

Integrated Business And Engineering Honors Program

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Integrated Business And Engineering (IBE) Honors Program

ARTICLE II. ORGANIZATION PURPOSE

The IBE Program teaches technical skills and problem-solving through an interdisciplinary approach while emphasizing creativity, innovation, and professional development. These goals are met through participating in the IBE curriculum as part of the academic program, as well as the co-curricular social and professional events planned by the IBE Executive Board. Such events include Welcome Week, an annual retreat, networking nights, alumni and professional panels, the Freshmen Development Program (FDP), and more.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Integrated Business And Engineering Honors Program *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

Integrated Business And Engineering Honors Program *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

Integrated Business And Engineering Honors Program *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

Since IBE is an academic program from which this student organization is based, membership is restricted to students that have been admitted to and are part of the IBE academic program. This means that the IBE student organization recruitment is based entirely on recruitment for the academic program.

For educational and leadership development reasons, student organizations are to be student initiated, student lead, and student run. However, the IBE Executive Board will have meetings with the IBE Alumni Council, as well as Faculty Directors, in order to ensure that its planned events and initiatives are aligned with the overall program goals. The IBE Alumni Council and Faculty Directors will be invited to various events as means of support; to form and maintain connections with IBE students; and to stay updated on the program's affairs.

Section B. Member Selection

Incoming freshmen apply to the IBE Program after they have been accepted into the University Honors Program in either Fisher or the College of Engineering. Applications include a video or essay, which are reviewed by the academic program leaders. Once accepted in the IBE program, they have the option to participate as much as they desire in our IBE community events.

Section C. Membership Timeline

Acceptance into the IBE Program is an annual occurrence, with students being accepted in the Spring and recognized as formal members at the beginning of the subsequent Autumn semester. New students of the program will be added to communication channels and able to participate in the various events open to IBE students.

Section D. Member Removal

Since the IBE student organization acts as an extension of the IBE academic program, membership status is dependent on overall standing in the academic program. A student that drops out of the academic program, whether due to failure of maintaining the required GPA, personal reasons, or any other reason, is subsequently removed as a member of the student organization as well.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The Advisor is responsible for maintaining relations with members of the IBE organization, including the Executive Board. The Advisor should meet regularly with the Executive Board to discuss updates on both the student and faculty ends, as well as to inquire about areas of possible support.

Section B. Advisor Term

Advisor will serve 2-year terms and be selected among the IBE Directors and Faculty members.

Section C. Advisor Selection

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. IBE Advisor will have a formal affiliation with the IBE program and will be selected by the student leadership team each year from the pool of either IBE Faculty Directors or IBE Faculty across both the College of Engineering and the Fisher College of Business.

Section D. Advisor Replacement

In the case of resignation or removal, a new advisor will be selected from either IBE Faculty Directors or IBE Faculty across both the College of Engineering and the Fisher College of Business.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

President: The President is the primary leader of the Executive Board. As such, they are in charge of planning and executing meetings within the Board, delegating tasks within the Board, and overseeing the implementation of the organization's initiatives. The President is responsible for staying updated on the progress of each initiative and ensuring that each Vice President (VP) is adequately fulfilling their roles. Additionally, the President is to assist the Vice Presidents in their initiatives and help each VP succeed as a leader. Ample support and guidance, balanced with independence, should be provided by the President to the Executive Board. In addition to heading the Executive Board, the President is also responsible for maintaining communications with the IBE Alumni Council leaders and program Directors.

Executive Vice President: The Executive Vice President (EVP) serves as a support for the President, and subsequently, the rest of the Board. The EVP's roles and responsibilities are to change depending on the person holding this position, as well as the ongoings of the program. The flexible nature of this position means that the President and EVP should communicate with each other to define expectations, responsibilities, and initiatives that the EVP will be working on. The EVP is intended to be a tool to support the Executive Board wherever help may be needed. Other responsibilities of the EVP include meeting with stakeholders alongside the President.

Treasurer: The Treasurer is responsible for managing all financial aspects of IBE, including the student bank account, budget, and fund requests from VPs. All VP positions must be in contact with the Treasurer regarding any financial needs. The Treasurer should be in regular contact with the organization's advisor to ensure that all fund requests are approved and regulated.

Vice President of Operations: The Vice President of Operations (VPO) is responsible for planning the social and community-building events within the program. These include, but are not limited to Welcome Week, Retreat, and Senior Banquet. Ultimately, the VPO's role is to ensure that IBE members interact and build relations with each other, especially those outside of their cohort.

Vice President of Marketing & Branding: The Vice President of Marketing & Branding (VPM) is in charge of maintaining, developing, and pitching the IBE brand. The VPM handles the IBE social media pages and may use them to post pictures and videos from events, highlight upcoming opportunities, shout out certain

students and/or alumni, recruit new students, and more. All posts should reflect the values and goals of the IBE organization, relying on the VPM's discretion. Similarly, the VPM is responsible for updating the IBE website to accurately reflect the current state of the program. The VPM may collaborate with the Vice President of Recruitment on the website to encourage prospective students to apply and provide resources for these prospective members to understand the identity of the organization. The VPM may also choose to create unique merchandise for members of the program, which can be used to increase member connection to, boost awareness of, and fundraise for the program.

Vice President of Recruitment: The Vice President of Recruitment's (VPR) role is primarily to attract potential students to the program. Since the IBE recruitment timeline aligns with that of the university, there are different recruitment periods the VPR should be aware of. Prior to November 1, the VPR should be raising awareness for the program in order to get prospective students to apply for the Honors Program. Between November and April, when the IBE application is due, the VPR should focus their attention on students admitted to Fisher College of Business and the College of Engineering (COE), as well as University Honors. In each of these phases, the VPR should work diligently to identify strategies to recruit students, plan information sessions, and collaborate with relevant stakeholders (Fisher and COE) to successfully perform their duties.

Vice President of Membership Development: The Vice President of Membership Development (VPMD) is responsible for providing professional development tools and resources for IBE members. The largest focus of the VPMD will be running the Freshmen Development Program (FDP), which provides first-year IBE members with knowledge of general professional skills. The VPMD may also create professional development events, such as panels, that are open to all of membership. The VPMD should consider membership preferences, interests, and experiences when creating the plans for development-focused events.

Vice President of Corporate Relations: The Vice President of Corporate Relations (VPCR) is responsible for creating and maintaining connections with corporate partners. Utilizing different resources, such as the IBE sell sheet, the VPCR must be able to pitch IBE to companies in various fields, based on member preferences. These corporate partners benefit the organization by attending events, providing opportunities for IBE students, and recruiting IBE students for open positions. The VPCR is thus responsible for identifying which companies interest IBE students, defining the relationship that the program has with them, and inviting them to IBE events. Corporate events include a Networking Night, which is an exclusive opportunity for IBE students to meet, connect and network with, and pitch themselves to company recruiters. Additional corporate events may be planned, based on corporate partners as well as IBE member interest.

Vice President of Alumni Relations: The Vice President of Alumni Relations (VPAR) is responsible for fostering and maintaining engagement among IBE alumni. To do so, the VPAR serves a role on the IBE Alumni Council, as the council's Vice President of Students. Through the Alumni Council, the VPAR can align student and alumni initiatives, request and receive guidance from alumni, and plan alumni events. The main alumni event takes place during Homecoming; however, other alumni events, such as virtual cohort happy hours, may also be arranged throughout the year. In addition to these responsibilities, the VPAR is responsible for conducting alumni spotlights to be posted to the IBE website, along with creating a quarterly newsletter to be sent to alumni of the program. Contents of the newsletter are decided by the VPAR but should generally include updates on the program and highlights from alumni.

Vice President of Technology: The Vice President of Technology (VP Tech) is responsible for maintaining, updating, and further developing IBE's student-created website in addition to managing the technical side of the alumni database. To do so, each VP Tech thoroughly onboards the next VP Tech by executing the guidelines outlined within the IBE Google Drive. This process must include an overview of the tech stack, website demo, development-side demo, overview of relevant accounts, and transition of access. The VP Tech must continuously update content on the website in collaboration with VP Marketing, VP Alumni Relations, and any other leadership when necessary. The VP Tech must also update the code of the website to support compatibility with commonly used platforms throughout updates of those platforms/browsers as well as update the IBE alumni database on the website. Next, the VP Tech should identify and work toward any new features to add to the website. Finally, the VP Tech must oversee the integrity, functionality, and security of the alumni database as it is integrated to the IBE website as a function of student / alumni user accounts.

Chair Positions:

Media Chair: The Social Media Chair is responsible for improving social media involvement and increasing IBE visibility both on and off campus. The Social Media Chair should create, share, and manage social media content across various platforms (Instagram, LinkedIn) to improve IBE exposure while maintaining IBE's brand.

Student Involvement Chair: The Student Involvement Chair is responsible for communicating all IBE events to their cohort and encouraging communication between the executive board and IBE general members. They should encourage active participation in IBE from everyone, as well as assisting the VP of Membership Development in event planning and resource building.

Student Recruiter: The Student Recruiter is responsible for assisting IBE in solidifying its reputation as a premier program at Ohio State. The Student Recruiter should represent IBE at recruitment events and source top talent from high schools, as well as assist the VP of Recruitment with any other relevant initiatives.

Network Chair: The Network Chair is responsible for the maintenance and organization of IBE's most valuable asset: our network of members. The Network Chair should maintain the member and alumni database so that the information is easily accessible and accurate for all IBE members, former and current.

Social Chair: The Social Chair is responsible for promoting social connections between IBE members. The Social Chair should assist in planning and executing major social events, including the fall retreat and date party, as well as take the initiative to plan various other social events at their discretion. Additionally, they will help coordinate philanthropy efforts and share local donations and projects.

Corporate Sourcer: The Corporate Sourcer is responsible for creating an IBE pipeline to the best professional business opportunities. The Corporate Sourcer should seek current student interests, source representatives from attractive companies, and actively search and share business-based internships applicable to IBE students.

Technology Chair: The Technology Chair should work alongside the VP of Technology on development of the new IBE website. They will help write documentation for codebase of the new site.

Section B. Officer Eligibility

All members are eligible to run for an Executive Board position, with the exception of those graduating in less than a year from the new Board's installation. All positions on the IBE Executive Board (with the exception of the Advisor) have a term length of 1 year. Incumbent members of the Executive Board may rerun for their position or run for another position on the Board; however, they are not guaranteed to a position on the Board

Section C. Officer Selection Process

Presidential Election: The Presidential Election is made up of two components, and takes place in April of each year. The first is a vote from the General Body, in which members will cast their votes on an online form based on provided platforms from each candidate. The second is an interview with the sitting President and members of the Executive Board not seeking the Presidency. In the interview, the candidate will explain their goals as President and answer any questions from the President and Board. Once each interview is completed, the President and Board will rank the candidates based on specific criteria to be determined by the Board; however, one of these criteria is required to be the results of the General Body vote. After thorough review of the criteria, the President and Board will come to a consensus and select which candidate will become the next President.

Vice Presidential Elections: Those running for a Vice President position will have an interview with the newly elected President along with the outgoing VP in that respective position in the spring of each year. After each interview is complete, the President will consult with the outgoing VPs to decide which candidate will fill each role.

Chair Position Elections: Those running for Chair Positions will apply in September of each year. Candidates will have an interview with the President and/or Executive VP along with the current VP to which the chair position directly reports. After each interview is complete, the interviewers will discuss which candidate is the best fit to fill each role.

Section D. Officer Removal

Any elected officer of the organization may be removed from their position for cause. Cause for removal includes but is not limited to violation of the constitution, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Board may act for removal upon a two thirds affirmative vote of the Executive Board in consultation with the organization's Advisor.

In the event that the reason for executive officer removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared (e.g., while an investigation is pending), the Executive Board, in consultation with the organization's Advisor, may vote to temporarily suspend an executive officer.

Upon the removal of an executive officer, the position will be filled by a member of their respective committee, after a majority vote by the Executive Board is conducted.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The IBE student organization is directly linked to the academic program. If the academic program ceases to exist, the IBE student organization would be forced to dissolve.

Section B. Dissolution Procedures, including Assets and Debts

Any assets or debts owned by the IBE student organization would be returned to the university and allocated to either Fisher or the COE. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read at an Executive Board meeting, then again at the subsequent Board meeting in which the votes will be taken. To ratify the proposed amendment, a two-thirds vote of the Executive Board is required. The constitution should not be amended easily or frequently.