

# **The American Foundry Society Buckeye Student Chapter**

## **Student Organization Constitution**

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

The American Foundry Society Buckeye Student Chapter

### **ARTICLE II. ORGANIZATION PURPOSE**

To provide and promote knowledge of the metalcasting industry and to cultivate relationships between industry leaders and student members.

### **ARTICLE III. UNIVERSITY REGULATIONS**

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

The American Foundry Society Buckeye Student Chapter *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**

The American Foundry Society Buckeye Student Chapter *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**

The American Foundry Society Buckeye Student Chapter *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**

Any student in good standing at Ohio State University shall be eligible for membership.

Membership shall continue as long as the member remains enrolled and in good standing in the school and pays annual dues.

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

Considered a member after attendance of at least one meeting and creation of a free FEF account.

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

Year-round, we do not have a specified process. Open to all students of all majors.

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

Upon the written request of five members, for cause stated, a member may, after due hearing and discussion by the chapter, be expelled by a four-fifths vote of those present/digital poll or by action of a majority of the Executive Committee.

## **ARTICLE V. ADVISOR**

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

The Advisor is to act as a liaison between professional members of the American Foundry Society Central Ohio Chapter (AFS-COC) and the Student Chapter. The advisor will also facilitate the transition of students into or out of officer positions, following election seasons.

Minimum meeting requirement with the President and Vice President of once per month.

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

Advisor term lasts until forfeit by resignation or removal.

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

In the case the Advisor resigns or is removed, the student board will be entirely responsible for facilitating the selection of a new Advisor. A prospective Advisor, at minimum, must fulfill all of the following requirements:

- Must be actively employed at the University as faculty
- Approval and designation as Key Professor for the University by FEF
- Reliable access to the Center for Design and Manufacturing Excellence (CDME), or any on-campus facility required for regular metal casting and machining work, or other preparatory work necessary for fundamental club activities

A meeting with the prospective advisor will be required prior to selection so the board can determine if they are capable of supporting the organization's basic function, goals and regular activities.

The prospective Advisor, fulfillment of requirements withstanding, will be voted into their position by a simple majority of the student board.

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

At any point, student board member(s) may suggest the removal of the Advisor for a failure to fulfill expectations set forth by the student organization. Some possible reasons to oust an Advisor include:

- Violation of university policies
- Conduct that is inconsistent with the goal(s) of the organization
- Complete failure to participate in and/or provide support for critical club activities
- Failure to communicate with student leadership

In response to a suggestion of removal, a vote will be taken amongst the student board, with a simple majority vote required to enact removal.

*Addendum I:* If the removal is approved, the organization will begin the officer selection process outlined in Section C.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

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

President: Responsible for scheduling and overseeing club activities including meetings, tours, fundraising events, and other events. Responsible for coordination with the club faculty advisor, AFS-COC, and Foundry Educational Foundation (FEF) representatives. Arranges and leads weekly or biweekly meetings with the officers to ensure club activities are regularly scheduled and planned. Establishes an agenda for each meeting.

Vice-President: Secondary leader who assists the President by planning meeting activities in coordination with the other officers. Acts as a primary liaison with industry entities by requesting tours, collaborations and/or project funding. Presides if the president is unable to fulfill their duties.

Treasurer: Responsible for all financial activities including fundraising, budgeting, and bill paying. Oversees all transactions that occur over the independent organizational checking and savings accounts. Periodically completes applications for organizational grants through AFS-COC, FEF or other corporate sponsors.

Secretary\*: Keep a record of all meetings of the Chapter and the Executive Committee. The retiring Historian shall also fulfill the Chapter requirement of reporting the election of new officers to the members of the Central Ohio Chapter of AFS at the monthly Central Ohio Chapter meetings. The officer will also act as librarian, and at the end of the term, verify meeting records and attendance be accessible by or left physically with the Faculty Advisor to ensure safekeeping.

Outreach Chair\*: Takes charge of in-person recruitment events and activities. The goal of this position is to increase the membership of the club through direct interaction with students. Act as the primary promotional presence of Foundry Club by attending Involvement Fairs (Autumn and Spring), MSE and WE Open House, and as many Foundry Club events as feasibly possible. Occasionally organize promotional class visits with faculty.

Social Media Manager\*: Responsible for managing, designing and publishing all Buckeye Student Chapter representation materials, including (but not limited to); club website, social media pages, event flyers, and email inquiries.

Cast in Steel Chair\*: Responsible for managing the timeline and project progress of Foundry Club's annual participation in the Cast in Steel competition, hosted by Steel Founders Society of America

(SFSA). Arranges and leads weekly meetings, starting each Autumn term, with project team members. Expected to represent Buckeye Student Chapter at Cast in Steel competition events.

\*: This position is not mandatory to the operation of the club and subsequently means that if these positions can not be fulfilled at the time of the general election the other officers will absorb the responsibilities of these positions as they best see fit.

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

The nominee must follow eligibility rules outlined in Article IV, Section A.

The nominee must be a Student Member of the FEF or must have applied for such membership and have attended at least one general or floor club meeting.

It is highly recommended that at least one of the officers maintains swipe access to the CDME throughout the duration of their leadership role.

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

Eligible student members of the Chapter may nominate themselves for respective positions during the nomination window, which is two weeks prior to the week of the election.

The voting period for officer positions must take place within 1 week during the Spring semester of each academic term - as early as the first month of the Spring semester, and no later than the first week of April.

All active student members (defined in Article IV, Section A) are eligible to place a vote during an officer election. In the case a student running for an officer role is contested in that role, selection of an officer shall be made by simple majority vote by membership.

Elected officers will serve for the term of one year, beginning at the conclusion of the academic year (i.e. end of the Spring semester).

*Addendum I:* In the case that the minimum number of required officers are running for positions, but not all of these candidates are running for required positions (outlined in Article VI, Section A), then outgoing officers will recommend those candidates to run for the required positions by default.

*Addendum II:* In the case that no members are willing to run for the required officer roles, outgoing officers will proceed with dissolution protocols outlined in Article VII, Section A.

*Addendum III:* In the event of a voting tie for any elected officer role, a verification of the legitimacy of votes will be conducted. In the event that the tie is not resolved, a vote will be re-conducted by the executive board. In the case of a tie amongst the votes from the executive board, the tie will be broken by a random drawing.

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

Upon the written request of five members, for cause stated, a member may, after due hearing and discussion by the Chapter, be expelled by a four-fifths vote of those present and a majority of the Executive Committee.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

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

Circumstances that may call for dissolution:

- Zero active non-officer student members
- Inability to fill required leadership positions
- Severe lack of funding
- Lack of spaces necessary for club operations

If dissolution is suggested during a club meeting, a vote is held amongst executive board members. A 2/3 majority must be reached, including the votes of the current president and the advisor in order for dissolution to move forward.

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

Actions including asset handling and debt resolution will be resolved by the current Advisor, AFS-COC, president, vice-president or treasurer in that order if the prior is not available.

Organization assets are the property of AFS-COC and shall be returned upon dissolution.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

These bylaws may be amended by a two-thirds vote of the members present at any regular meeting, provided notice of the proposed amendment was given, in writing, at the previous regular meeting, and are in accordance with the bylaws of AFS.

## **ARTICLE VIII. DEFINITION OF TERMS**

**CDME = Center for Design and Manufacturing Excellence**

**FEF = Foundry Educational Foundation**

**AFS = American Foundry Society**

**COC = Central Ohio Chapter**

**SFSA = Steel Foundry Society of America**