

Preamble:

We, the students at the University of Delaware, do hereby form the organization known as the **Association for Materials and Engineering** for the purpose of creating an interdisciplinary environment to promote interest in engineering and material science.

Articles

I. Name of the group –

The organization shall be known as the **Association for Materials and Engineering**

II. Object of the organization –

By offering hands-on experience with materials and reaching out to the community, this group hopes to foster interest in engineering and materials for the collective pursuit of greater engineering knowledge. Lectures, lab demonstrations, and tours of local engineering companies will offer real-world applications and experiences for members interested in materials and engineering. By reaching out to the community through student activities, we spread further interest to prospective scientists and engineers. We also hope to provide undecided students exposure to the various disciplines of engineering with events focused on the different disciplines, (i.e. electrical, mechanical, chemical, etc.) so that these students may be able to determine where their interests lie.

III. Affiliation with any other group

When working on laboratory projects, the **Association for Materials and Engineering** may choose to work in concert with the Society for the Advancement of Material and Process Engineering (SAMPE) to co-host regional competitions against other schools and/or provide lab demonstrations to inexperienced students.

IV. Qualification/Criteria for selecting membership

Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group. Eligibility for this group simply requires interest and motivation to work in the field of material science and engineering. There will be no size restrictions to the group.

V. 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 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.

VI. Duties and privileges of membership

Membership entails attending biweekly meetings and events during the semester. Voting rights require attendance of 75% of meetings. Volunteer work is not enforced, however is highly encouraged.

VII. List other types of non-voting or representing membership –

Graduate students are instrumental in providing supervision and mentoring for less experienced members of the club. However, these students will have no voting privileges.

VIII. Absence Policies –

Failure to attend 75% of meetings will revoke voting privileges. Membership status will not be removed, however, from any individual who fails to attend any meetings.

IX. Policies and Procedures for Disciplining/Removing members-

Unruly behavior, especially during laboratory activities, will result in termination of membership status. The executive board will hold a vote before making a final decision regarding the individual.

X. Qualifications for Officers –

All Executive Board Members must be full time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.25. Any potential officer must be able to complete a full academic calendar year (i.e. no second-semester senior, no semester-abroad students).

XI. Officers - Describe the titles of the officers, the duties and qualifications of each.

- **Section 1: President** - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees. The president should be a member who has already served on the executive board for at least a year. If this is not possible the president can be a member who has been in the organization for a year.
- **Section 2: Treasurer** - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer is also responsible for requesting funds from the allocation board.
- **Section 3: Vice-President** - The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President is also responsible for checking the organization's mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.
- **Section 4: Secretary** - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. The Secretary will serve as the organization's historian with the goal of being able to pass on accurate records of what the group has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.

- **Section 5: Webmaster** - The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

XII. **Election of Officers** – Officers will be elected at the end of the each spring semester, so elected officers will already be in their positions at the beginning of the fall semester ready to fulfill their specified duties. Voting will occur anonymously through a secret ballot after each prospective candidate presents a speech about why they are best suited for the position (a speech is only required if the candidate is running opposed). Members can abstain from voting. Candidates must be nominated, but self-nominations are allowed. Voting can be only be done by members (as specified in section IV). Candidates cannot vote for the specific election they are running in, however as members they are allowed to vote for other positions. In the event of a tie, the executive board will discuss the potential candidates and vote.

Section 1: Procedure for Disciplining/Removal of Officers – If at any time the members of the executive board feel that an officer is not fulfilling their designated duties or is involved with activities that are detrimental to the club, they will provide the officer with a ‘Notice of Charges’, stating their grievances with the said officer. If, after a two-week period, the grievances are not resolved, the executive board will hold a hearing, involving the executive board, the officer in question and the advisor. After the hearing a decision will be made as to whether the officer will be relieved of their position. If the executive cannot reach a decision, they will hold a vote. If the vote is a tie, the executive board will summon at random an odd number of members in good standing with the club to break the tie by casting their votes.

Section 2: Resignations-If an officer wishes to resign from their position, they must give a notice two weeks beforehand to allow the club time to reelect a new officer. The remaining executive board will then reconfigure their positions if they see fit in so that a critical position is filled by a member already on the executive board, and the remaining position will then be voted on based on the guidelines stated in Section XII above.

Section 3: Officer Transition – Elections should be held at least 3 weeks prior to the last day of classes in order to allow time for training of the new officers. Present officers will remain in their positions through the end of the semester, having incumbent officers assist in preparation for any future events for the coming fall semester. Present officers will also brief incumbent officers on the roles, duties and logistics of the events that have occurred in the current semester so that the newly elected officers will be prepared for their roles to come.

- XIII. **Meetings** – Meetings will occur once every two weeks and will include a discussion of upcoming events such as tours, fundraising and brainstorming for the improvement of the club. Members will be contacted by the secretary via e-mail for the coordination of these meetings. The meetings for these times will also be posted on the club website.
- XIV. **Dues** – General membership does not require dues, however if some events require additional funding, a fee may be charged for participation in said event.
- XV. **By-Laws** - The organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote or simple majority of the entire organization is required for any proposed by-law to be approved.

XVI. **Procedures for decision-making** – This organization will follow the rules set in the Robert’s Rules of Order whenever conducting a meeting and/or addressing motion.

XVII. **Selection of an Advisor** –The advisor must be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as advisor. The advisor will be an individual who has sufficient knowledge in the field of engineering and/or materials so that they may be able to provide the members of the organization with practical engineering knowledge. The advisor may also help in organizing events with other schools and faculty at those facilities.

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

XIX. **Define a quorum** – 30% of members in good standing must be present in order for a meeting to occur. For executive meetings to occur, at least 60% of the executive board must be in attendance.

XX. **Rules for Ratifying the Constitution** – Approval of changes to the constitution requires a ¾ vote from the membership of the club. Any changes must be made known to the membership within two days of the change being voted in favor for.

XXI. **Rules for amending the Constitution** – Adding articles/sections to the constitution requires a ¾ vote from the membership of the club. Any changes must be made known to the membership within two days of the change being voted in favor for.

Signatures:

AdP

President: 

Vice President: _____

President
~~Activities & Programs Staff:~~ _____

Date: _____