CONSTITUTION OF THE UNIVERSITY OF CINCINNATI
Student Section of the Southwest Ohio Chapter, American Society of Safety Engineers

ARTICLE I - NAME
The name of the organization shall be the University of Cincinnati Student Section of the Southwest Ohio Chapter, American Society of Safety Engineers.

Hereinafter, the University of Cincinnati Student Section shall be referred to as the Section; the American Society of Safety Engineers shall be referred to as the Society. The Southwest Ohio Chapter shall be referred to as the Chapter, the Area Operating Committee shall be referred to as the AOC, the Regional Operating Committee shall be referred to as the ROC, and the University of Cincinnati, shall be referred to as the University.

ARTICLE II- PURPOSE
The purpose of the Section is to promote the advancement of the safety profession and safety education and to foster the professional wellbeing and development of its members within its campus and community.

In fulfilling its purposes, the Section shall have the following objectives:

a) To further the professional preparation of the members by sponsoring programs for the advancement of safety and acquisition of technical knowledge.

b) To improve scholarship and the general quality of work in the Safety Profession by fostering a concern for progress in all areas of safety, among safety educators and practitioners.

c) To encourage greater professional and social cooperation and interaction among students of safety and allied fields and disciplines.

d) To unite the resources and skills of students and faculty in programs to benefit Section members, the University and its community.

e) To assist the Society in the development of effective and relevant educational programs for the preparation of future safety professionals.

f) To provide encouragement and support to society student activities and foster student member development and retention on its local campus.

g) To promote participation and entrance into safety/health careers by high school and college students.

Nothing in these Bylaws is intended to substitute for, or supersede, rules or procedures established by the University of Cincinnati that impact upon the Student Section.

ARTICLE III. MEMBERSHIP

3.1 There shall be three (3) classes of members; voting, non-voting, and honorary.

3.2 Section voting membership is open to all Student Members of the Society, who are enrolled in the safety or related curricula at the University identified in the Section’s name. To be eligible as a Society Student Voting Member, an individual shall be enrolled full/part-time in an accredited undergraduate or graduate degree course intended to prepare the individual for practice in the safety profession or one of its relevant specialties, shall pay an annual renewal fee as designated by the Society Board of Directors, and shall declare in writing the intention to enter the Safety Profession upon graduation.
Student Member status may be retained up to one year following graduation, or until the individual is employed in the field of safety, whichever comes first.

Section membership is personal and non-transferable.

Section members are eligible to vote on all matter brought before them. On Chapter and Society issues, Voting Student Members are eligible to vote only on the election of officers.

3.3 Non-voting membership shall be open to any student, and any member of the University faculty or administrative staff.

3.4 Honorary membership shall be open to any person desiring such membership, elected to such membership by a majority of the voting members.

3.5 There shall be no limit on the size of the membership of the Section, provided, however, that the number of the non-voting and honorary members together, shall not exceed the number of voting members.

ARTICLE IV ORGANIZATION

4.1 The Section is a subdivision of the Chapter, formed and operated by ASSE Student Members attending an educational institution located within the Chapter’s geographical area.

4.2 The Section shall have and maintain a minimum of ten (10) members in order to maintain its charter.

4.3 In order to maintain its charter, the Section shall identify an advisor (defined in Article VII) and shall provide the Chapter and Society annually with information on the advisor’s name, address and telephone number.

ARTICLE V- OFFICERS

5.1 The Elected Section officers shall be:
   a) President
   b) Vice President
   c) Secretary/Treasurer

5.2 (1) In order to run for office in your respective organization you must have a 2.0 or above accumulative GPA. (2) While in office the officer must maintain a 2.0 a cumulative GPA and must not have below 2.0 for more than one quarter. (3) Officer must be a matriculated student and be in good standing with his or her college.

5.3 All officers serve for a term of ONE (1) YEAR beginning July 1 or until their successors shall be duly elected and qualified.

5.4 Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/ her status as a matriculating undergraduate/graduate (exception University organizations) student maintaining a 2.0 accumulative GPA, in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall he elected.
ARTICLE VI- MEETINGS

6.1 Regular meetings of the Section shall be held at a minimum of once per quarter, the time for such meetings shall be determined by the Executive Board, with the approval of the voting members. Five (5) Section members at a meeting shall constitute a quorum.

6.2 Section member meetings and votes shall be required to accomplish the following actions: Special meetings of the Section may be called at any time by the Executive Board upon one week's notice to each member or by a petition of a majority of the membership, submitted to the Section President one week before the scheduled meeting.

6.3 Section member meetings and votes shall be required to accomplish the following actions: amendment of this Constitution or the Bylaws, establishment of, or change in Section dues or fees, removal of elected officers, and Section dissolution.

ARTICLE VII- UNIVERSITY ADVISOR

The Section shall have a University Advisor who shall be an ASSE member who is a full- or part-time member of the University faculty, staff, or administrator. The University Advisor shall be selected by the Executive Board.

ARTICLE VIII- AMENDMENTS

8.1 Amendments to this Constitution may be proposed by the Executive Board or by written petition of at least (7) members. Amendments proposed by members shall be presented to the Executive Board.

8.2 Amendments shall be published at least fifteen (15) days in advance of the meeting at which action will be taken on them.

8.3 Amendments shall be voted on at a regular or special Section meeting where a quorum is presented.

8.4 Amendments to this Constitution shall be the affirmative vote of two-thirds (2/3) of all voting members and are subject to approval of the Chapter Executive Board and Area Director (Regional Vice President).

ARTICLE IX- RATIFICATION

Ratification by two-thirds (2/3) of the charter members of the Student Organization shall be sufficient to establish this constitution between said members so ratifying and with the approval of the appropriate governing board.
SECTION 1 - STUDENT OFFICERS

Duties of officers:

1(1) The President shall call, set agendas for, and preside at meetings of the Executive Board, and preside and set agendas for meetings of the Section membership; shall set goals and objectives for the Section and provide leadership, guidance and direction to officers, committees and members to see that they are met; shall appoint members of the Nominating Board; shall serve as chief spokesman and representative of the Section to the Chapter, Society and allied groups; and shall submit an annual report of Section activities to the Chapter and Student Member Activity Task Force.

1(2) The Vice-President shall succeed to the office of the President if the President is unable to serve; shall act for the President when requested to do so by the Executive Board or members; and shall in general prepare to ascend to the Section Presidency in the following year.

1(3) The Secretary/Treasurer shall record, transcribe and distribute minutes in all Section meetings, prepare and distribute meeting notices, maintain all Section records and conduct Section membership development and retention activities under the supervision of the Executive Board.

The Secretary/Treasurer shall be responsible in conjunction with the University Advisor, to all fiscal matters of the Section.

(a) The Secretary/Treasurer shall collect and receive all funds paid to the Section and shall deposit them in the official depository.

(b) The Secretary/Treasurer, in conjunction with the University Advisor, will have final approval of all student organization expenditures. The Secretary/Treasurer will co-sign all checks with the University Advisor in payment of bills.

(c) The Secretary/Treasurer will abide by all Policies and Guidelines set down by their respective Funding Board (Undergraduate Funding Board, Graduate Student Association, Medical Student Association, or Student Bar Association).

(d) The Secretary/Treasurer is responsible for educating his/her successor on the obligations of this position.

(e) The Secretary/Treasurer will keep the accounts and books which, at all times, must be open to inspection by the President, Executive Board, Funding Board, Chapter, or any authorized auditor.

(f) The Secretary/Treasurer will make reports at the quarterly meetings of the Section and at other such times as the President or Executive Board may direct.

(g) Failure to abide by these aforesaid policies will result in Financial Probation of the Section as defined by their respective Funding Board.

SECTION 2 – ELECTIONS

2(1) The Nominating Committee shall be appointed by the President annually for the purpose of recommending a slate or one or more nominees for each Section elective office. Publication of the slate, including background and qualifying information on each nominee, shall be completed no less than thirty (30) days before the election is
conducted. The election and installation of officers for the succeeding Section activity year shall be completed before the end of the current year.

2(2) Election will be held at the first meeting in May.

2(3) The term of service for officers shall be for one (1) year beginning July 1.

2(4) Any four (4) Section members may submit a signed petition nominating one or more members for elective office. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Nominating Committee Chairperson no less than fifteen (15) days before the election is conducted. The names and qualifications of the petition nominees shall be distributed to all members within seven (7) days of their receipt.

2(5) All Section members shall be given the opportunity to vote on the election of officers, though writer ballots distributed on campus and/or at a section meeting.

2(6) Three Section members, who are neither candidates for elective office, nominating committee members, nor current Section officers, shall be appointed as Tellers to count ballots, confirm the propriety of election/nomination procedures, and announce election results.

SECTION 3 - EXECUTIVE BOARD

3(1) The Executive Board shall be composed of the elected Section officers and the Section advisor.

3(2) The Executive Board shall govern the Section according to these Bylaws and within the authority delegated to it by Section members, and will also approve the budget.

3(3) The Section Executive Board shall meet once each month or upon the call of the President or upon a majority vote or its members.

3(4) The immediate past president, to be a voting member of the executive board, must be at the present time a full/part-time student enrolled in any of the colleges, schools of divisions of the University and maintaining a 2.0 quarterly GPA, and in good academic and disciplinary standing in his/her respective college, school or division.

SECTION 4 - UNIVERSITY ADVISOR

4(1) The University Advisor shall consult with the Section and ensure that the activities of it are consistent with the stated purposes presented in the Constitution.

4(2) The University Advisor is required to file an official certification of academic standing of the organization's officers with the Student Organizations and Activities Office (Student Life Pavilion North; Suite 150). Certifications due quarterly.

4(3) The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the treasurer in all financial matters and to co-sign checks.
SECTION 5 - SPECIAL COMMITTEES

5(1) The Section shall have a Nominating Committee, appointed by the President, for the purpose of developing a slate of Section officers annually for member election. The committee shall consist of Three Section members, one of whom shall be a current or past Section officer. The committee shall elect its own Chairperson.

5(2) Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

5(3) The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.

SECTION 6 - MEETINGS

6(2) Meetings shall be held at such places as determined by the Executive Board.

6(2) The quarterly meetings of the Section shall be given at least two (2) weeks notice of the place of the quarterly meetings.

6(3) At all meetings, a quorum shall be one half (1/2) of the voting members of the Section. A quorum is necessary for the organization to conduct official business.

6(5) Robert’s Rules of Order Newly Revised shall govern the transactions of business at Section meetings.

SECTION 7 - REVENUE

7(1) Section members shall be assessed an annual student member renewal fee by the Society as determined by its Board of Directors. In addition applicants for Student Membership may be assessed membership application fees as determined by the same Board. Fees shall be paid annually on the anniversary of the Student Member’s election date.

7(2) The Section may assess its members’ additional annual fees and dues, upon recommendation of the Section Executive Board and approved by a majority of Section members voting at a meeting where a quorum is present.

7(3) Revenue from sources other than those defined in this section may be raised as determined by the Executive Board and approved by the Student Organization, along with the approval of the appropriate University office.

7(4) The disbursement of said revenue shall be determined by the Executive Board with the approval of the Section and in accordance with University policies.

7(5) The Section Executive Board, through the Section Treasurer, is responsible for all Section financial activities, under guidelines established by the Society, Chapter, these Bylaws, and the Section Executive Board.

7(6) The Section shall provide an annual financial report to the Chapter, Area Operating Committee (Regional Operating Committee) and student Member Activity Task Force, describing all Section income and expense activities for the preceding twelve (12)
months. This report shall be reviewed and signed by the Section advisor and submitted to the Chapter by July 15.

SECTION 8 - DISCIPLINE

8(1) Any member being two months in arrears in the payment of dues shall stand suspended and shall be notified immediately, in writing, by the Secretary. Such member, upon payment, and upon making application for reinstatement to the Executive Board within thirty (30) days of such notice may be reinstated by two-thirds (2/3) vote of the entire Executive Board. In the event such member is not reinstated he/she shall be dropped from membership and shall be notified, in writing by the Secretary.

8(2) Any member charged with conduct not in accord with the purposes of the Section and against who such charges are sustained after due and proper hearing before the Executive Board, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Board.

8(3) Any student whose membership in the Section has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the Section and may not use the organization's name in connection with any further activities.

8(4) Appeal process: Any member whose membership in the Section has been terminated by action of the Executive Board of the organization may appeal his/her expulsion, in writing, and within two weeks of the Executive Board's action to the Section's respective governing board. If the expulsion is upheld by the governing board, the student may appeal to the Student Organizations and Activities Office in writing, and within two weeks of the governing board's action.

SECTION 9 - IMPEACHMENT

9(1) Petition Executive Board with signatures of 1/3 of all voting member’s petition should state reason for removal.

9(2) Executive Board shall then notify officers and call for removal vote within fifteen (15) days of the filing of the petition.

9(3) Memberships shall be notified at least one week prior to removal vote meeting.

9(4) At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.

9(5) Removal from office shall require a majority vote of all voting members.

SECTION 10 - VACANCY OF OFFICE

10(1) In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.

10(2) The President shall call for an election within fifteen (15) days after vacancy of any office.

10(3) Election shall be conducted as stated in the bylaws.
10(4) Should the office of President become vacant, the Vice-President should complete the
President's unexpired term and call for an election for Vice-President consistent with the
provisions of Section 10(2).
10(5) The resulting vacancy in the office of Treasurer shall be filled by affirmative vote of a
majority of Section members upon a nominating slate of one or more candidates
submitted by a special four (4) member Nominating Committee appointed by the
President. The election shall be held at a regular or special Section meeting, notice for
which shall be published at least fifteen (15) days in advance.

SECTION 11 - RULES OF ORDER

"Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not
specifically covered by these by-laws.

SECTION 12 - AMENDMENTS OF BYLAWS

12 (1) Amendments to these Bylaws may be proposed by any member and shall be voted upon
at the next meeting of the Section following notice of such proposed amendment to the
voting members, such notice shall be given within fifteen (15) days of the time any such
amendment is proposed.

12 (2) Amendments to these Bylaws shall be by the affirmative vote of two-thirds (2/3) of all
voting members and with the approval of the Chapter Executive Committee and Area
Director (Regional Vice President).