

Constitution Sample

Preamble

We, the students of [name of school], to establish a student-based organization committed to furthering engineering education, hereby establish this constitution. Our mission will consist of:

- A. Providing opportunities for future engineering educators to develop teaching and research skills.
- B. Providing STEM undergraduate and graduate students the opportunity to learn about engineering education research.
- C. Assisting and encouraging minorities and women to study and seek careers in the STEM fields
- D. Developing relationships with local K-12 schools and aiding them in fostering student interest in engineering.

Article I – Name

This organization will be known as the American Society for Engineering Education at [name of school], hereafter referred to as the ASEE Student Chapter.

Article II – Purpose

The purpose of a Student Chapter of the National ASEE student division is to:

- A. Improve the technological literacy of the public.
- B. Change how students of all ages, genders, and ethnicities learn engineering.
- C. Encourage K-12 students to consider studying engineering.
- D. Enhance prospective engineering educators' teaching and presentation skills (at all levels).
- E. Inform and educate students and faculty about engineering education pedagogies and research.
- F. Provide undergraduate and graduate students with engineering real world learning opportunities.

G. Develop the skills needed to conduct engineering education research

Article III - Membership

- A. Members of the ASEE Student Chapter will be [name of school] students who meet eligibility requirements for participation in extra-curricular activities as stated in the [name of school] Catalog and SGA policies. Only [name of school] students can vote or hold office.
- B. Associate members may be [name of school] faculty, staff, or alumni and their spouses and spouses of student members. They may not vote or hold office.
- C. There will be no maximum number of members.
- D. Membership will take effect when an interested party signs the membership roster and/or pays all dues set for the semester.

Article IV – Officers

Section 1. Only [name of school] students eligible according to the [name of school] Catalog can hold or run for office, and they must already be members of the organization.

Section 2. An Executive Board comprised of Officers will govern the activities of the organization, and the specific duties of the Officers will be as follows:

A. **President:** The President will be responsible for:

1. Formulating a yearly organizational agenda for the organization.
2. Ensure that chapter activities fall within the organizational goals as stated in the Constitution.
3. Presiding over all regular and special meetings for the organization.
4. Creating a temporary position, lasting the duration of the current officer's term, to assist in performing office duties.
5. Creating committees as needed.

B. **Vice President:** The Vice President will be responsible for:

1. Assisting the President in ensuring that the objectives are met.
2. Assuming the duties of the President in his/her absence.
3. Presiding over at least one general meeting per semester.
4. Acting as a liaison between the Executive Board and all regular, unique, and temporary committees.
5. Creating a temporary position, lasting the duration of the current officer's term, to assist in performing office duties.

C. **Secretary:** The Secretary will be responsible for:

1. Recording events and activities performed by the organization.
2. Recording attendance of board members.
3. Preparing an annual report to inform the ASEE Student Division and the student

members of the accomplishments and future planned activities.

4. Keeping minutes during the executive, general, and committee meetings and documenting a record of the minutes for the ASEE Student Chapter.
5. Maintaining a record of the books posted in the library by the organization.
6. Creating a temporary position, lasting the duration of the current officer's term, to assist in performing office duties.
7. Keeping records of all student members, updated yearly.

D. **Treasurer:** The Treasurer will be responsible for:

1. Compiling and presenting a financial report of the previous year.
2. Setting up a budget for the upcoming year.
3. Overseeing fundraising activities.
4. Keeping a record of the ASEE Student Chapter funds, including collecting dues.
5. Creating a temporary position, lasting the duration of the current officer's term, to assist in performing office duties.

Article V– Officer Elections

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than the week before finals.
- B. Election timeline and nomination process must be announced to members at least two weeks before the elections meeting.
- C. Any student member may campaign or be nominated for any position on the Executive Board. The candidate names will be distributed to organization members at least 24 hours before the election meeting.
- D. The candidate for each office receiving the most votes of members at the elections meeting will be considered the victor. If two candidates receive the most votes, there will be a run-off between the two candidates. The candidate who receives the most votes will be the victor. If there is still a tie, the highest-ranking outgoing officer not involved in the run-off will decide. No member can be elected to more than one position on the Executive Board at one time.
- E. New officers take office at the last meeting of the Spring semester and remain in office until the next election.
- F. If a position remains unfilled after the elections, the President will appoint a member or re-assign duties to another officer.

Article VI- Officer Removal

- A. If an officer fails to maintain Institute requirements for holding office (good standing, for example), he or she shall resign immediately.
- B. If it is believed that an officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership

or Executive Board and presented at a general meeting or Executive Board meeting depending on the origin of the petition. Then, upon verification of the validity of the petition, by the Advisor and at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.

- C. The Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.
- D. If the President is removed or resigns, the Vice-President will take his/her place in the interim until the next election term. All other officers will be nominated by the membership and voted on by Article V at the next meeting. In this case, the victor will take office immediately following the election and fulfill the term of the officer he or she is replacing.

Article VII- Committees

- A. Committees may be created as necessary by the President for specific events and projects not to last longer than the current officer term.
- B. Each committee will have a chair, as appointed by the President.
- C. Any member or officer may be selected as a committee chair.
- D. Any number of members may be on a committee.

Article VIII – Advisor

- A. A full-time [name of school] faculty or staff member will serve as Advisor to the organization.
- B. Nominations for Advisor will take place within the Executive Board. An Advisor will be chosen within two weeks of a vacancy. The Executive Board will choose the Advisor by a majority vote and invite him/her to serve as Advisor for the next academic year.
- C. During officer elections, the organization will vote on continuing the Advisor appointment. The vote must be most of those voting to retain the Advisor for the next academic year.
- D. The duties of an Advisor include meeting with organization officers, reviewing the yearly budget, signing all required paperwork, advising on risk management issues, organization leadership, and [name of school] policy.
- E. The Advisor can be removed for not carrying out the duties and expectations defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on removing the Advisor. If there is a majority vote, then the

Advisor will be removed.

- F. If an Advisor steps down, is removed, or is not re-appointed, the Executive Board will follow the process stated in Article VIII, B.

Article IX - Dues

Dues will be determined at the beginning of the year by a majority vote of the Executive Board but will not be less than the required amount designated by the Student Government Association Joint Finance Committee Policy. Dues will be paid by the third week of the semester or by the second week of membership.

Article X – Parliamentary Procedure

Robert’s Rules of Order will be used in instances not covered in this constitution.

Article XI – Constitutional Amendments

- A. Members of this organization shall submit amendments to the constitution to the Executive Board in writing for consideration.
- B. Written notification of the proposed amendment to all voting members must be mailed or emailed at least two weeks before any vote on constitutional changes.
- C. A two-thirds vote of members present will be required for adoption.
- D. Amendments are subject to the Student Government Association and Student Activities Committee approval.

Article XII - Bylaws

- A. Written ballots shall conduct elections. Absentee ballots shall be allowed.
- B. The Vice-President shall fill a vacancy in the Presidency. The Vice Presidency shall then be filled according to Article V.
- C. Non-attendance of more than three meetings per semester by an executive board member will be considered a voluntary resignation.
- D. A 2/3 majority vote of the Executive Board may replace any officer for poor attendance to the meeting.

