



**CONSTITUTION AND BY-LAWS OF THE AMERICAN SOCIETY OF CIVIL  
ENGINEERS OHIO STATE UNIVERSITY STUDENT CHAPTER**

Last Updated: February 2018

## **ARTICLE I. NAME**

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The full official name of this organization shall be The American Society of Civil Engineers Ohio State University Student Chapter. Alternative official names shall include: American Society of Civil Engineers OSU Student Chapter, ASCE OSU Student Chapter, ASCE at Ohio State and ASCE at The Ohio State University. All prior name variances shall be discontinued.

## **ARTICLE II. OBJECTIVE AND PURPOSE**

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The objective of this Society shall be to afford an opportunity for the members of the Civil Engineering Department to become acquainted, to promote a spirit of congeniality between classes, to acquaint the members with topics of interest to Civil Engineering students, and to foster a professional spirit among the students.

## **ARTICLE III. MEMBERS**

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- Section 1. All persons holding membership in The Ohio State University American Society of Civil Engineers Student Chapter on March 11, 2015 and all persons thereafter meeting the qualifications for membership established by the By-Laws shall be member of the organization.
- Section 2. The membership of this organization shall be open to all pre-majors and majors enrolled in the Department of Civil, Environmental and Geodetic Engineering.
- Section 3. The rights of the membership are to (1) attend all annual and special meetings of the organization to be held in the manner provided in the By-Laws, (2) vote on all matters submitted to a vote of the membership, voting by proxy not to be allowed, (3) vote for the organization's officers and representatives as provided in the By-Laws, (4) vote on any proposed changes to the organization, and (5) hold office in the organization as provided in the By-Laws.
- Section 4. No student shall be denied membership in this organization because of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, veteran status, or political views.

## **ARTICLE IV. OFFICERS**

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The officers shall be: President, Vice-President, Secretary, Treasurer, Social/Fundraising Chair, Chapter Ambassador, Service/Outreach Chair, and Recruiter.

## **ARTICLE V. DUTIES OF THE OFFICERS**

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- Section 1. The President shall preside at all meetings of the Society and perform such other duties as are incumbent of such an office: schedule Officer meetings, create meeting agenda for officer meetings, make calendar of events, write weekly emails advertising events, check ASCE of Central Ohio website for upcoming events, make arrangements for Workshop for Student Chapter Leaders (WSCL), email faculty about socials and lectures, make sure Secretary has information needed to complete annual report, respond to emails regarding company visits, arrange nominations and elections, make sure officers are registered for National and as Member Champions, and keep ASCE organized. The President has the ability to delegate any duties necessary for the proper function of the Society provided the delegated duties are approved by a majority vote of Officers. The President shall have authority over all accounts of the chapter and shall be issued a bank account card by the Treasurer.
- Section 2. The Vice-President shall assist the President and shall assume the duties of the President when the latter is in any way unable to discharge the duties of his office. Additional duties of the Vice-President: survey members for optimal meeting time, arrange speakers (faculty, graduate students, company representatives, Peace Corps, etc.) and tours, reserve all necessary equipment from main office for speakers (computer and projector), if speakers will be on campus instruct them on proper parking and provide clear instructions and good service so that they feel welcome, coordinate with Treasurer about speaker dates so that they may order food. The Vice-President, in the President's absence, shall have authority over all accounts of the chapter except in such areas the President has already given direction.
- Section 3. The Secretary shall keep a record of all the activities and events of the Society, keep accurate meeting minutes, and prepare and submit the annual report of the Chapter to the National ASCE. Updating and maintaining the OSU ASCE website, Carmen page, and social media accounts (e.g. Twitter, Facebook) with events and news are also the duties of the Secretary. When Ohio State is selected to host OVSC, the Secretary will assist in web design for OVSC and project teams.
- Section 4. The Treasurer shall take charge of all the monies belonging to the Society, be responsible for their proper disbursement, and shall be prepared to render an accurate account at all times. As membership dues are processed by the Treasurer, the Treasurer is responsible for recording the Chapter membership in conjunction with the Recruiter. The Treasurer is also in charge of ordering food for speaker events. The Treasurer shall issue bank account cards to the Officers authorized by this Constitution. The Treasurer is authorized to possess and use a bank account card for the

chapter. The Treasurer shall be informed immediately of any financial transactions undergone by other authorized members of the chapter. The Treasurer reserves the right to deny any other member the completion of a particular transaction on the basis of constitutional, legal or ethical grounds. The Treasurer is to work with the treasurer and other relevant members of the Central Ohio ASCE Chapter to report the Society's transactions for tax reporting purposes.

Section 5. The Social and Fundraising Chair shall organize and promote social and fundraising events for the Society including intermural sports, collaboration with the Younger Members, and seek out companies and individuals for sponsorship opportunities. The Chair shall raise monies to support the Society activities and events, but especially the competition teams. The Chair will fundraise in an ethical manner agreeable with the national organization and also work with the Treasurer to create a yearly budget for the chapter.

Section 6. The Chapter Ambassador shall represent the Society at the E-Council and Alumni Association Council meetings. They shall keep the Chapter and Officers updated with events for the department, college and other engineering organizations. They shall seek out other student organizations for the purpose of collaboration and mutual benefit. Collaboration is a part of the annual report and can improve the grading of the OSU Student Chapter. Good student organizations to collaborate with could be SEAO, ACI, Chi Epsilon, ASME, SWE, and Engineers Without Borders. E-Council is a group of students from all engineering majors and student organizations that meet to discuss issues within the College of Engineering, organize career fairs, and other miscellaneous activities within the College. They have a group of Officers elected each year. Money raised from the career fairs is used as organization funding for groups in the College of Engineering. It is university policy that a representative be present at all meetings in order to receive funding. The E-Council Representative is responsible for finding a replacement if they cannot attend. The Alumni Association Council is the governing committee of the Ohio State Civil Engineering Alumni Association. They oversee activities hosted by the association. Large portions of their funds are donated to the Department in the form of scholarships to students.

Section 7. The Service and Outreach Chair is responsible for planning and providing service and outreach opportunities to the members. They must also keep track of group and individual events and hours to report in the annual report.

Section 8. The Recruiter is in charge of the recruitment and retention of members in the chapter. They are charged with performing such other duties as are incumbent of such an office: Speaking with faculty and advisors to arrange meeting with introductory classes (such as the Freshmen Survey class) for recruiting, advertise General Meetings and other events for the chapter and finding new and effective ways to recruit young members to get them involved early in their college careers. The Recruiter will also act as the liaison between the Ohio Valley Student Conference (OVSC) host school and the Society. Coordinating with the captains, ensuring the technical paper is submitted, communicating any issues to the other officers, registering all teams for the conference, and book their hotel reservations is also a responsibility of the Recruiter. The Recruiter will also coordinate and plan the OVSC when Ohio State is selected to host this event.

## **ARTICLE VI. NOMINATION OF AND ELECTION OF OFFICERS**

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### Part 1. Nominations

Section 1. Nominations, including self nominations, will be open to all ASCE members through the end of October (during Autumn semester). At the completion of nominations, candidates will give nomination speeches at the Chapter meeting.

Section 2. In no case shall a member become a candidate for office if it is known they will not be able to serve out the term of their office or if they are unable to meet the University point-hour requirements at the time of nomination.

Section 3. If an Officer other than the President becomes vacant, the President shall appoint a new Officer. If the office of the President becomes vacant, the Vice-President shall become President and appoint a new Vice-President.

Section 4. The President nominees must have held a previous officer position in The American Society of Civil Engineers Ohio State University Student Chapter before their election. Section 3 takes precedent over Section 4.

### Part 2. Elections

Section 1. The elections shall be held before Thanksgiving Break of Autumn semester. A ballot will be sent out prior to Election Day with all the nominees.

- Section 2. Each member shall mark their ballot, voting only for one candidate for each office, and voting for the candidate to fill only that office for which the candidate was nominated.
- Section 3. Upon completion of voting, the President will collect the ballots and count the votes with at least one other officer. The President will keep tally while the other officer(s) will read off the votes.
- Section 4. Any candidate receiving the majority of votes cast for the office for which said candidate was running shall be declared elected.
- Section 5. In case of ties, the members shall revote upon those candidates in the tie. If the revote results in a tie, the President will do a coin flip.
- Section 6. Results of the election shall be announced after the election and before the next meeting after the results are tabulated. New Officers shall assume their duties at the beginning of Spring semester and serve through the following Autumn semester.
- Section 7. All new Officers are required to attend a Transition meeting organized by the former Officers in order to familiarize themselves with their positions and pass along any information deemed pertinent by former Officers.

## **ARTICLE VII. ADVISOR & GRADUATE REPRESENTATIVE**

A Faculty Advisor for the Society shall be appointed by the Department of Civil, Environmental and Geodetic Engineering and shall be full-time administrator, faculty, staff. It is their responsibility to provide guidance The American Society of Civil Engineers Ohio State University Student Chapter, whether it be ideas and help for the officers, or opportunities for the students to get involved with faculty.

The Graduate Representative shall be a graduate student in the Department of Civil, Environmental and Geodetic Engineering at the Ohio State University. They are to be appointed by the Faculty Advisor or the Civil Engineering Department. It is their responsibility to provide guidance and advice to the student chapter in terms of moving from an undergraduate to graduate student.

## **ARTICLE VIII. REMOVAL/RESIGNATION OF MEMBERS**

### **Removal of Members**

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

### Removal of Officers

If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, with the consultation of the advisor. The officer position may then be filled by appointment of the president or advisor.

## **ARTICLE IX. AMENDMENTS**

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Section 1. A motion to amend the constitution or By-Laws shall be discussed at the time of the motion and a committee shall be appointed to draft the proposed amendment. The proposed amendment shall be presented and voted on at the time of the next regular meeting.

Section 2. The proposed amendment must be made available to the membership one week prior to the meeting at which time it is to be voted on. It must be passed out in written form at the meeting at which it is voted on. The proposed amendment requires a majority vote of the members present to be passed.

## **BY-LAWS**

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### ARTICLE I. Meetings

The Society shall hold its meetings at times deemed feasible by the Officers. The Society is required to hold a Chapter meeting at least once a semester.

### ARTICLE II. Dues

The Officers shall determine the dues on a yearly basis.

### ARTICLE III. Rules of Order

The rules contained in "Robert's Rules of Order" shall govern the Society to which they are applicable, and in which they are not inconsistent with the By-Laws or special rules or order of the Society.

#### ARTICLE IV. Professor of the Year Award

Autumn semester in correlation with the election of new Officers, nominations will be accepted on the election ballot for Professor of the Year. Nominations will require both the name of the professor and a written description of why the nominee feels their particular professor should be nominated. The stated reason for the receipt of this award is "In recognition for excellence in teaching and service to the student chapter." The main reason for the award is to recognize those professors that best enrich the student's education in any way. The professor with the most nominations that meet the criteria will be selected as professor of the year. The plaque located in the student lounge will have a plate engraved with this professor's name. A professor can not receive this award during two consecutive years.