

Section D. Officer Removal:

An officer may be removed from their position for cause, including but not limited to failure to fulfill officer responsibilities, violation of this Constitution or organizational policies, violation of university regulations, or conduct detrimental to the organization.

The removal process shall be initiated by the Executive Board and overseen by the advisor(s). The officer in question shall be notified of the concerns and provided an opportunity to respond prior to a final decision.

Removal of an officer shall require a two-thirds (2/3) majority vote of the Executive Board members present and eligible to vote. In the event of an officer vacancy due to removal, resignation, or ineligibility, the Executive Board shall appoint an interim replacement or conduct a special election in accordance with organizational procedures.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements:

Dissolution of the organization may be proposed by the officer team, consisting of the President, Vice President(s), and Treasurer, in consultation with the advisor(s). If the officer team and advisor(s) unanimously agree to proceed, the proposed dissolution shall be presented to the general membership in writing and at a general business meeting.

Dissolution of the organization shall require approval by an eighty percent (80%) vote of the voting members present at a general business meeting, provided quorum is met. Quorum shall consist of a simple majority (50% + 1) of the organization's voting membership.

Section B. Distribution of Assets

Upon dissolution, the officers shall be responsible for settling any outstanding debts or obligations of the organization in consultation with the advisor(s). Any remaining assets or funds shall be distributed in accordance with university policies and guidelines governing registered student organizations. No assets shall inure to the benefit of any individual member.

Article VIII. CONSTITUTIONAL AMENDMENTS

Amendments to this Constitution may be proposed by any voting member of the organization and must be submitted in writing to the Executive Board. Proposed amendments shall be presented to the general membership at a general business meeting.

Approval of a constitutional amendment shall require a two-thirds (2/3) majority vote of the voting members present at a general business meeting, provided quorum is met. Quorum shall consist of a simple majority (50% + 1) of the organization's voting membership.

Should the organization transition leadership or amend the Constitution between registration cycles, the articles set forth in this document shall remain in effect until the amended Constitution is submitted to and approved by the Ohio Union and Student Activities Department. Submission for approval of an amended Constitution shall occur within thirty (30) days of amendment approval.