This Constitution is the Approved and Official Constitution for:

Club Name: American Society of Civil Engineers (ASCE)

From the Engineering Council

Number of Pages: 5

Date Approved: 4/2/19

Club Officer
Position: President
Name: Conor Blake
Signature: [Signature]
Date: 4/1/19

Council Coordinator
Name: Olivia Gustafson
Signature: [Signature]
Date: 4/1/19

Student Association Vice President
Name: Anissa Evelyn
Signature: [Signature]
Date: 4/2/2019
CONSTITUTION OF THE 
UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK 
AMERICAN SOCIETY OF CIVIL ENGINEERS STUDENT CHAPTER

Article 1. Name of Club
This club will be known as the University at Buffalo American Society of Civil Engineers Student Chapter

Article 2. Purpose of Club
The objective of this organization shall be to encourage the development of a professional consciousness, to afford an opportunity for the civil engineering students to become acquainted and to practice working together effectively, to promote a spirit of congeniality among them, and to provide friendly contact with the engineering profession.

Article 3. Qualification of Membership
Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students. Only undergraduate University at Buffalo Students who are considered active members of the club may be voting members. Active membership is attending at least two general body meetings a semester. Voting members will be verified at elections by the Secretary. Academic and work conflicts will be given special consideration to this rule at the discretion of the Executive Board on a case by case basis. General, non-voting membership is open to the entire UB community.

Article 4. Officers and Supporting Board Positions
Section 1. Officer Eligibility
Only full-time undergraduate University at Buffalo students may be elected to a position in the club. All elected persons must be in, and remain in good academic standing according to the University at Buffalo Student Association standards.

Section 2. Officers
The officers of this organization shall be President, Vice President, Secretary, and Treasurer. There is to be a Program Chairperson in the event that the Regional Conference is held at the University at Buffalo.

Section 3. Supporting Board
Under the officers there shall be supporting board positions. These positions include; Public Relations Chair, Fundraising Chair, Historian, Community Service Chair, Social Planning Chair, and Student Engagement Chair.
Article 5. Duties of Officers and Supporting Board Positions

Section 1. President
The President shall preside at all meetings and shall perform such other duties as are incumbent on such an office. Other duties should include but are not limited to: planning and facilitating both club and executive board meetings, coordinating club activities with the ASCE Buffalo Section and University at Buffalo School of Engineering and Applied Sciences, ensuring the budget is fairly balanced and good records are kept, ensuring club complies with all University at Buffalo Student Association requirements and regulations, delegating and overseeing tasks of board members, etc.

Section 2. Vice President
The Vice President shall assist the President and shall assume the duties of the President when the latter is away or unable to discharge the duties of this office. The Vice President shall also be responsible for club safety and coordinating guest speakers for general meetings.

Section 3. Secretary
The Secretary shall keep a record of all transactions of the club and shall, with the assistance of a committee appointed for the purpose, attend to all notifications of meetings. They shall keep a roll of all members of the club. They shall be responsible for submitting proper required club information to the University at Buffalo Student Association as per Student Association policy.

Section 4. Treasurer
The Treasurer shall take charge of all funds belonging to the club and shall be responsible for their proper disbursement, and shall render an accurate account at each meeting, if requested by any members.

Section 5. Program Chairperson
The Program Chairperson shall arrange for various elements of a conference in the event it is held on the University at Buffalo grounds.

Section 6. Public Relations Chair
The Public Relations Chair shall take charge of all social media, recruitment merchandise sales, and public press releases.

Section 7. Fundraising Chair
The Fundraising Chair shall deal with all club fundraising from companies and individuals to the club as per University at Buffalo Student Association regulations. The chair shall be responsible for sending thank yous and correspondence to donors.

Section 8. Historian
The Historian shall be responsible for the preparation and submission of the annual report of the club to the American Society of Civil Engineers. Historian term shall be elected in late fall semester and hold office February 1 to January 31 to allow for shadowing of the submission of the annual report.
Section 9. Community Service Chair
The Community Service Chair shall be responsible for coordinating at least 2 events per semester that fulfill the University at Buffalo Student Association requirement for club community service.

Section 10. Social Planning Chair
The Social Planning Chair shall be responsible for planning at least 2 events per semester that fulfill the University at Buffalo Student Association requirement for club social activities.

Section 11. Student Engagement Chair
The Student Engagement Chair shall be responsible for member recruitment and retention. The chair shall also coordinate all Engineers Week events and competitions for the club.

Article 6. Government

Section 1. Meetings
General meetings will take place every other week, and will vary throughout the semester in terms of activities. Executive board meetings will be held as needed, as determined by the President. Design team meetings will be held as needed, as determined by the Project Manager(s).

Section 2. Elections
The officers shall be elected from the nominees chosen by open nomination. Nomination may take place at any time during the academic school year, so nominees may shadow the current officers. Elections shall be held during the second half of the spring semester, with the exception of the Historian that shall be elected at the end of the fall semester. Officers shall hold office until their successors are duly elected and qualified. Officers shall be elected by secret ballot—the ballots to be distributed to and collected from the active members. The current president and secretary shall be responsible for distributing, collecting, and counting the ballots. If the current president or secretary is running for a position, another officer will take over their duty of distributing, collecting, and counting the ballots during the election of that position. At the meeting on the day of elections, each nominee must come to the front of the room and give a brief speech (under 5 minutes) outlining the reasons that they believe they are a good fit for the position that they are running for. They must also field questions from club members for a brief period (under 5 minutes). For each position the nominees shall wait outside the room while others are presenting. The nominee shall take office after obtaining a fifty-one percent (51%) majority vote of the meeting’s active membership. If majority is not reached, the person with the least votes will be removed and a new vote conducted until a majority is reached. The elected officers shall not take office until the day following the end of the University at Buffalo commencement ceremonies, or until the day following the group’s attendance of a National Conference, whichever is later. Current officers shall assist the newly elected officers in transitioning into their elected positions. Elected officers may only hold one Executive Board position. In the event that no other members would like to be Co-Project Managers of any design team, an Executive Board member may fulfill this duty as seen fit by the elected Project Manager. Nominations for all Executive Board positions shall be open to all
active members, whether present or not. In the event that a member who is absent at the said meeting becomes elected to an office and later declines this office for any reason deemed valid by the newly elected officers, a special election shall be held for said vacant position as per Article 6., Section 4.

Section 3. Impeachment/Removal Process
A petition to impeach any officer may be started by any active member. It must be signed by one half of the active membership or three quarters of the Executive board consisting of President, Vice President, Secretary, Treasurer, Public Relations Chair, Fundraising Chair, Historian, Community Service Chair, Social Planning Chair, Student Engagement Chair and design team Project Managers. Once this has been accomplished, the officer in question will have a chance to defend themselves at a general meeting. The club membership must be notified of the vote at least 48 hours prior to the meeting through the club listserv. The President will describe the reasons the officer in question is being brought forth for removal. If the President is the officer in question, the Vice President will describe the reasons the President is being brought forth for removal. The officer in question may then come to the front of the room and give a brief speech (under 5 minutes) outlining the reasons that they believe they should remain in office. They must also field questions from club members for a brief period (under 5 minutes). Then, it will be taken to a majority vote of active membership at the meeting. The vote will be done by secret ballot — the ballots to be distributed to and collected from the active members. The current president and secretary shall be responsible for distributing, collecting, and counting the ballots, unless they are the officers in question, in which other club officers shall take over this duty. If less than majority vote to remove the officer is obtained, the officer in question will remain in office. Violations include neglecting to perform one’s duties as an officer.

Section 4. Resignation/Vacancy of Office
In the event of a vacancy in office, the active membership will be informed. Nominations will be held at the next general meeting, and an election will be held at the following general meeting. The process of the election will follow the normal election process, as outlined by Article 6., Section 2.

Article 7. Dues
There shall be no dues payable to the ASCE Student Chapter, as these are included in the Mandatory Student Activity Fee.

Article 8. Amendments
Section 1. Amendment Process
An amendment to this constitution may be made by presenting the officers a petition stating the desired change and containing the signatures of thirty percent (30%) of the active members of the club, or fifty percent (50%) of the Executive Board consisting of President, Vice President, Secretary, Treasurer, Public Relations Chair, Fundraising Chair, Historian, Community Service Chair, Social Planning Chair, Student Engagement Chair, and design team Project Managers. This petition shall be read at the next regular meeting. A majority favorable vote of the
meeting’s active membership shall be required for adoption. The amendment will then be passed on to the Student Association Office and Council Coordinator for approval. Once approved the membership must be notified for the amendment to take effect.

Section 2. Amendment Regulations
Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.

Article 9. Design Teams

The current Project Manager(s) of the Concrete Canoe team and Steel Bridge team shall conduct their election in the spring semester and at most two weeks after their attendance of the regional competition. The current Project Manager(s) of the Seismic Design Team shall conduct their election at a meeting of their active members during the spring semester and at most two weeks after their national conference. The Project Manager(s) may only be elected by obtaining a fifty-one percent (51%) majority vote of the design team’s active members in attendance. If the project manager of any of the design teams is running for reelection, another member of the design team must run the election. The Project Manager(s) shall be elected by secret ballot – the ballots to be distributed to and collected from the design team members. At the meeting on the day of elections, each nominee must come to the front of the room and give a brief speech (under 5 minutes) outlining the reasons that they believe they are a good fit for the position that they are running for. They must also field questions from design team members for a brief period (under 5 minutes). Each nominee shall wait outside the room while others are presenting. All team Project Managers elected for the upcoming academic year shall assume their positions on June 1st, or the day following the group’s attendance of a National Conference, whichever is later.