

Constitution

Preamble

We, the students at the University of Delaware, do hereby form the organization known as The American Society of Civil Engineers at the University of Delaware (ASCE) for the purpose of advancing the engineering profession through education and hands on experience.

Article 1. NAME

The name of this chapter shall be The American Society of Civil Engineers at the University of Delaware.

Article 2. OBJECTIVE

To assist members in making career decisions via speakers, activities, inter-school competitions, and other such presentations, while actively researching the various disciplines within civil engineering. To educate our chapter about new engineering technologies and advancement as well as promote ethical practices.

Article 3. AFFILIATIONS

The Student Chapter of the American Society of Civil Engineers at the University of Delaware is the student chapter under the Delaware section of the National ASCE organization.

Article 4. QUALIFICATIONS FOR MEMBERSHIP

Active members of the Chapter shall be undergraduate students enrolled in the University of Delaware who are in good standing as evidenced by participation in Chapter sponsored events and payment of Chapter dues. Meetings are open to all students of the University and to alumni or other engineers who may care to attend. A member shall be considered 'Active' after paying chapter dues and attending at least 50% of the general meetings.

Article 5. NON-DISCRIMINATION CLAUSE

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official Student Handbook and other policies and procedures

Article 5. NON-DISCRIMINATION CLAUSE (continued)

provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

Article 6. DUTIES AND PRIVILEGES OF MEMBERSHIP

All active members must pay the required dues in order to attain the following privileges:

- Able to vote in all general elections
- May run for an officer position
- May be an activity captain
- May travel to ASCE events

Article 7. TYPES OF NON-VOTING AND REPRESENTING MEMBERS

The following types of members are invited to attend meetings for the purposes of advising and/or interactions among the professional chapters.

- Alumni
- Graduate Students
- Professional Engineers
- Professional ASCE and Younger Member Forum members

Article 8. ABSENCE POLICIES

It is expected that every member attends general meetings. A member will not be considered absent if there is a medical/family emergency or if they give advanced notice to an officer they will not attend due to a legitimate academic excuse or professional obligation. If the member is not considered absent and cannot attend a meeting they will still be allowed participate in votes that took place. In order to vote, a member must not be absent at more than 50% of the general meetings up to the date of the vote, and shall be known as an active member. If the member is not considered absent then their vote must be cast within 1 day if the majority has not already ruled.

Article 9. DISCIPLINING/REMOVING MEMBERS

The following violations may constitute grounds for disciplining:

- Irresponsible use of the University of Delaware name, misrepresentation of the ASCE chapter name or misuse of organizational assets

Article 9. DISCIPLINING/REMOVING MEMBERS (continued)

- Any action that the primary officers agree is a detrimental act against ASCE or any other members of ASCE

The primary officers may determine if disciplining is appropriate to the offense. A member may be punished by any or all of the following:

- Revoking of voting rights
- Eviction from any team the member participates in
- May not attend trips
- May not attend conferences

Based on the severity of the offense, the primary officers may also choose to revoke membership.

Article 10. QUALIFICATIONS FOR OFFICERS

All officers must be full time matriculated undergraduate students enrolled in Civil or Environmental Engineering. The officer must also be an ASCE member at the time of nomination, have a minimum GPA of 2.25, and must be able to complete a full academic year at the University of Delaware.

Article 11. DUTIES OF OFFICERS

Section 1: President

- Preside and arrange for all meetings of Chapter.
- Plan and arrange any and all events for the general ASCE group.
- Call for all special meetings including joint meetings of officer, committee chairpersons, and captains as necessary.
- Maintain close contact with Faculty Advisor and Student Contact Members of Delaware Section.
- Attend meetings of Board of Directors of the Delaware Section of ASCE.
- Attend or appoint a representative to attend meetings of Engineering College Council
- Publish or appoint members to publish Annual Report and distribute to proper agencies.
- Hold complete membership list along with vice-president.
- Meet with and receive occasional updates from all activities via their respective captains.
- Checks Treasury Ledger monthly
- Takes over or delegates any responsibilities of missing officers at meetings
- Cannot be a captain of a team

Article 11. DUTIES OF OFFICERS (continued)

Section 2: Vice-President

- Perform the duties of the President in the absence of that officer or assume presidential duties as delegated.
- Coordinate any and all events that are held in conjunction with other ASCE Student Chapters. This includes working with the Secretary to communicate with other chapters and inform the chapter of events.
- Meet with and receive occasional updates from all activities via their respective captains.
- Hold complete membership list along with president

Section 3: Secretary

- Record minutes at all meetings.
- Maintain filing cabinet in the department office.
- Record Attendance at all general meetings.
- Maintain a complete up-to-date computer file of Chapter records. These records are to include meeting minutes for all general and officer meetings, attendance records, complete reports on activities including names of participants, date, function, etc., and copies of correspondence.
- Obtain all records from respective officers or committee chairpersons.
- Collect and document mail.
- Make photocopies and generate correspondences.
- Maintain all non-computerized files.
- Maintain and hold complete membership list along with vice-president.
- Manage all merchandise in fund-raisers. This includes overseeing distribution of merchandise and collection of funds.

Section 4: Treasurer

- Responsible for managing Chapter monies and their account.
- Report or meet with president once a month about financial status.
- Assume full responsibility for accepted funds and billing as well as receipts.
- Have possession of and balance Chapter check book.
- Reimburse any Chapter member who presents a receipt for an authorized purchase for Chapter.
- Manage all merchandise in fund-raisers. This includes overseeing distribution of merchandise and collection of funds.
- Maintain active list of members who have paid dues

Article 12. ELECTION OF OFFICERS

Nominations for the officers will be made by active members in good standing during a regular chapter meeting. Nominees must meet all eligibility requirements.

Elections shall be performed by secret ballot at least three weeks before the end of the academic year. Voting shall take place during a general meeting. Voters must be chapter members. Membership must be verified before voting. Each member may vote only once. The candidate receiving the highest number of votes for a particular office shall be awarded the office. Officers shall hold office until their successors are duly elected and qualified. At least 2 weeks before the vote, a general meeting will be held where active members may nominate officers, self nominations are also allowed. At the general meeting where voting shall take place, the nominees may make a limited speech before voting. The individual office nominations will be closed just before the individual office vote.

Section 1: Procedure for Disciplining/Removal of Officers

Any active member may motion to challenge an officer at any general meeting. Reasoning and explanations will follow and will be sent out thru email. A vote will follow at the next general meeting where a 2/3 vote is required to remove officer. If an officer is removed they will remain an active member and a general meeting may be called sooner than the next scheduled meeting in order to hold the vote.

Section 2: Resignations

Any officer or captain may resign at any time if he or she feels they are no longer competent of fulfilling their designated role. The duties left by the vacancy will be covered by the remaining officers until a new officer is elected by using the normal election procedures. The new officer election shall be performed as soon as possible.

Section 3: Officer Transition

The active officers must pass any and all information related to the group onto the perspective officers. This includes, but not limited to, group roster, receipts, e-mail addresses, and professional correspondences. Current officers are responsible for ensuring that new officers are capable of their new positions.

Article 13. MEETINGS

The president will call at least one general meeting for all members at least once a month and an officers meeting at least two times a month. Team meetings are called

Article 13. MEETINGS (continued)

at the discretion of the respective team captains. Members should also attend any and all local Professional ASCE meetings if able to do so.

Article 14. DUES

In order to be considered a member, every person must pay yearly dues of \$20 to be collected at the beginning of the academic year or upon membership. Every member must also be aware that the dues may be controlled by votes by the majority of the group.

Article 15. BY-LAWS

Section 1: Description of Team Captains

A team captain shall be an ASCE member who is responsible for an activity or event that requires a substantial amount of time and money from the group. For example, these activities include the Steel Bridge, or Concrete Canoe teams. The officers will determine if any additional activities will require a captain.

Section 2: Requirements for Team Captains

Team captains must fulfill the following:

- At least a 2nd year undergraduate student.
- Must be able to serve as captain for the full length of the activity period.
- Must satisfy Article 10: Qualifications for Officers

Section 3: Responsibilities of the Team Captains

Team Captains are responsible for the following:

- Organization of team.
- Maintaining an accurate list of members who are a part of the team.
- Make all team meetings public to all members of ASCE.
- Sending the president and vice-president a monthly update on all matters including, but not limited to, financial status, events, trips, and all other information requested.
- Preparing and submitting to the secretary an end-of-semester report which will include any and all information requested by the president or officers.
- Spending of ASCE funds for their team once approved by the officers.
- Copying and archiving all receipts in cooperation with treasurer.

Article 15. BY-LAWS (continued)

Section 4: Selection of Team Captains

At the end of the team season, the team members will vote for the next year's team captain. Once the officers approve the recommendation the new captain shall attain the position the next academic year. The team captain may also appoint assistant or co-captains once approved by the officers. It is recommended that new captains should have spent at least one year as a member of their respective team.

Article 16. PROCEDURES FOR DECISION-MAKING

A simple majority will rule in all matters that require a vote where majority is not already determined in this constitution.

Article 17. ESTABLISHMENT OF COMMITTEES

An activities committee shall be established no less than one month before the end of the academic year by the President. The activities to be decided are those that require a substantial amount of funding and span over a length of time. This committee will be formed of the officers and any active team's captains if requested by the officers. It will also be required that team captains will offer all forms of records such as, but not limited to, attendance and funding records. The committee will then produce the activity and budget proposal which shall be voted on by the general members during the end of September of the following year.

The president may decide the formation of any other committees as needed.

Article 18. SELECTION OF AN ADVISOR

The faculty advisor must be a full time professional faculty or staff person at the University of Delaware. The advisor shall be selected by the officers and then voted in the position by the members of ASCE. In order to select a new advisor, the same process shall occur. The advisor shall attend all general and officer meetings if available.

Article 19. DISBURSAL OF ORGANIZATIONAL ASSETS

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

Article 20. DEFINITION OF QUORUM

A minimum of 50% of the active members of ASCE must vote in order for votes to be held. All officers must be present.

Article 21. RULES FOR RATIFYING THE CONSTITUTION

Approval of changes to the constitution requires a 2/3 vote from active ASCE members and approval by the Activities and Programs Office. The original and proposed section changes must be sent out at least one week in advance.

Article 22. RULES FOR AMENDING THE CONSTITUTION

Adding article/sections to the constitution requires a 2/3 vote from ASCE members and advanced notice to all members of the proposed change. The original and proposed section changes must be sent out at least one week in advance.

Signatures:

President: Cheser [Signature]
Vice-President: Patricia [Signature]
Activities & Programs Staff: [Signature]
Advisor: [Signature]
Date: 5/13/10