

# **ENGINEERS FOR COMMUNITY SERVICE (ECOS) CONSTITUTION**

## **ARTICLE I: NAME OF ORGANIZATION**

The name of this organization shall be Engineers for Community Service, hereinafter referred to as ECOS.

## **ARTICLE II: MISSION**

Engineers for Community Service (ECOS), a student organization at The Ohio State University, promotes life-long professionalism via educational experiences in the uses of engineering skills for local and international community service projects.

## **ARTICLE III: AFFILIATIONS**

ECOS shall be affiliated with other local and national organizations that help our membership accomplish our mission, such as Engineers for a Sustainable World (ESW) and Engineers without Borders (EWB).

## **ARTICLE IV: MEMBERSHIP**

- A. The voting membership of ECOS shall consist of those students of The Ohio State University that are members of ECOS;
- B. Student membership in ECOS is established by submitting a membership application, reading the ECOS constitution, and regularly participating in activities and meetings;
- C. Faculty, alumni, professionals, etc. are encouraged to become non-voting associate or honorary members;
- D. This organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, veteran status, or academic discipline.

## **ARTICLE V: ORGANIZATION**

The powers of ECOS shall be vested in the Steering Committee.

## **ARTICLE VI: COMMITTEES**

- A. The Steering Committee of ECOS shall consist of the elected and appointed officers of ECOS as well as any member of ECOS with an interest in the leadership of the organization.
- B. The Steering Committee shall:
  - 1. Plan, advertise, and execute activities for ECOS;
  - 2. Further the mission ECOS;

3. Promote ECOS to the campus community, alumni and friends thereof;
  4. Be open to the concerns of any individual in ECOS.
- C. Other committees may be created or dissolved as needed by the President or a majority vote of the Steering Committee.

## **ARTICLE VII: OFFICERS**

The officers of ECOS shall consist of:

- A. President, who shall:
1. Lead ECOS in furthering our mission;
  2. Be the main contact person for ECOS;
  3. Conduct meetings of the Steering Committee and of the membership of ECOS;
  4. Meet with faculty and facilitate communication between the Steering Committee and the Advisory Panel to promote an effective relationship;
  5. Be informed of developments that need attention from ECOS and refer them to the appropriate individuals or groups.
  6. Appoint officers to the Steering Committee if necessary. Appointments may fill positions that have been vacated during a term or may create new positions if the need arises. All appointments must be approved by a majority vote of the Steering Committee.
- B. Vice-President, who shall:
1. Serve as President in the absence of the President;
  2. Assist Steering Committee members in their duties as needed;
  3. Help out with other tasks as needed.
- C. Vice-President for ESW, who shall:
1. Act as contact person between ECOS and ESW-USA;
  2. Be considered to be the President of the ESW chapter at The Ohio State University;
  3. Manage a committee of ECOS members to coordinate all aspects of ESW projects.
- D. Vice-President for EWB, who shall:
1. Act as contact person between ECOS and EWB-USA;
  2. Be considered to be the President of the EWB chapter at The Ohio State University;
  3. Manage a committee of ECOS members to coordinate all aspects of EWB projects.
- E. Vice-President for Local Projects, who shall:
1. Manage a committee of ECOS members to coordinate all aspects of local engineering service projects;
  2. Appoint a contact person for each local engineering service project.

- F. Fund-raising Chair, who shall:
  1. Organize fund-raising efforts for ECOS.
  2. Enlist ECOS members to help set-up and execute fund-raising efforts.
  
- G. Publicity Chair, who shall:
  1. Publicize ECOS as much as possible and appropriate;
  2. Enlist ECOS members to help publicize ECOS.
  
- H. Alumni Chair, who shall:
  1. Coordinate promotion to alumni;
  2. Foster relationship with alumni to get them involved with ECOS.
  
- I. Treasurer, who shall:
  1. Maintain detailed records of the income and expenditures of ECOS as a whole as well as for individual projects we organize or sponsor;
  2. Work closely with the Vice-Presidents for ESW, EWB, and local projects or their appointed representatives to make sure that project budgets are handled appropriately;
  3. Have the financial records audited annually by The Ohio State University as necessary for continued funding;
  4. Prepare financial statements quarterly or as appropriate for the Steering Committee;
  5. Maintain records of activities, etc. to use in fund-raising, grant applications, scrapbooks, future planning, etc.
  
- J. Secretary, who shall:
  1. Record minutes for meetings of ECOS and the Steering Committee or be responsible for finding a substitute. Minutes should be distributed as appropriate;
  2. Handle correspondence for ECOS appropriate.
  
- K. E-Council Representative, who shall:
  1. Represent ECOS at meetings of E-Council;
  2. Keep the Steering Committee aware of developments within E-Council.

**ARTICLE VIII: ADVISOR(S) AND ADVISORY PANEL**

- A. ECOS shall have an Advisory Panel of faculty, staff, and alumni of The Ohio State University, who shall:
  1. Provide assistance to ECOS whenever and however possible;
  2. Be encouraged to come to meetings and get involved with the activities of ECOS.
  
- B. One advisor from the Advisory Panel shall be elected to serve as ECOS Advisor, who shall:
  1. Help with paperwork necessary to maintain the status of ECOS as a recognized student organization at The Ohio State University.

2. Facilitate communication between the Advisory Panel and the President;
  3. Continue to serve on the Advisory Panel.
- C. Other advisors may be elected or appointed to advise a project committee within ECOS.

#### **ARTICLE IX: MEETINGS**

- A. The ECOS membership:
1. Shall meet at least twice during each academic term except summer;
  2. Additional meetings may be called by the President or majority vote of the Steering Committee as required;
  3. Only student members of ECOS shall be allowed to vote;
  4. Meetings shall be open to all students, faculty, staff, and friends of The Ohio State University unless otherwise specified at the time of calling;
- B. The Steering Committee:
1. Shall meet at least every other week during each academic term except summer;
  2. Shall meet at least three times over the summer;
  3. Additional meetings may be called by the President or majority vote of the Steering Committee as required;
  4. Meetings shall be open to all ECOS members unless otherwise specified at the time of calling;
  5. All elected and appointed officers shall be allowed to vote, and they may choose to allow all ECOS members to vote on any given issue.

#### **ARTICLE X: ELECTIONS**

- A. All officers shall serve one-year terms and be elected at a meeting of the membership of ECOS.
- B. Nominations will be taken from the floor during this meeting. Nominees who accept their nomination verbally at the meeting or in signed documentation present at the meeting will be considered to be Candidates for the position. Self-nominations are acceptable. Nominations will not close for at least thirty seconds after the most recent nomination.
- C. Each candidate for an officer position shall be given time in front of the membership. All competing candidates shall be out of earshot at the time.
- D. Candidates for officer positions should be out of the room while ballots are being filled out and collected.
- E. The results for each position shall be announced before nominations are taken for the following position.

- F. Unfilled positions will be left unfilled until the President can find ECOS members to appoint to these positions. Such appointment requires a majority vote of the Steering Committee for approval.

#### **ARTICLE XI: GOVERNING DOCUMENTS**

ECOS shall adhere to the following (in this order):

- A. Engineers for Community Service (ECOS) Constitution;
- B. ECOS-ESW Bylaws;
- C. ECOS-EWB Bylaws;
- D. The rules contained in Roberts Rules of Order, Newly Revised (most recent edition) shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with policies of the above governing documents.

#### **ARTICLE XII: VALIDITY OF RESOLUTIONS/AMENDMENTS**

- A. All matters pertaining to the programs and activities of ECOS shall be decided by a simple majority of those present and voting at a meeting of the Steering Committee.
- B. This Constitution may be amended by a two-thirds (2/3) majority vote of those ECOS members present and voting at a meeting of the membership of ECOS, provided that written notice of each proposed amendment has been provided to the membership of ECOS at least fourteen (14) days prior to said meeting.

#### **ARTICLE XIII: DISSOLUTION**

- A. ECOS may be dissolved only as follows: At a meeting of the Steering Committee or the ECOS membership, dissolution shall be proposed and ratified by a vote of two-thirds (2/3) of those present and voting. The ECOS membership shall then be given at least twenty-one (21) days written notice that dissolution will be voted on at the next ECOS meeting. At this meeting the proposal to dissolve must be ratified by a vote of two-thirds (2/3) of those present and voting.
- B. In the event of dissolution of ECOS, all records and property of ECOS shall revert to the care of the College of Engineering at The Ohio State University, who shall also be responsible for any remaining financial liabilities.

#### **ARTICLE XIV: ADOPTION**

This Constitution may be adopted by a vote of two-thirds (2/3) of those present and voting at a meeting of the ECOS Steering Committee.

Adopted: May 10, 2004

Last Revised: May 10, 2004

Page 5 of 5