Institute of Industrial & Systems Engineers Chapter #855 – The Ohio State University Constitution

ARTICLE I. NAME OF ORGANIZATION

Section: Name

1. The name of this organization shall be the **Institute of Industrial & Systems Engineers Chapter #855 – The Ohio State University**. The organization also goes by "Institute of Industrial & Systems Engineers" as well as the acronym "IISE". The Institute of Industrial & Systems Engineers Chapter #855 – The Ohio State University is a student chapter of the international organization, the Institute of Industrial & Systems Engineers.

ARTICLE II. ORGANIZATION PURPOSE

Section: Purpose

1. This corporation is organized and shall be operated exclusively for scientific, educational and charitable purposes. In the furtherance of such purposes, it shall be authorized:
    a. To advance the general welfare of mankind through the resources and creative abilities of the Industrial & Systems Engineering profession.
    b. To advance the art and science of Industrial & Systems Engineering for the general welfare of mankind.
    c. To encourage and assist education and research in the art and science of Industrial & Systems Engineering.
    d. To promote the unrestricted dissemination of knowledge and information by means of meetings and publications relating to the art and science of Industrial & Systems Engineering.
    e. To receive, own and maintain real or personal property, or both, and to use and apply the whole or any part of the income or principal thereof exclusively for scientific or educational purposes in the art and science of Industrial & Systems Engineering.
    f. To assist Colleges and Universities in the development of educational programs in the art and science of Industrial & Systems Engineering.
2. No member, trustee, officer or employee of, or member of a committee, or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this shall not prevent the payment to any such person of such reasonable compensation for service rendered to or for the Corporation in effecting any of its purposes, as shall be fixed by the Board of Trustees.
3. Notwithstanding any of the foregoing provisions which may be construed to the contrary, the Institute of Industrial & Systems Engineers, Inc., shall not engage in any activity which is not educational, scientific or charitable within the meaning of Section 501 (c) (3) of the 1954 Internal Revenue Code. On dissolution of the Institute of Industrial & Systems Engineers, Inc., its assets shall be distributed to an organization organized and operated for similar education, scientific or charitable purposes, or to the Federal, State or Local Government for

a public purpose. No part of the income or principal of the Institute of Industrial & Systems Engineers, Inc., shall insure to the benefit of or be distributed to any member, director or officer of the IISE or any other private individual. No substantial part of the activities of the Corporation shall be the carrying out of propaganda or otherwise attempting to influence legislation.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct
1. The Institute of Industrial & Systems Engineers Chapter #855 – The Ohio State University 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 these guidelines.

Section B. Hazing
1. The Institute of Industrial & Systems Engineers Chapter #855 – The Ohio State University 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
1. The Institute of Industrial & Systems Engineers Chapter #855 – The Ohio State University 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 these constitutional 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 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
1. Membership is open to students enrolled at The Ohio State University.
2. Membership with the national organization will be recognized once the student has submitted an application with the student membership fee and has been approved through IISE National Headquarters. This is not a requirement to be a member of this student organization.
3. Categories of individual membership and their associated qualifications, privileges, and requirements for admission shall be specified in the Bylaws.
4. All Institute members, except those specifically exempt, shall pay annual dues to the Institute in amounts specified by the Bylaws to maintain national membership.

Section B. Member Selection
1. To become a member, students must attend one meeting or organization event and submit an attendance form.

Section C. Membership Timeline
1. Membership is open on a rolling basis. Students can become members at any time in the year by completing the actions listed in Article IV. Section B.

Section D. Member Removal
1. Members will never be removed based on race, religion, color, national origin, ancestry, age, sex or handicap.
2. Member removal will be nominated upon request of that member to no longer have affiliation with the organization.
3. Member removal is to be decided by the faculty advisor based upon actions not constituted by the university or the organization.

ARTICLE V – ADVISOR
Section A. Advisor Duties and Responsibilities
1. Responsibilities of the Advisor are to approve on all matters for which the students are not eligible to decide on.
2. The expectation of the Advisor is to support the students within the organization.

Section B. Advisor Term
1. The Advisor Term shall be 1 year, with the opportunity to be reappointed.

Section C. Advisor Selection
1. The Advisor of this organization must be of the University faculty or Administrative & Professional staff and must either work for or partner with the Department of Integrated Systems Engineering.
2. The decision makers for selecting an Advisor shall be the student executive board of the organization.
3. The executive board will work in partnership with the Department of Integrated Systems Engineering to identify a faculty or administrative & professional staff member to become a possible Advisor.
4. The Advisor shall be selected for the role upon a simple majority vote of the executive board. If a tie were to occur, another round of voting would be held with the President abstaining to determine a simple majority.

Section D. Advisor Replacement
1. Advisors will never be removed based on race, religion, color, national origin, ancestry, age, sex or handicap.
2. Advisor removal will be nominated upon request of a member of the organization.
3. Advisor removal is to be decided by the executive board based upon actions not constituted by the university or the organization.
4. Advisor removal will be approved by a 2/3 vote of the executive board.

ARTICLE VI – ORGANIZATION LEADERSHIP
Section A. Officer Positions
1. The Executive Board shall consist of a President, Executive Vice President, Vice President of Finance, Vice President of Internal Relations, Vice President of E-Council & Outreach, Vice President of Branding, Vice President of External Relations, Vice President of Cohort

Program, Director of Social Events, Director of Membership, Director of Professional Development & Alumni, Director of Marketing & Digital Operations, President of Scarlet Consulting Club, Vice President of Scarlet Consulting Club, and the Director of Quality for Scarlet Consulting Club.

2. **President**
   a. Coordinate internal operations such as E-board meetings and officer efforts
   b. Conduct, plan, and create slides for General Body Meetings
   c. Generate and carry out ideas that will contribute to IISE as an organization
   d. Support officers and ensure communication between them
   e. Intervene when jobs are not being carried out and help correct the situation
   f. Attend External Advisory Board (EAB) meetings each semester to report on the state of the organization, ask questions, and make requests to help better the organization
   g. Work together with officers towards defining goals, objectives, resources, and budget
   h. Keep IISE involved with the university, the IISE Senior Chapter, and the IISE National Headquarters
   i. Communicate with IISE Chapter Presidents at other Universities across the United States to benchmark from and collaborate with
   j. Communicate with other student organizations at Ohio State to stay up to date on means of collaboration and growth.
   k. Recruit and lead delegation to regional and national IISE conferences
   l. Lead all transition activities for exiting / entering officers including elections

3. **Executive Vice President**
   a. Assist President with formal documentation of all activities (UCAR)
   b. Work closely and in-tandem with the President to attend the External Advisory Board (EAB) meeting each semester
   c. Responsible for checking the OSU IISE Gmail account
   d. Point of contact for any conflict internal to the organization
   e. Collaborate with the Department Chair and the External Advisory Board to stay aligned on department goals and KPIs, such as enrollment numbers and National Program Rankings
   f. Responsible for helping to develop brand and growth strategy for the department
   g. Responsible for presenting updates to the IISE E-board for collaboration and to best leverage IISE resources
   h. Oversee the content-based student employee in the department for content creation and engagement at various IISE events
   i. Responsible for promoting the Industrial & Systems Engineering major and profession, specifically for the Ohio State Program
   j. Collaborate with student chapters from other Universities to promote the Industrial Engineering major

4. **Vice President of Finance**
   a. Acts as the Treasurer of the organization
   b. Finance responsibilities, including but not limited to: maintaining and leveraging our non-profit status, balancing statements against all accounts, forecasting future expenses and pending withdrawals.
   c. Write checks for reimbursable chapter expenses and own possession of the chapter debit card.

d. Record all checks and receipts for the year
e. Keep the chapter in good financial standing by approving, budgeting, and spending funds in a responsible manner
 i. Work directly with the President to develop a formal budget for each department of the organization
f. Collect and deposit all electronic funds and cash transactions with the organization
g. Work with the President on Chapter Health Documents and send tax information to IISE National Headquarters by April 15
http://www.iienet2.org/Details.aspx?id=630
h. Work with the department on all events/trips that have monetary support from the department
i. Collaborate with other officers to keep track of student payments and stay up to date with communication to students who need to pay for merch, transportation, lodging, etc. when necessary

5. **Vice President of Internal Relations**
 a. Responsible for keeping track of IISE National membership and coordinating with the Young Professional chapters to transition graduation seniors to the professional chapters.
 b. Help to coordinate all membership and social events including Kick-Off events at the beginning of each semester and the active member event at the end of the semester
 c. Keeps track of all membership statistics via survey and national IISE data.
 d. Secondary point of contact for any conflict internal to the organization in the event that the conflict involves the Executive Vice President

6. **Vice President of E-Council & Outreach**
 a. Choose the Inclusion training taken by all officers upon election
 b. Seek and organize outreach & volunteering activities
 c. Seek and share resources with IISE members about active allyship in the organization and beyond
 d. Reduce barriers for all members who may otherwise not attend events and enhance inclusivity of current IISE events
 e. Attend bi-monthly E-Council meetings and communicate volunteer opportunities with other officers and the organization
 f. Act as liaison between IISE and the Engineering Council
 g. Ensure timely registration for IISE with E-Council each semester to maximize potential funding
 h. Ensure maximized volunteer hours per semester and timely annual fund requests from E-council

7. **Vice President of Branding**
 a. In charge of all communication to the general IISE and ISE email lists via the weekly newsletter
 b. Maintains the website with upcoming events and other databases
 c. Owner of the promotional giveaways and annual apparel designs for the organization.
 d. Collaborate with the Executive Vice President and department social media representative to assist in content creation

8. **Vice President of External Relations**
 a. Main contact for all company relations, including the yearly corporate sponsorship.

b. Responsible for organizing and running bi-annual networking nights including reserving rooms, invoicing companies, and ordering food and drinks.
c. Develop contacts and potential speakers for meetings
d. Manages alumni relations and Columbus IISE Chapter relations

9. **Vice President of Cohort Program**
a. Develops the strategy, leads major milestone tasks and manages the committee members to ensure a successful cohort program
b. Create annual cohort groupings of upper and lower classmen
c. Plan and coordinate cohort events roughly once per month each semester
d. In charge of Cohort program development and manage the Cohort Captains to facilitate a successful and active program within the major

10. **Director of Social Events**
a. Plan and coordinate social events for the organization including happy hours, date parties, and other events
b. Promote and fundraise for social events, work with President to establish budget for social events
    i. Clearly promote that all students who desire to engage in the consumption of alcohol must be over the age of 21 years at all social events

11. **Director of Membership**
a. Attend all ISE freshman survey classes, high school engineering fairs, involvement fairs, and any other recruitment meetings or fairs to introduce people to IISE and encourage them to come to the meetings or join.
b. Promote student registration for national membership

12. **Director of Professional Development & Alumni**
a. Organize and orchestrate the Industry Exploration Program, including the recruitment of alumni and student participants
b. Manage the student internship experience registry
c. Assist the Vice President of External Relations in the planning and execution of networking nights

13. **Director of Marketing & Digital Operations**
a. Advertise and provide information regarding meetings and events to members and all ISE students - includes all flyers and video display boards
b. Responsible for all video, print, and social media promotions
c. Owner of social media accounts, responsible for monitoring all posted content to ensure it aligns with university and organization standards and values

14. **President of Scarlet Consulting Club**
a. Develops the strategy, leads major milestone tasks and manages the consulting program members to ensure a successful consulting program
b. In charge of selecting members of the program and developing their skills as ISE consultants for future employment.
c. Maintain relationship with departmental advisor and identify corporate partners to serve as project sponsors.

15. **Vice President of Scarlet Consulting Club**
a. Assist the President of Scarlet Consulting Club in all their activities

16. **Director of Quality for Scarlet Consulting Club**
a. In charge of selecting and managing the Quality Board, a group of students meant to advise project teams and guarantee the completion of project deliverables

Section B. Officer Eligibility
1. All officers must be enrolled as full-time students at The Ohio State University – Main Campus and be in good academic standing per university guidelines
2. All officers must be or become national members of IISE
3. All members interested in an officer position must achieve active member status of 6+ events attended in the current semester prior to the election

Section C. Officer Selection Process
1. Elections shall be held in the month of November, and the transition period shall take place until the first day of Spring Semester in January.
   a. All officer positions are eligible for election.
2. Candidates shall propose their talent for a position to the general body. A vote from all present members shall then be placed. Simple majority will elect a candidate
   a. If there are more than two individuals running for one position, the two or more individuals with a combined majority of the votes will then run against each other. The one individual with the simple majority of the votes will win the position. If three or more candidates remain after runoff and no one candidate receives a majority the two highest vote-receiving will have an additional runoff between the two.
3. Upon election, all officers must complete a transition training course with the previous year's officer within the first month of holding office.

Section D. Officer Removal
1. When a member believes that an officer has engaged in conduct that is detrimental to the organization, a conversation should be held between the president, the member engaging in such conduct, and the Faculty Advisor, with appropriate actions decided by the Faculty Advisor taken. If the President is the member in question, the Executive Vice President will also attend this meeting.
2. In the event that an officer is not effectively fulfilling the duties and responsibilities for their given role, and are nominated by two or more officers, a special election can be held by the executive board for the removal of an officer from office. Officer removal is controlled by a 2/3 majority vote of the executive board and the officer in question may not vote.
3. If an officer position is vacated between election cycles, a special election shall be held where a new officer is chosen by a 2/3 vote of the Executive Board.

ARTICLE VII –DISSOLUTION REQUIREMENTS

Section A. Dissolution Requirements
1. Procedures for dissolution of the organization shall be dealt with through the Institute of Industrial & Systems Engineers, National Headquarters.

Section B. Dissolution Procedures, Including Assets and Debts
1. If at the time of dissolution there are any remaining assets and debts, the Vice President of Finance shall be responsible for executing the dissolution procedures.
2. In the instance of organizational debts, the Vice President of Finance will utilize any remaining assets to cover the debts
3. In the instance of remaining organizational debts, the Vice President of Finance will work with the Department of Integrated Systems Engineering to find sources for resolving any debts. In the event that the department is unable to help the organization, the Vice President of Finance will work with the National Organization to resolve debts.

4. In the instance of organizational assets, the Vice President of Finance will transfer ownership of all assets to the national organization, assuring it is within the legal guidelines of the 501 (c) (3) organization status.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

1. Any member of the executive board shall be able to propose an amendment to the constitution. This may be brought up at the executive board's weekly meeting.
2. Amending the constitution shall be voted on through the Executive Board with a 2/3 majority required for revision.

By-Laws

Article I – Membership
1. Paid student membership of $40 shall be owed to the Institute of Industrial & Systems Engineers, National Headquarters annually.
2. Paid members shall receive the right to attend regional and or annual conferences and be eligible to hold officer positions in IISE
3. Unpaid members shall have all rights to attend campus events sponsored by the Ohio State University Chapter

Article II – Officers and Standing Committees
1. **Executive Board Head** – President
   a. **Assistant Board Head** - Executive Vice President
2. **Internal Relations Committee Head** - Vice President of Internal Relations
   a. **Director of Social Events** – Organizes and leads, intramurals, happy hours and any other necessary social events. Responsible for collaboration with other student organizations on social events on and around campus.
   b. **Director of Membership** – Leads involvement fair operations and survey class engagement. Coordinates the national membership partnership between the OSU Student Chapter and IISE national. Distributes welcome emails to members after their first attended event
3. **E-Council and Outreach Committee Head -** Vice President of E-Council & Outreach
4. **Brand Management Committee Head** – Vice President of Branding
   a. **Director of Marketing & Digital Operations** – Manges all IISE social media accounts (including LinkedIn) and updates. Leads the involvement fair marketing material creation and production of flyers/advertising for all IISE events and info sessions.
   b. **Video Contest Coordinator** – Responsible for the scripting, filming, and editing of Ohio State IISE video materials for national competitions. Appointment when needed.
5. **External Relations Committee Head** – Vice President of External Relations
   a. **Director of Professional Development & Alumni Relations** – Organizes and advertises Career Fair Prep Workshops and Resume Drop. Plans the All-Ohio Dinner each fall. Responsible for planning the Spring IISE Networking Night before the SWE Career Fair. Manages all communication and interactions between alumni and current IISE members. Coordinates one student-faculty mixer per semester.
6. **Fundraising Committee Head** – Vice President of Finance
   a. **Assistant Fundraising Head** – Executive Vice President
   b. The Vice President of Finance and Executive Vice President have the authority to choose additional executive board members to assist in the planning and execution of fundraising events.

Article III – Advisor/Advisory Board Responsibilities

1. The Executive Board should be in communication with the Department Chair of the ISE Department in terms of presenting to the Industry Advisory Board for the Department, and with reporting how many students the chapter is sending to regional and annual conferences.

Article IV – Method of Amending By-Law

1. Amending By-Laws is to be decided by a 2/3 vote by the Executive Board.

Article V – Financial Accounts Rules

1. The savings account shall only be used for the purposes of final profit received from the hosting of The Great Lakes Regional Conference and or other large-scale event at Ohio State campus.
2. Funds, up to $1000 per year, may be withdrawn for expenditures associated with a team building activity located at the site of that years' IISE Annual Conference, with the intention to host another Great Lakes Regional Conference before the funds in the account expire.
3. Funds are also allowed to be withdrawn in the face of unexpected expenditures that threaten the future continuity of The Institute of Industrial & Systems Engineers, The Ohio State University Chapter. This decision must be approved by a 2/3 or greater vote by the Executive Board coupled with approval from the chapters Advisor.
4. Any 25% of any profits derived from a Membership Committee specific event shall be set-aside for the next semester Membership Fund. Said Membership Fund should only be put towards membership events that are open to all students.

Article VI – Regional and Annual Conference Attendance

1. The Great Lakes Regional Conference usually takes place on a weekend in mid-February. The attendance is usually the largest because it is cheaper to take more students to Regional than Annual. The current officers that were voted in during the previous November election get first priority to attend regional conference and annual conference.
2. All conference attendees are required to have an IISE polo.
3. The ISE Department in the past has helped with funding for both Regional and Annual Conference.
4. For Annual Conference, the standard is that seniors who have graduated the previous April/May can still attend but preferences should be given to returning students.

Article VII – Meetings of the Organization: Required meetings and their frequency

1. Meetings are optional to all members.
2. Planning meetings are mandatory for the Executive Board and officers involved. Further details can be found in the Bylaws.