

**WOOD TECHNOLOGY STUDENT CHAPTER OF THE
INTERNATIONAL SOCIETY OF WOOD SCIENCE AND
TECHNOLOGY at DISAFA - UNIVERSITY OF TORINO, ITALY**

CONSTITUTION

SEPTEMBER 6, 2019

ARTICLE I

Name

- A. The official name of this organization shall be the WOOD TECHNOLOGY STUDENT CHAPTER OF THE INTERNATIONAL SOCIETY OF WOOD SCIENCE AND TECHNOLOGY AT DISAFA, UNIVERSITY OF TORINO, ITALY.
- B. The common name of this organization shall be WOOD TECHNOLOGY STUDENT CHAPTER AT DISAFA.
- C. The official abbreviation shall be WTSC-DISAFA.

ARTICLE II

Purpose

- A. To promote wood technology among students of the DEPARTMENT OF AGRICULTURAL, FOREST AND FOOD SCIENCES (DISAFA) OF THE UNIVERSITY OF TORINO, ITALY. Broadening student perspectives and their deepening into wood technology will be pursued in particular by:
- a) organizing activities focused on wood technology, such as seminars, visits, discussions, practical experiences etc.;
 - b) exploring wood, wood-based products and forest-wood supply chains at national and international level, also by contacting universities, enterprises, associations of the wood sector etc.;
 - c) highlighting the linkages between wood technology and other disciplines, with particular regard to Forest operations and other disciplines within Forestry sciences, but also considering other fields, such as Architecture, Chemistry, Design, Engineering, Physics etc.;
 - d) encouraging the linking with the FORESTRY STUDENTS UNIVERSITY ASSOCIATION OF TORINO, ITALY (AUSF-TORINO) and other student associations.

ARTICLE III

Location, Agreement with DISAFA and Government

- A. The location of this organization will be the DEPARTMENT OF AGRICULTURAL, FOREST AND FOOD SCIENCES (DISAFA), UNIVERSITY OF TORINO, ITALY.
- B. This organization takes advantage of the support of DISAFA, in particular by using its spaces, its lecture rooms and its wood technology laboratory and facilities.

C. The organization follows and complies with the government of DISAFA. The main references of the organization are the FACULTY ADVISOR (see Art VI) and the COUNCIL OF DEPARTMENT OF DISAFA.

D. The organization will be governed by this Constitution.

E. All issues related to governance, membership, and activities will be decided at scheduled meetings by a majority vote of the membership present, given the approval of the FACULTY ADVISOR and, when needed, of the COUNCIL OF DEPARTMENT OF DISAFA.

F. This Constitution will be made public on the SWST website.

ARTICLE IV

Membership

A. Membership categories shall be the following:

1. ACTIVE MEMBERS will be composed entirely of students and Doctorate students enrolled at DISAFA, University of Torino (Bachelor's degree, Master's degree and PhD courses).
 - a. ACTIVE MEMBERS are those who participate in at least one WTSC-DISAFA meeting or activity per year.
2. INACTIVE MEMBERS will be asked to terminate their membership or become active members within the end of the next term. A member who becomes inactive must wait two entire terms to become active again.
3. No dues are required for WTSC-DISAFA membership.
4. Membership of student associations such as AUSF-Torino is seen as a positive though not necessary addition.

B. Qualifications for membership:

1. Must be a full or part-time student or Doctorate student enrolled at DISAFA, UNIVERSITY OF TORINO;
2. General members and elected OFFICERS are expected to follow the organization's guidelines and conduct themselves in a way that reflects the Student Chapter aims.

C. Membership selection procedure:

1. Any student or Doctorate student can become a member;
2. A student or Doctorate student applies for membership by attending at least one scheduled meeting during which he/she provides the name and email on the meeting attendance sheet, and by filling the WTSC-DISAFA membership form;
3. All memberships expire once the member is no more enrolled at DISAFA, that is after Bachelor's Degree, Master's degree or once earned the PhD.

D. Method of Removing Officers and Members:

1. If a situation arises where any member disregarded any WTSC-DISAFA guideline or broke law in a way that threatened WTSC-DISAFA or its members, the individual will be eligible to be removed from the organization.
 - a) If the issue involved is relatively minor, they may only be given a warning;

- b) More serious situations will warrant a meeting with the Officers and the Faculty Advisor and possible removal from the organization.
2. An email notice will be sent to the individual scheduling in time to meet with the OFFICERS and the FACULTY ADVISOR where the individual will have a chance to defend himself or herself.
3. Removal of members or OFFICERS will be decided by the FACULTY ADVISOR considering the opinion of members and the OFFICERS not affected by the issue.

ARTICLE V

Officers

A. All executive powers of the WTSC-DISAFA shall be vested in OFFICERS, namely a STUDENT COORDINATOR and STUDENT VICE-COORDINATOR(S).

B. OFFICER requirements:

1. OFFICERS shall be students or Doctorate students regularly enrolled at DISAFA, UNIVERSITY OF TORINO.

C. Election of OFFICERS:

1. OFFICERS will be elected each year during I semester (autumn) by a majority vote of the meeting in which they are elected.
2. A STUDENT COORDINATOR and from one to three STUDENT VICE-COORDINATOR(S) will be elected.
3. New OFFICERS assume their position immediately after election.
4. Each OFFICER shall serve a period of two consecutive semesters (that of election and the following).
5. The same member can cover the positions of STUDENT COORDINATOR and/or STUDENT VICE-COORDINATOR for a year (two semesters). The position can be renewed for a year (two semesters). After this period, the member can continue to be an ACTIVE MEMBER.

D. Duties and Powers of OFFICERS:

1. Duties and powers of the STUDENT COORDINATOR;
 - a. Meeting organization and operation;
 - b. Maintain contacts with the FACULTY ADVISOR;
 - c. Official chapter spokesperson;
 - d. Maintain the linking with AUSF-TORINO and other student associations;
 - e. Oversees guest speakers;
 - f. Keeps contact with current WTSC-DISAFA members;
 - g. Write and send out meeting minutes to members;
 - h. Helps with organization projects;
 - i. Take care of other activities that are required by WTSC-DISAFA.
2. Duties and powers of the STUDENT VICE-COORDINATOR:
 - a. Assist STUDENT COORDINATOR;
 - b. Assume STUDENT COORDINATOR responsibilities when needed, for instance during meetings.

E. Other position can be appointed if needed:

1. Additional positions:

- a. additional positions may be appointed under proposal of the OFFICERS and/or of the FACULTY ADVISOR;
- b. Additional positions shall be covered by students or Doctorate students regularly enrolled at DISAFA;
- c. Duties and Powers of the Additional position will be specified prior to election;
- d. Election and approval shall take place during a meeting. The officer is elected with the majority vote of the relative election and given the approval of the FACULTY ADVISOR;
- e. Any additional position can not be covered for more than 4 semesters, consecutively or not.

F. Elections shall be held by secret ballot or show of hands, as decided during the relative meeting.

G. Vacancies in OFFICERS shall be filled by nomination and a majority vote during a meeting.

H. OFFICERS are asked to self-report their probation status if/when applicable.

ARTICLE VI

Faculty Advisor

A. The WTSC-DISAFA must have a FACULTY ADVISOR.

B. Requirements of the FACULTY ADVISOR:

1. Must be a Research fellow, Research associate, Associate Professor or Full Professor (Italian acronyms RTDa, RTDb, RU, PA, PO) at DISAFA, UNIVERSITY OF TORINO, ITALY;
2. Faculty Advisor's research field must be WOOD TECHNOLOGY AND FOREST OPERATIONS (Italian code of the Scientific Sector: SSD: AGR/06);
3. Must be a member of SWST.

C. Nomination of the Faculty Advisor:

1. The COUNCIL OF DEPARTMENT OF DISAFA nominates the FACULTY ADVISOR when approving this constitution for the first time. The nominated FACULTY ADVISOR shall be approved/nominated by the SWST Board as well.
2. The FACULTY ADVISOR term is four years. A FACULTY ADVISOR can be re-nominated with no limitations.
3. The FACULTY ADVISOR is nominated by the COUNCIL OF DEPARTMENT OF DISAFA during the last term of the four-year office, where the outgoing FACULTY ADVISOR can not vote. After nomination, the office shall be approved by the SWST Board.
4. If a FACULTY ADVISOR resigns, the new FACULTY ADVISOR shall be nominated during the same term of resignation.

D. Duties and powers of the FACULTY ADVISOR:

- a) coordinate the organization together with the STUDENT COORDINATOR and the STUDENT VICE-COORDINATOR.
- b) encourage the members of WTSC-DISAFA to be active and to deepen their knowledges basing on the purpose of the organization (Art. II);
- c) propose motions and activities to be realized;
- d) manage the available funding to the purposes of the organization (Art. VIII).

e) maintain relationship with the members of the RESEARCH GROUP IN WOOD TECHNOLOGY AND FOREST OPERATIONS AT DISAFA and with the COUNCIL OF DEPARTMENT OF DISAFA.

E. Any motion or activity organized and realized by WTSC-DISAFA shall be previously approved by the FACULTY ADVISOR. The FACULTY ADVISOR can deny approval if he/she considers the activity not reasonably feasible or not suited to WTSC-DISAFA purposes. Deny of the approval shall be seen as a last option, whereas the aim of the FACULTY ADVISOR shall be to approve the activity as it is, or to modify it so that it can be approved.

F. Impeachment proceedings to remove OFFICERS or FACULTY ADVISOR:

1. Any OFFICER or FACULTY ADVISOR that is found to be in violation of this Constitution shall be promptly placed on administrative leave from all organization leadership activities.
2. The STUDENT COORDINATOR or STUDENT VICE-COORDINATOR must call an officers meeting to order, where all officers must be present in order to hold an official vote.
3. Discussion of the circumstance in question must take place via an open forum.
 - a. Provided the OFFICER or FACULTY ADVISOR under impeachment wishes to retain his or her position, he or she must be allowed to fairly state his or her case.
 - b. For an OFFICER or FACULTY ADVISOR to be officially removed, the OFFICERS must reach vote receiving at least majority in favor of removal, where the OFFICER or FACULTY ADVISOR under impeachment shall abstain from the vote.

G. The individual may be reinstated as an organization OFFICER or FACULTY ADVISOR only if acquitted of all allegations and approval by majority vote of organization members present for the reinstatement vote.

H. The individual's organization membership will be permanently suspended if allegations are confirmed and approved by majority vote of organization members present for the suspension vote.

ARTICLE VII

Meetings

A. The STUDENT COORDINATOR and the FACULTY ADVISOR call the meetings and agree upon their schedule. At least one meeting per term shall be organized.

B. Meetings will begin and shall be held as determined by the FACULTY ADVISOR and the OFFICERS.

C. An agenda will be sent by email to WTSC-DISAFA members. Meetings can also be announced by other means, for instance flyers or the mailing list of AUSF-TORINO.

D. The STUDENT COORDINATOR shall send a report of each meeting, within one week of the meeting date, to the FACULTY ADVISOR. The report will also be stored in a specific repository (for instance cloud or website).

E. A majority vote is required to pass a motion, for instance to approve an activity, or to elect OFFICERS. A majority is defined as 50 percent plus 1 additional vote. Only members and the FACULTY ADVISOR can submit and vote motions.

F. Meetings will end after a Call for Adjournment by the STUDENT COORDINATOR, or in case of absence, by the STUDENT VICE-COORDINATOR.

G. Meetings or part of meetings can be open to other students and members of DISAFA, when agreed upon by the STUDENT COORDINATOR and the FACULTY ADVISOR.

ARTICLE VIII

Funding

A. WTSC-DISAFA is a non-profit organization. When funding is available, the FACULTY ADVISOR shall allocate them in a specific fund arranged by the ADMINISTRATIVE OFFICE OF DISAFA.

B. WTSC-DISAFA can receive funding, for instance from public projects or from private subjects such as enterprises of the wood sector. Receiving of funding shall be always approved by the COUNCIL OF DEPARTMENT OF DISAFA.

C. All financial transactions must be approved by the FACULTY ADVISOR and voted during meetings. Funding shall be used by the FACULTY ADVISOR only, and solely according to the purposes of the organization (for instance, to organize visits, to buy didactic material or to perform practical activities).

D. The FACULTY ADVISOR shall present, during a meeting and once a year, the financial report of WTSC-DISAFA.

ARTICLE IX

Amending procedure

A. Amendments to this Constitution shall be proposed in writing at least one month prior to the time they are to be voted upon.

B. Adoption of amendments shall be by a majority vote of active members present.

C. The amended Constitution shall be approved by SWST and COUNCIL OF DEPARTMENT OF DISAFA.

ARTICLE X

Revision

A. Revision of this Constitution shall be undertaken only if a motion of revision is approved by a majority vote of active members present.

B. If such a revision is approved, it shall be undertaken by a committee appointed by the FACULTY ADVISOR. The committee shall include the FACULTY ADVISOR, the STUDENT COORDINATOR, the STUDENT VICE-COORDINATOR and at least two members of WTSC-DISAFA.

C. Upon approval of the FACULTY ADVISOR, the revision of this Constitution and shall be by ballot and shall require a majority vote from active members present.

D. The revised Constitution shall be approved by the COUNCIL OF DEPARTMENT OF DISAFA and by SWST.

ARTICLE XI

Terms

A. The activity of WTSC-DISAFA is divided in two terms that correspond to the I and II semester defined by the Didactic Calendar of DISAFA.

ARTICLE XII

Use of name, claim and logo

A. The use of any reference to WTSC-DISAFA, such as name, claim, logo etc., shall be adequate to the activities of the organization. Any use of the name, claim or logo etc. shall be previously approved by the FACULTY ADVISOR and, when needed, by the COUNCIL OF DEPARTMENT OF DISAFA.

ARTICLE XIII

Privacy and safety

A. By becoming members, members of WTSC-DISAFA accept that their personal data (mainly name, family name, birth date, matriculation number, state of enrollment at DISAFA, and institutional e-mail) are used for the purpose of organizing, coordinating and realizing the activities of the organization.

B. The members are responsible of their own behavior and safety during all the activities organized by WTSC-DISAFA, inside or outside the spaces of DISAFA.

ARTICLE XIV

Non-discrimination principle

A. WTSC-DISAFA is based on the principle of non-discrimination and allows all individuals an equal and fair prospect to access opportunities. Individuals who are in similar situations will receive similar treatment and not be treated less favourably simply because of a particular 'protected' characteristic that they possess.