

# **Lambda Psi Engineering Honorary**

## **ARTICLE I. NAME OF ORGANIZATION**

Lambda Psi Undergraduate Engineering Honorary

## **ARTICLE II. ORGANIZATION PURPOSE**

The Lambda Psi Engineering Honorary undergraduate students enrolled in The Ohio State University at the Columbus Campus desire to combine our efforts for the purpose of promoting academic excellence and service in the community.

## **ARTICLE III. UNIVERSITY REGULATIONS**

### **Section A. Harassment and Discrimination, including Sexual Misconduct**

Lambda Psi Undergraduate Engineering Honorary *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**

Lambda Psi Undergraduate Engineering Honorary *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**

Lambda Psi Undergraduate Engineering Honorary *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 and Timeline**

All students attending The Ohio State University within the stated boundaries who prescribe to the purpose of the Lambda Psi Undergraduate Engineering Honorary, whom have either:

- A. Completed their freshman year with a cumulative grade point average of at least 3.5
- B. Is an upperclassman that has attained a minimum grade point average of 3.5 for any two consecutive or nonconsecutive semesters prior to application
- C. Is an upperclassman and has attained a cumulative grade point average of 3.5 and a minimum grade point average of 3.5 for the semester prior to application shall be eligible to become members of this organization.
- D. Prospective applicants must be in the process of applying for or already admitted into their engineering major.

### **Section B. Member Selection**

Prospective members are required to fill out an application and attend an interview hosted by a current member(s) and/or advisor within two weeks of the application closing.

Prospective members shall be invited to membership upon a 2/3 passing vote of all prospective members by the membership body within a week after all interviews have been conducted.

### **Section C. Membership Timeline**

Membership application cycles will begin a month into the designated semester of membership intake that the executive board agrees to increase membership.

### **Section D. Member Removal**

Infractions that merit the loss of membership include; actions that are made in behalf of the Lambda Psi Undergraduate Engineering Honorary which are in gross disregard of the purpose of the organization, as stated in Article 2.

Any active member may submit a written concern to the Executive Board outlining the alleged behavior and any supporting evidence. The Executive Board will review the concern, consult with the advisor as appropriate, and determine whether the allegation warrants formal proceedings.

If formal proceedings are warranted, the member will receive written notice of the concerns and will be given an opportunity to respond in writing and/or at a scheduled

meeting with the Executive Board. The Executive Board may then recommend one of the following actions: no action, a warning, temporary loss of privileges, or removal from membership.

A recommendation for removal must be presented at a regular or special meeting and requires a four-fifths (4/5) vote of the active members present to take effect. The member in question shall have the right to speak on their behalf before the vote but will be excused from the room during deliberation and voting.

### **Section E. Membership Status**

A member with “active” status will be eligible to:

1. Vote in elections.
2. Be nominated for executive board positions.
3. Accept scholarships and awards reserved for members of Lambda Psi.

A member will attain “active” status if he/she attends a majority of the yearly meetings and programs.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

The advisor of Lambda Psi Undergraduate Engineering Honorary will have the following responsibilities:

- A. Providing historical context of Lambda Psi Undergraduate Engineering Honorary
- B. Attend executive board meetings and events
- C. Mediating inter-personal conflicts
- D. Consulting on the organization’s budget
- E. Complete advisor training every two years

### **Section B. Advisor Term**

The organization advisor has a term of one year, with the opportunity to be reappointed every year in the spring.

### **Section C. Advisor Selection**

Lambda Psi shall be advised by a faculty or staff member employed by The Ohio State University. When an advisor position becomes vacant or a new advisor is needed, the Executive Board will:

1. Identify potential advisor candidates, along with the general body’s suggestions;

2. Reach out to potential candidates to share Lambda Psi's mission, expectations of the advisor, and anticipated time commitment;
3. Invite interested candidates to meet with the Executive Board and, if appropriate, general members; and
4. Hold an Executive Board vote to select the advisor, requiring two-thirds (2/3) of a passing vote.

The selected advisor must formally accept the role and complete all necessary training associated according to the University's policies.

#### **Section D. Advisor Replacement**

##### *Advisor Vacancy*

In the event that the Advisor position becomes vacant due to resignation, removal, graduation, or any other reason, the Executive Board shall initiate the process to identify and appoint a new Advisor within thirty (30) days of the vacancy.

##### *Advisor Removal*

If concerns arise regarding the Advisor's performance, conduct, or ability to fulfill their duties as outlined in this Constitution, the Executive Board may recommend removal of the Advisor by a two-thirds (2/3) majority vote. The Advisor will be notified in writing of the concerns and given an opportunity to respond before a final decision is made.

##### *Selection of a New Advisor*

The Executive Board shall nominate potential Advisor candidates who meet university eligibility requirements. The general body may submit additional recommendations for consideration. The Executive Board will interview and review candidates based on their commitment to the organization's mission, availability, and prior experience. The final Advisor shall be appointed by a two-thirds (2/3) vote of the membership body. The newly appointed Advisor must comply with all advisor requirements set by the university.

##### *Temporary Advisor*

If a permanent replacement cannot be appointed within thirty (30) days, the Executive Board may appoint an interim Advisor to serve until a permanent Advisor is confirmed.

### **ARTICLE VI. ORGANIZATION LEADERSHIP**

#### **Section A. Officer Positions**

The officers of the Lambda Psi Honorary shall uphold the following duties:

##### A. President

1. Shall preside over the general meetings of the Lambda Psi Honorary.

2. Shall implement the decisions of the membership.
3. Shall set agenda for general meetings.
4. Shall serve as the spokesperson for the Lambda Psi Honorary.
5. Shall recommend replacements of officers.

B. Vice-President

1. Shall perform the duties of the President in his absence
2. Shall oversee all standing committees

C. Recording Secretary

1. Shall compose and maintain complete minutes of all general meetings.
2. Shall compose and maintain an attendance record of all general meetings.
3. Shall preside over general meetings in the absence of the president and vice president.

D. Academic Chairperson

1. Shall design and maintain academic programs.
2. Shall compose and maintain records

E. Finance and Accounting Chairperson

1. Shall keep an accurate record of all financial transactions.
2. Shall maintain a semester budget.
3. Shall prepare an annual financial and budgetary report for the approval of the membership.
4. Shall compose and administer letters of corporate and private solicitation.

F. Communications Chairperson

1. Shall disseminate information to the membership.
2. Shall compose and maintain membership directories.

3. Shall promote events and programs.

#### **G. Parliamentarian-Historian**

1. Shall maintain order during general meetings.
2. Shall maintain an historical record the activities of the Lambda Psi Honorary.
3. Shall implement Robert's Rules of Order, revised.

#### **Section B. Officer Eligibility**

To be eligible for officer positions, members must actively attend meetings and be in good academic standing possessing a 3.5 GPA or higher.

#### **Section C. Officer Selection Process**

- A. Nominations and election shall take place before the end of the academic year.
- B. Elections shall be presided by the Parliamentarian/Historian or the Vice-President.
- C. In the event that all of the offices are not filled, the elected executive board shall take on the additional responsibilities as they see fit.
- D. Newly elected members are eligible to run for an executive board position if they have attended the majority of meetings since their induction.

#### **Section D. Officer Removal**

Officers are expected to uphold the mission and values of the Organization, fulfill the duties of their position, and comply with all university policies. Possible grounds for officer removal include, but are not limited to:

1. Engaging in conduct deemed detrimental to advancing the purpose or reputation of the Lambda Psi;
2. Violating applicable university policies;
3. Misuse of organizational funds or resources;
4. Harassment, discrimination, or creating a hostile environment for members;
5. Neglecting officer responsibilities, including repeated unexcused absences from required meetings and events.

Concerns regarding an officer's performance or behavior may be submitted in writing to the Executive Board or advisor. The Executive Board, in consultation with the advisor when possible, will review the concerns and determine whether to initiate removal proceedings. The officer in question will be notified in writing of the concerns and given an opportunity to respond and/or appear before the Executive Board at the next scheduled Executive Board meeting.

A motion to remove an officer must be presented at a regular or special meeting of Lambda Psi. Removal of an officer requires a two-thirds (2/3) vote of the active members present. The officer in question may speak on their own behalf before the vote but will be excused from the room during deliberation and voting.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

1. The organization may be dissolved only upon a two-thirds (2/3) vote of the active membership at a regular or special meeting called for this purpose.
2. Written notice of the proposed dissolution must be provided to all active members and the Advisor at least fourteen (14) days prior to the vote.
3. Upon approval of dissolution, the Executive Board shall notify the organization's Advisor and the university's Student Activities office in writing within ten (10) business days.

### **Section B. Dissolution Procedures, including Assets and Debts**

In the event that the Lambda Psi votes to dissolve in accordance with Section A, all outstanding financial obligations must be addressed prior to dissolution. The Treasurer, in consultation with the advisor, will prepare a final accounting of all assets and debts.

1. **Debts:** Remaining organizational assets shall first be used to pay any outstanding debts or financial obligations. If debts exceed assets, the Organization, in consultation with Student Organization Management or other appropriate university entities, will establish a plan to resolve remaining obligations. Under no circumstances may Lambda Psi leave unpaid debts to The Ohio State University or its entities.
2. **Remaining Assets:** Any funds or assets remaining after all debts have been paid shall be transferred to a university-affiliated account consistent with the mission of Lambda Psi (e.g., a department, scholarship fund, or campus office agreed upon by the remaining active members and advisor). No remaining assets shall be distributed to individual members.

Once all assets and debts have been addressed in accordance with university policy, the Lambda Psi will notify the appropriate university office(s) of its dissolution vote.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

## **Section A. Amendment Process**

1. Any active member of the organization may propose an amendment to this Constitution by submitting the proposed change in writing to the Executive Board.
2. The Executive Board will review the proposed amendment to ensure clarity, consistency with university policies, and alignment with the organization's mission.
3. The proposed amendment must be presented to the general body at least one (1) meeting prior to the vote.
4. Amendments to the Constitution shall be adopted by a two-thirds ( $\frac{2}{3}$ ) majority vote of active members present at a scheduled meeting where quorum is met.
5. Once approved, the updated Constitution shall be distributed to all members and the Advisor, and an updated copy shall be kept on file with the organization's records.