

UNIVERSITY OF DELAWARE
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Environmental Engineering Student Association

Constitution

DEC 10 2011

September 26, 2011

OFFICE OF
ACTIVITIES & PROGRAMS

Preamble:

We, the students of University of Delaware, do hereby form the organization known as the Environmental Engineering Student Association (EESA) for the purpose of creating excitement about the field of environmental engineering and establishing a community among students pursuing a minor or degree in environmental engineering or pertaining to the welfare or benefit of the environment.

Articles

- I. **Name of the Organization** – The organization shall be known as the Environmental Engineering Student Association (EESA).
- II. **Objective of the Organization** – The organization will create a community among students pursuing a minor or degree in environmental engineering by bringing all years and concentrations together regularly for meetings and events. We will create excitement about environmental engineering through relevant field trips, speakers, and involvement with other engineering groups on campus. More contacts of students from differing years and majors will allow for advice, guidance, and tutoring for classes and facilitate positive bonds to hopefully obtain a higher retention rate for students in the major and minor.
- III. **Qualification/Criteria for selecting membership** – Students eligible for membership of EESA must be full time, matriculated, undergraduate students at the University of Delaware with an interest in environmental engineering. This interest is marked by a major, minor, or enrollment in a course of environmental engineering. The student is considered a member when they have attended a total of two meetings, events, or a combination of the two which were sponsored or organized by EESA.
- IV. **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 of the University in the official student handbook. This is a viable, functioning organization composed of at least six full time undergraduate students. We do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- V. **Duties and privileges of membership** – Being a member grants voting rights on the issues of elections, dates of activities, and any matter of importance to the organization.
- VI. **Non-voting and representing membership** – Undergraduate students not meeting the requirements of membership, graduate students, faculty, alumni, and representatives from industry are eligible for a representing membership which

allows for input and guidance of the organization but not voting rights.

Membership is granted upon request and attendance at one meeting or event.

VII. **Absence Policies** – There is no penalty for missing a meeting or event, but attendance of at least two combinations of meetings or events is required for voting rights.

VIII. **Policies and Procedures for Disciplining/Removing Members** – A member who has been thought to harm the organization will have charges brought against them and the chance to defend themselves at the next available meeting. A 2/3 majority is required to remove the member from the organization. A person who has been removed is not eligible for voting membership during the remainder of the semester.

IX. **Officers -**

IX-1: President – This organization shall have a president with the duties of organizing and operating 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: the End-of-the-Year, Mid-Year, start-of-the-Year packets, and Summer Contact Information. The president will receive all information from the Activities and Programs Office from an undisclosed email database and will disseminate the information accordingly to the other officers and members. The president will help to appoint all standing and special committees.

IX-2: Vice (Co-) President – The vice president shall serve the role of president if he/she is absent, unable to serve the duties of president, or if the president resigns. The vice president is responsible for checking the organization's mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. In the event that there is a co-presidency, the role of vice president shall be assumed by the co-presidents.

IX-3: 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 maintain all group ledgers. The treasurer is responsible for requesting funds from the allocation board.

IX-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 and events. In the event of absence from a meeting or event the secretary is responsible for appointing someone to perform his/her duties.

IX-5: Event Coordinator – The event coordinator will plan events for the benefit and knowledge of the organization. He/she will ensure that at least three events will run per semester. Events include, but are not limited to: facility tours,

volunteer events, and speakers.

IX-6: Informational Technology (IT) Chairman – The IT Chairman's main responsibility is to maintain the website which can be found at sites.udel.edu/eesa. The chairman will also keep an electronic membership list of all members of the organization.

- X. **Qualifications for Officers** – All officers must be full time, matriculated undergraduate students at the University of Delaware. They must have been a member of the organization for the semester previous in order to hold office. Any potential officer must be able to complete a full academic year or run in elections with someone that will hold position in their absence.
- XI. **Election of Officers** – Votes will be made by secret ballot and only full members as described in Article 3, may vote, unless there is a tie. In the event of a tie, only the nominees that have tied will be included for a subsequent vote for that position. If there is still a tie after the subsequent vote, non-voting members will have the opportunity to vote, and in the event that there is still a tie, the nominees must decide between themselves or they will share the position for the duration of the office. In the event that there is a vacant officer position, nominations will remain open until the position is filled and will be voted on during meetings when there are nominees. The nominated person shall assume the role immediately after being voted in.

XI-1: Procedure for Disciplining/Removal of Officers – An officer may be removed from office for missing more than 1/3 of the meetings in any given semester or for committing an act that harms the organization. A person must submit the charges to the President or the next highest officer as appropriate and the officer will be given a copy of the charges and at the next meeting. The charges will be read and the officer will have the opportunity to defend themselves. The members will vote, and at a 2/3 or greater vote, the officer will be removed. The vacant position will be replaced as is detailed in XI: Election of Officers.

XI-2: Resignations – Positions where an officer resigns will be treated as a vacant office position.

XI-3: Officer Transition – Nominations will begin five weeks before the end of the spring semester of the academic year, and the elections will be made two weeks later. Nominees must be a member and they may be nominated either in a meeting or by email. They will receive a second nomination by another person and must accept their nomination to be considered for the vote. A member may nominate or second themselves. The nominee must receive a majority vote to be elected to the officer position. Nominees voted into the position of officer assume the role on the last day of the academic school year and are to receive orientation from the current officer holding that position.

- XII. **Meetings** – The group will have at least one meeting per month, preferably in the undergraduate lounge in 304 Dupont. Meetings will be announced by emails and planned at the previous meeting. Officer meetings will be before the group meeting and more often if necessary. There will be a meeting between the president and advising faculty member at least once a month.
- XIII. **Dues** – There will be no dues collected.
- XIV. **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 is required to approve by-laws or change existing by-laws.
- XV. **Procedures for Decision-Making** – Roberts Rules of Order will govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.
- XVI. **Selection of an Advisor** – The faculty advisor must be a professor in the civil or environmental engineering department and should be an environmental engineering professor. The advisor will be voted on by the members before extending the invitation and will only be changed in the event that the advisor can no longer or does not wish to perform their duties. Their duties will be to advise the organization when asked and to inform the organization of opportunities that they are aware of in which the organization would be interested in taking part of.
- XVII. **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.
- XVIII. **Define a Quorum** – The minimum number of members who have to be present at a meeting in order for business to be conducted legally is no less than 6 people or 40% of the members, whichever is greater.
- XIX. **Rules for Ratifying the Constitution** – To ratify the constitution, it is required that a 2/3 vote in favor by the organization and approval by the Activities and Programs Office.
- XX. **Rules for Amending the Constitution** – To amend the constitution, it is required that a 2/3 vote in favor by the entire membership and advance notice to all members of the proposed change.



Signature of the Organization President

9/26/11

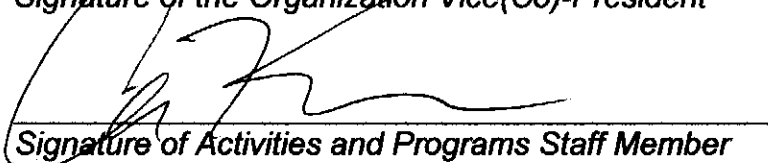
 Date



Signature of the Organization Vice(Co)-President

9/27/11

 Date



Signature of Activities and Programs Staff Member

12/20/11

 Date