

Texnikoi Engineering Honorary Society Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Texnikoi Engineering Honorary Society

ARTICLE II. ORGANIZATION PURPOSE

To recognize and honor those students in the College of Engineering who have distinguished themselves through participation in, and leadership of, extra-curricular activities. To encourage all students in the College of Engineering to engage in University-recognized activities. To undertake such duties as will be deemed necessary and proper to uphold the tradition of the Society.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Texnikoi Engineering Honorary Society Agrees that it will not engage in sexual misconduct nor 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 basis in accordance with the Student Organization Registration Guidelines.

Section B. Hazing

Texnikoi Engineering Honorary Society agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collins' 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

Texnikoi Engineering Honorary Society 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 the 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

Membership will be restricted to those students who have completed two or more semesters in the College of Engineering with satisfactory academic achievement, not more than 1/5 of the new membership being composed of graduating seniors. Pre-majors and architecture majors are allowed. GPA minimum of 2.50 for applicants. The number of inductees allowed shall not exceed 25-30 members. To maintain membership, a Texnikoi member must be an undergraduate in the College of Engineering, complete all Texnikoi projects which they are a part, and be in good academic standing with the university. In addition, members must take part in a minimum of one social event and one service event per semester, and one professional development event (inside or outside the organization) per year, which will be documented. General meetings may count as social events.

Section B. Member Selection

The current executive team will review the applications of all potential candidates and deliberate to determine which qualified candidates are selected to join the organization.

Section C. Membership Timeline

The membership timeline begins with potential candidates completing the Texnikoi Engineering Honorary Society online application before the noted deadline. Following the applications, select candidates will be interviewed by the current executive board. The executive officers will then deliberate on which qualified applicants will be accepted into the organization, and chosen applicants will be formally invited to be initiated. It is the responsibility of chosen applicants to complete the following core requirements to officially be inducted into the organization:

1. Completion of the Texnikoi plaque
2. Completion of Texnikoi signature sheet
3. Payment of initiation fee

Any new member found not to have attempted core requirement one or forged signature(s) on the signature sheet will be put on probation for the remainder of the year (at the discretion of the current executive board).

Section D. Member Removal

Each member's participation will be reviewed on a semester basis by the Secretary/Membership Chair. Failure to meet participation requirements will result in a probationary semester, election disqualification, and scholarship disqualification. If the participation requirements are not fulfilled during the probationary semester, possible deactivation will be decided by the executive officers at the subsequent semester participation review. Exemptions include medical reasons, internship/co-op, and others to be discussed by the executive board. Any member not fulfilling their duties as outlined in this Constitution Article III or in the Bylaws of this organization to the satisfaction of the voting membership may be removed from membership. A 2/3 majority vote of the Executive Board will be required for the removal of any member. Members will be given a one-semester minimum probationary period. While on probation, the member will be ineligible to receive scholarships or run for office. To remove probationary status, the member must complete the semester requirements in addition to those that they missed from the previous semester. The motion to remove a member from Texnikoi, following the probationary period, must be presented in writing to the Executive Board at least two weeks before the meeting at which the removal will be voted on. The member subject to removal will have the right to present their case to the membership at the meeting in which the voting for removal is to take place. All elections under this Article will be done by secret ballot.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The advisors of Texnikoi Engineering Honorary Society will be known as the Advisor Panel. It is the responsibility of the Advisor Panel to act as consultants to the executive officers in matters of the university's procedures and policies. They will also act as a liaison between the university and the organization. Should the number of members in the organization fall below seven, it is the responsibility of the Advisor Panel to remove members deemed unfit for membership and initiate the recruitment of fifteen new qualified members within six months of the initial removal.

Section B. Advisor Term

The advisor is to approve the goals and registration of Texnikoi.

Section C. Advisor Selection

The Advisor Panel will be appointed by a 2/3 vote of the Texnikoi Engineering Honorary Society executive board. A candidate for the Advisor Panel must be a full-time administrator, faculty member, or staff member.

Section D. Advisor Replacement

Advisors may only be removed from the panel by a majority vote of the active Texnikoi Engineering Honorary Society membership.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

President: The President will preside at meetings, serve as Chairperson of the Executive Committee, which will be composed of the officers and chairs of the standing committees, appointed committees, and perform other presidential duties. In addition, the President will be responsible for the planning of all member development activities, which include regularly scheduled meetings. Upon receipt of the Secretary & Membership Chair's annual attendance report, the President shall notify any members who will be put on probation and keep track of their probationary period.

Vice President: Vice President will preside in the absence of the President, direct all activities concerning the annual initiation banquet, and perform such duties as directed by the President. Additionally, the Vice President will inform members of at least one professional development event each semester. The vice president will also be responsible for leading a committee to maintain all of the Society's online assets and information, including the Facebook page, Twitter, Instagram, TNK website, etc. They will also be responsible for finding new ways to use technology to the advantage of society.

Secretary & Membership Chair: The Secretary will keep the minutes of all regular meetings and officer meetings, as well as maintain an attendance and participation record of all activities. They will also be responsible for submitting a report to the executive committee once a year detailing the full roster of undergraduate members and their degree of participation. The Secretary & Membership Chair will be responsible for any newsletters.

Treasurer: The Treasurer will keep a full and accurate record of the Society's finances. A financial report and executive committee-approved budget must be presented to the members once yearly in the Spring, in addition to a quarterly budget report to the executive committee. The Treasurer will maintain a scholarship document listing all available scholarships, their amounts, their requirements, and any additional information relevant to each scholarship. This document must be easily accessible to general

members and updated at the beginning of the Fall and Spring semesters. Additionally, the Treasurer is responsible for collecting the dues from new members and ensuring the yearly social spending does not exceed the amount of scholarship dollars granted.

Recruitment Chair: The New Membership Chair(s) will be responsible for recruiting new members as well as forming and sending out the new member application in the Fall. The New Membership Chair(s) will be responsible for special projects in the Spring. The recruitment chair, in conjunction with the historian, shall hold a required new member development event.

Social Coordinator: The Social Coordinator will be responsible for the planning and coordination of all internal social events. These are held at least once per month during the academic year. The Social Coordinator must report social event attendance to the Secretary by the final day of each month.

Philanthropy and Service Chair: The Philanthropy and Service Chair will be responsible for all service events and the coordination of all philanthropic events and donations. The Philanthropy and Service Chair must report service event attendance to the Secretary by the final day of each month. These are held at least once per month during the academic year.

E-council and Historian Chair: The E-council and Historian Chair will be responsible for maintaining the Society's history and preparing the new membership history quiz, in addition to representing Texnikoi at all of the E-council meetings. The Historian Chair will be in charge of administering all initiation requirements to initiates and overseeing that all initiation requirements are fulfilled. The historian, in conjunction with the recruitment chair, shall hold a required new member development event.

Alumni Relations Chair: They shall be responsible for maintaining and growing alumni relations. They shall also send out a quarterly newsletter to the alumni. The alumni chair is also in charge of maintaining connections with the College of Engineering and represents Texnikoi in the dispersion of the alumni award. They will also be in charge of planning events with alumni. The alumni chair will also plan an event for graduating seniors in conjunction with the secretary.

Section B. Officer Eligibility

Any active Texnikoi Engineering Honorary Society member in good standing will be eligible for nomination.

Section C. Officer Selection Process

Nominations for the officers will begin in February at the latest. The Recruitment Chair position may run as a team consisting of not more than two members, both in good standing with the organization. The meeting following nominations, nominations for officers, will remain open until the election for that position has concluded. Elections will occur during the third meeting of the spring semester. Elections will be made in the following order: President, Vice President, Treasurer, Secretary & Membership Chair, Recruitment Chair, Social Coordinator, Philanthropy and Service Chair, E-council and Historian Chair, and Alumni Chair. Defeated candidates may be nominated for lower offices. The term of office for all elected officers will be one calendar year, starting after the semester in which they were elected. No member may hold the same office for more than two consecutive terms. Elections will be conducted by secret ballot.

Section D. Officer Removal

All officers may be subject to removal from office by recall or impeachment. Any officer not fulfilling their duties as outlined in Article VI to the satisfaction of the members of the organization may be removed from office. A 2/3 majority vote of the Executive Board will be required for the removal of any officer. The motion to remove an officer from their position must be presented in writing to the total voting membership at least two weeks before the meeting at which the removal will be voted on. The written motion can be submitted by any single member or signed by one or more members. The officer subject to removal will have the right to present their case to the membership at the meeting in which the voting for removal is to take place. In all elections under this Article, the vote will be done by secret ballot.

The following guidelines indicate the succession/replacement of an officer, should that person be removed from office, resign, or be deemed unfit to continue with their assigned responsibilities.

1. The President is removed, the Vice President will assume their duties as the acting president in addition to their former responsibilities as Vice President.
2. If the Vice President, Secretary, Treasurer, Recruitment Chair, Social Coordinator, Philanthropy and Service Chair, or E-Council and Historian Chair is removed from office, the President can appoint one or more current officers to assume the duties of the removed officer.
 - The re-assignment of responsibilities must receive unanimous support from the acting officers.
 - If no decision can be made, then an emergency election should be held to elect a new member to the vacant officer position.

3. There must be at least 5 active officers, one of whom is the President. If there are fewer than five officers, then an emergency election should be held to elect at least the number of officers required to meet the five.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

This organization may be dissolved after dissolution is approved by the executive committee and by a 2/3 vote of its members, provided that a notice of a vote on dissolution is furnished to the members at least 60 days before the vote.

Section B. Dissolution Procedures, including Assets and Debts

Upon dissolution, the executive committee will utilize the assets of the organization, including those arising from dissolution and distribution. The balance, if any, will, insofar as possible, be distributed equally among the contributing factors. Should the organization's membership fall below seven, the Advisor Panel may remove members they see as unfit for membership, then initiate fifteen new and worthy members within six months of the initial removal.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Any member may initiate an amendment to this Constitution at any regularly scheduled meeting. A written notice of the proposed amendment must be presented to the membership at least one meeting before the vote. An affirmative vote of 2/3 of the members present will be necessary to rectify any amendment. The By-Laws may be amended by a simple majority vote in the same process as the Constitution.