

# **Oregon State University Engineering Student Council Constitution**

*Revised 4/8/15*

## **Article I. Name**

The name of this organization shall be the Engineering Student Council of Oregon State University, hereafter referred to as the Engineering Student Council or ESC.

## **Article II. Purpose**

Section I: The purpose of ESC is to

- A. Represent students and student organizations of the College of Engineering to the administration, faculty, and the public.
- B. Coordinate and support activities involving engineering students and engineering student organizations.
- C. Establish and coordinate committees necessary to serve students and the mission of the college.
- D. Encourage student involvement in student organizations, professional societies, and related activities across the college and wider university.
- E. Abide by all established Oregon State University (Student Leadership & Involvement) and College of Engineering policies and procedures in addition to State and Federal Laws.

## **Article III. Membership**

Section I: Membership Eligibility

All members of ESC must be current students of the Oregon State University College of Engineering with a minimum term AND cumulative grade point average (GPA) of 2.00 in the academic term immediately prior to the election/appointment, and maintained throughout the term of office. In order for this minimum GPA provision to be met, at least six hours (half-time credits) must have been taken for the academic terms under consideration. Should any member fail to meet these requirements they will be rendered ineligible to participate and/or hold office in ESC.

Section II: Voting Eligibility

- A. All members of the Executive Board except the President shall be entitled to one vote at General Body meetings; the President will only vote as the deciding factor in the condition of a tie.
- B. All delegates representing recognized student organizations will be entitled to one vote at General Body meetings.

Section III: General Body

- A. The General Body of ESC shall be led by the President and be an open forum of all eligible members to transact business.

- B. The General Body shall compose:
  - a. One delegate representing each recognized student organization of ESC (any engineering-related student organization with formal Student Leadership and Involvement recognition).
    - i. Each organization shall send one representative from their membership to represent their respective organization.
    - ii. This representative is responsible for attendance (and ramifications thereof), information presented, votes conducted, and polls taken.
    - iii. See: **Article VII. Finances** for attendance policy and ramifications of absences on eligibility to request College of Engineering funding
  - b. Any engineering student meeting the minimum requirements for participation in ESC may attend General Body meetings and participate on committees. They do not have voting rights in ESC matters.

#### Section IV: Executive Board

- A. See Article IV

#### Section V: Advisor

- A. The advisor will be an OSU faculty or staff member from the College of Engineering appointed by the Dean.
- B. The advisor will maintain communication and meet regularly with ESC officers.
- C. The advisor will ensure that ESC operates in conformity with the standards set forth by the College of Engineering, Oregon State University, and the Department of Student Leadership and Involvement.

### **Article IV. Executive Officers**

Section I: The following officers shall constitute the Executive Board of Engineering Student Council (listed in order of succession) and shall perform the following duties:

- A. President
  - a. Organize the activities of the ESC and oversee the Executive Body
  - b. Schedule General Body meetings.
  - c. Schedule and preside over Executive Body meetings (by performing the duties of a program chairperson)
  - d. Preside over General Body Meetings (by performing the duties of a program chairperson)
  - e. Represent ESC at the National Association of Engineering Student Councils (NAESC) regional and national conferences through personal or delegated attendance
  - f. Manage ESC elections and appoint all special committees
- B. Vice President of Development
  - a. Assume the duties of the President in his/her absence or at his/her request

- b. Schedule featured guests to ESC General Body meetings to address pertinent resource areas
  - c. Develop and maintain resources to aide student organization success
  - d. Plans in conjunction with the VPO & E a student organization leadership retreat
- C. Vice President of Finance & Administration
  - a. Manage ESC budget
  - b. Organize and chair committee to conduct annual review of constitution
  - c. Organize and chair awards committee (award categories TBD)
- D. Vice President of Outreach & Events
  - a. Coordinate "Engineering Club Carnival" (and subsequent committee)
  - b. Coordinate "Cupcakes and Clubs Event" (and subsequent committee)
- E. Vice President of Information & Communications
  - a. Record attendance and minutes at General Body and Executive Board meetings
  - b. Manage and continually update electronic lists of ESC membership
  - c. Update ESC's website
  - d. Maintain records and files of ESC ("Historian")

## Section II: Election and Removal of Officers

- A. Election
  - a. All Executive Board offices are elected by the General Body membership in the order listed in Article IV, Section I.
  - b. Elections for Executive Board positions shall take place the first meeting of spring term. Nominations will be accepted electronically in advance, and candidates shall be allowed to run off the floor for positions.
  - c. Candidates may be represented by another in the event s/he cannot be present for elections (either in person or remotely).
  - d. Vacancies in Executive Board offices shall be filled at the next general meeting according to standard election processes.
  - e. The President must have at least one term worth of experience on ESC.
  - f. Executive Board office terms will be one academic year unless s/he resigns at the end of the term, leaves the university because of work, school, or other commitments, or no longer meets the requirements of membership (Article III, Section I).
- B. Removal
  - a. The impeachment of an executive officer shall require a three-fourths (3/4) majority vote of the general council during a regularly scheduled meeting. Impeachment proceedings may be undertaken by any member of the executive board with a minimum of seven days written notice (to the Executive Board, full General Body, and Advisor) in the event that an officer fails to execute the duties of office. All officers will be granted the right to speak on their behalf as well as the right to an appeal.
  - b. In the event of a resignation by a member of the Executive Board, that member shall provide a written explanation to the Executive Board and the Advisor within seven days of their resignation.

## **Article V. Meetings**

### **Section I: Scheduling**

- A. All regularly scheduled General Body meetings will be Wednesdays of Week 2 and Week 6 Fall, Winter, and Spring terms from 4-6pm. Specific dates, times, and locations will be published at the beginning of each academic year.
- B. The Executive Board will meet a minimum of three times per term.
- C. The President may schedule additional Executive Board meetings as needed.

### **Section II: Parliamentary Authority**

- A. The Engineering Student Council is to be guided by Roberts Rules of Order-Revised, except where they are in conflict with this constitution, and except for current motions, not including amendments.

### **Section III: Attendance**

- A. A quorum consisting of 50 percent of active members shall be required in order to carry out any and all official ESC business at meetings of the General Body or Executive Board.
- B. Attendance is mandatory at all General Body and Executive Board meetings for voting members.
- C. Delegates representing student organizations may identify a substitute from their organization to appear in their stead, should circumstances prevent their attendance.
- D. After one unexcused absence (without a substitute representative), the president and advisor of the organization in question will be contacted with official warning (vice president in the event that the president is the delegate to ESC). It is then the responsibility of the student organization to identify a new ESC representative.

## **Article VI. Amendments**

Section I: Amendments to the constitution may be proposed by any voting member of ESC.

Section II: Amendment should be submitted, in writing, to the ESC President. It will be discussed and approved or disapproved for general body review during the next Executive Board meeting.

Section III: If approved by the Executive Board, the amendment(s) will be discussed and voted on in the next General Body meeting, and again at the following General Body meeting.

- A. Amendments to this constitution require Executive Board approval followed by a three-fourths (3/4) vote.
- B. The Dean of the College of Engineering shall retain power to overrule any component of this constitution as well as veto power for any amendments proposed thereto.

## **Article VII. Finances**

Section I: Recognized College of Engineering Sponsored Student Organizations in good standing with the ESC may request COE funding for Regular Allocations and/or Special Allocations through the standardized request process outlined by the College of Engineering.

Section II: Description of Regular and Special Allocations from the College of Engineering

- A. Requests for Regular Allocation funding will be fielded by the COE once per academic year.
- B. Requests for Special Allocations funding will be fielded by the COE once per academic year.

Section III: ESC member organizations' eligibility for College of Engineering funding is dependent upon:

- A. Representation at all general meetings. Consequences:
  - a. Missing one meeting in an academic year results in an official warning
  - b. Missing two meetings in an academic year results in ineligibility for Special Allocations funding from the college for the remainder of the current academic year.
  - c. Missing more than two meetings in an academic year results in ineligibility for funding from the college (both Regular and Special Allocations) in the next academic year.
  - d. Pardons are to be decided on a case-by-case basis by Executive Board and Advisor.
- B. Formal participation in ESC events (Club Carnival; Cupcakes and Clubs)

Section V: Engineering Student Council does not collect dues for membership