

Association of Women in Construction (AWIC) Constitution

ARTICLE I. NAME OF ORGANIZATION

The full name of this organization shall be the Association of Women in Construction (AWIC).

ARTICLE II. ORGANIZATION PURPOSE

AWIC creates a community where women in construction feel confident in their skills and knowledge through peer encouragement, shared experiences, and professional development. The organization promotes networking with women actively working in construction, providing guidance and support to students as they pursue their careers. AWIC also educates the industry about the importance of diversity and inclusion, serving as a catalyst for future female success in construction.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

AWIC agrees that it will not engage in sexual misconduct or any harassment or discrimination based on 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 protected status under the law. All members are expected to uphold The Ohio State University's Non-Discrimination and Sexual Misconduct policies, which can be found at <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

Section B. Hazing

AWIC maintains a zero-tolerance policy for hazing in compliance with The Ohio State University and Collin's Law. Hazing includes any activity, regardless of consent, that causes or risks physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with AWIC. All members are expected to maintain an environment free of hazing.

Section C. Bylaws

AWIC may maintain internal bylaws to clarify policies and procedures not included in this constitution. Bylaws may be amended without university approval but must remain consistent with university policies and this constitution.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Voting membership is limited to currently enrolled Ohio State University students. Faculty, alumni, and professionals may participate as non-voting associate or honorary members.

Section B. Member Selection

Students become members of AWIC by completing the following process: (1) expressing interest by contacting the executive board or attending a general meeting, and (2) attending at least one official AWIC meeting or event. Membership is confirmed once these steps are completed

Section C. Membership Timeline

Membership recruitment primarily occurs at the beginning of the fall semester and again during the first several weeks of the spring semester. However, membership remains open on a rolling basis throughout the academic year, and non-members may complete the steps outlined in Section B at any time.

Section D. Member Removal

A member may be removed for cause, including but not limited to: engaging in conduct deemed detrimental to the mission or reputation of AWIC, violating this constitution or organizational bylaws, violating The Ohio State University Student Code of Conduct, participating in hazing, harassment, or discrimination, or failing to uphold expected standards of behavior.

The removal process shall include: (1) documentation of the alleged conduct and presentation of concerns to the executive board, (2) written notification to the member outlining the reason(s) for potential removal and providing an opportunity to respond, (3) a meeting or hearing with the executive board at which the member may present a defense, and (4) a vote by the executive board. Removal requires a two-thirds majority vote of the executive board in consultation with the advisor.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The advisor encourages active membership and supports the professional and personal development of AWIC officers and members. They attend meetings and events when possible and provide guidance on planning, budgeting, and leadership.

Section B. Advisor Term

The advisor serves a one-year term and may be reappointed annually with mutual agreement between the advisor and the organization.

Section C. Advisor Selection

Potential advisors may be recommended by officers, members, or relevant university departments. The executive board shall review candidates and confirm the advisor through a majority vote of the voting student officers. Students retain final decision-making authority in confirming the advisor. Advisors must be full-time faculty or Administrative & Professional staff at The Ohio State University.

Section D. Advisor Replacement

In the event of advisor resignation or removal, the advisor is expected to provide reasonable notice to ensure continuity. The executive board shall identify and nominate a replacement advisor and confirm the selection through a majority vote of the voting student officers. The outgoing advisor may assist with transition when possible.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The executive board consists of the President, Vice President, Treasurer, Secretary, and Advisor.

President: Provides overall leadership for the organization, presides over meetings, sets and monitors goals, represents AWIC to the university and external partners, delegates responsibilities, and works closely with the advisor.

Vice President: Assists the President in carrying out duties, supports officer coordination, oversees internal operations, and assumes the responsibilities of the President in their absence.

Treasurer: Oversees financial operations, maintains accurate financial records, prepares budgets, manages organizational funds, and ensures compliance with university financial policies.

Secretary: Maintains organizational records, manages meeting agendas and minutes, oversees internal communication, and ensures documentation is properly maintained.

Section B. Officer Eligibility

Officers must be active Ohio State students who have attended at least five meetings and actively participated in events prior to applying for a leadership position.

Section C. Officer Selection Process

Officer selection shall involve the general membership. Nominations may be submitted by self-nomination or peer nomination. Elections shall be held annually during late February or early March. Voting shall be conducted by secret ballot, and a simple majority of votes cast is required for election. In the event no candidate receives a majority, a run-off election shall be held between the top candidates. Newly elected officers begin transition and training immediately following the election.

Section D. Officer Removal

An officer may be removed for cause, including but not limited to: neglect of duties, violation of this constitution or bylaws, violation of the Student Code of Conduct, or behavior detrimental to AWIC.

The removal process includes: (1) documentation of concerns and presentation to the executive board, (2) written notification to the officer outlining the charges and allowing an opportunity for response, (3) a meeting or hearing at which the officer may present a defense, and (4) a vote by the voting members or executive board. Removal requires a two-thirds majority vote of the voting members, in consultation with the advisor.

ARTICLE VII. ORGANIZATION DISSOLUTION

If AWIC is to be dissolved, all debts and obligations must be settled using remaining funds. A unanimous vote of active members must confirm the decision. Upon dissolution, Student Activities staff must be notified to remove the organization from official records.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Proposed amendments must be presented in writing and read at a general meeting. They must be read again at a subsequent meeting before being voted on. A two-thirds majority vote of voting members (with a quorum present) is required for approval.