

CONSTITUTION
OF THE
STUDENT CHAPTER
OF THE
AMERICAN SOCIETY OF CIVIL ENGINEERS

OREGON STATE UNIVERSITY

FEBRUARY 1993

REVISED 2008, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018

Article I – Name, Purpose, and Non-Discrimination Policy of the Organization

- I. NAME: The name of this organization shall be the Oregon State University Student Chapter of the American Society of Civil Engineers, herein after referred to as the ASCE Student Chapter. The ASCE Student Chapter is associated with the national organization of ASCE and the Oregon Section of ASCE.
- II. PURPOSE: The objectives of the organization shall be the advancement of the art and science of engineering, the professional improvement of its members, the encouragement of civil responsibility of its members and the encouragement of professional and social interactions between students of civil engineering and between such students and practicing engineers.
- III. NON-DISCRIMINATION POLICY: Membership shall not be denied to any student on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II - Membership: Qualifications, Criteria and Expectations

- I. Membership in the ASCE Student Chapter shall be confined to undergraduate and graduate students in the School of Civil and Construction Engineering at Oregon State University. Faculty and practitioner advisors shall not be eligible to hold office or vote, but provide guidance to the student-initiated, student-led and student-run organization.
- II. Any person eligible for membership shall become a member upon payment of dues in accordance with the provisions of Section III. Membership in the national organization of ASCE is strongly encouraged at that time as well as annual renewals.
- III. Membership in the ASCE Student Chapter shall continue as long as the member remains a student in the School of Civil and Construction Engineering at Oregon State University.
 - a. Changes in the annual dues of the ASCE Student Chapter shall be determined by a 2/3 majority vote of the Executive Committee with concurrence by the student chapter advisor.
 - b. One-time dues of \$15 shall be paid upon submittal of the membership application.
 - c. Membership dues shall be valid for the member's entire academic career while a student in the School of Civil and Construction Engineering at Oregon State University.
 - d. The dues assessment shall be the same for each person applying for membership regardless of class standing.

- IV. All voting members and officers of ASCE must be currently enrolled for at least 6 credits at Oregon State University and pay student tuition and fees.

Article III – Officers: Titles, Terms of Office, Election and Duties

- I. There shall be an Executive Committee consisting of all duly elected officers. The Executive Committee shall meet not less than once a term during the academic year except during summer term. Duties of the Executive Committee shall be to recommend action to be taken by the membership at chapter meetings and to take action upon all matters that are deemed necessary. Decisions made or actions taken by the Executive Committee shall be by a simple majority vote, or as otherwise specified in this constitution.
- II. The elected officers of the ASCE Student Chapter shall be a President, Vice-President, Secretary, Treasurer, and Executive Chair.
- III. Candidates shall be nominated and officers elected at the annual Officer Elections held anywhere from 4 weeks before the end of Winter Term to anywhere 4 weeks after the beginning of Spring Term. Officers shall be installed at the transition dinner held in Spring Term. The term of office shall be one continuous year. Election procedures shall be supervised by the Executive Committee. Ballots shall be counted by the Student Chapter President and Vice President or two officers assigned by the faculty advisor if they are not present or running for office.
- IV. Vacancies in offices other than President may be filled by appointment requiring 2/3 majority vote of the Executive Committee.
- V. A vacancy in the office of President requires a new election for that position. The President will be elected by a majority vote of members in attendance at the election meeting.
- VI. The duties of the officers shall be those as outlined below. Additional responsibilities may be assigned by the President or by majority vote of the Executive Committee.
- a. The **President** shall oversee the internal and external affairs of the student chapter, develops the agendas for and chairs chapter meetings, and handles departmental relations. Responsible for risk assessment and renewal of student organization recognition.
 - b. The **Vice-President** shall be in charge of speaker meetings (arrangements, reservations, refreshments, etc.), and assumes all duties of the President in his/her absence, and supervises elections of officers.
 - c. The **Secretary** shall keep minutes of chapter meetings and officer meetings, be in charge of annual report preparation, process membership forms, update membership roster, and keep a pictorial record of chapter activities.
 - d. The **Treasurer** shall be in charge of the chapter's finances and preparing monthly budget reports for the President, and Concrete Canoe and Steel Bridge team captains at officer meetings.
 - e. The **Executive Chair** shall facilitate chapter projects/activities, assist the President and other officers in delegating responsibility for projects not already assigned, and Pacific Northwest Student Conference participation.

- VII. Elected Officers & Appointed Officers must:
 - a. Have earned at least 12 hours of credit in their most recently completed term. This requirement does not apply to first-term freshman or first-term transfer students.
 - b. Be registered for at least 12 credit hours currently and throughout terms served. This requirement may be waived at the discretion of the faculty advisor for students participating in school-related programs which require absence, such as CECOP.
 - c. Not be on disciplinary probation.
 - d. Have a minimum cumulative GPA of 2.5 and not have been on probation for the most recently completed term prior to the term of election.
 - e. Graduate students must meet the same eligibility requirements with the exception that full-time status shall be a minimum of nine hours as established by the graduate school and are required to have a minimum cumulative GPA of 3.0.

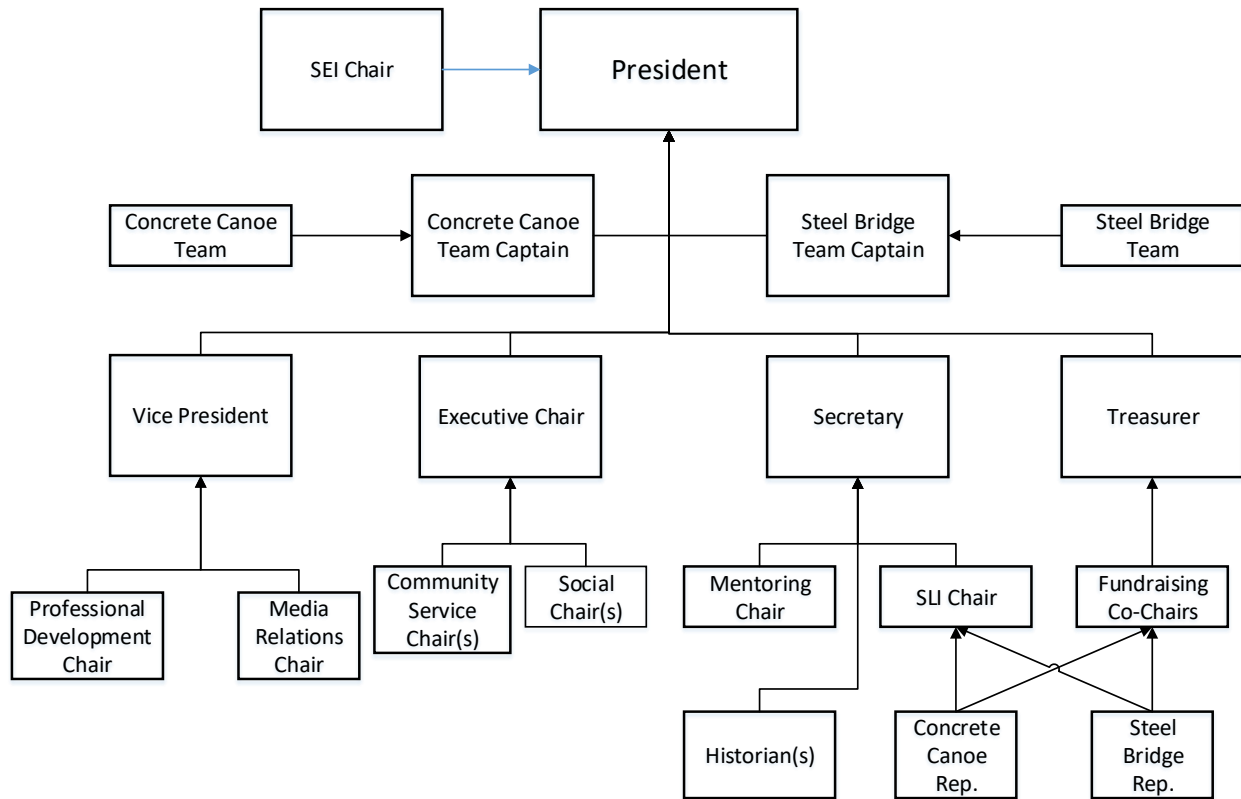
- VIII. Appointed Officers
 - a. Appointed Officers are selected in Spring Term by the Elected Officers after their own election. The term of office shall be one continuous year.
 - b. The positions for the Appointed Officers are determined by the newly elected Executive Committee based on the needs of the chapter at the time.
 - c. Some examples include: Community Service, Social, Fundraising, Media Relations, Professional Development, Historian, Mentoring, and SLI Chair.
 - d. Appointed Officer Positions can consist of co-chairs.

- IX. Competitive Teams
 - a. The Concrete Canoe Captain(s) and Steel Bridge Captain(s) shall be elected by members of their respective team in an election separate from that of the Elected Officers, generally within (14) days after the conclusion of the Pacific Northwest Student Conference and prior to the National Competitions. The team captains are invited to all Executive Committee meetings.

- X. Organizational Structure
 - a. See Figure 1 for the recommended organizational structure.

Figure 1: Recommended Organizational Structure

OSU ASCE Organizational Structure



Article IV – Method of Removing Officers and Members

- I. A recall of any officer for nonperformance of official duties shall require a 2/3 majority vote of the Executive Committee.
- II. Membership in the ASCE Student Chapter shall continue as long as the member remains a student in the School of Civil and Construction Engineering at Oregon State University.

Article V – Advisors

- I. A member of the OSU faculty shall be assigned by the CCE School to serve as faculty advisor. Additional practitioner advisor(s) shall be provided by the Oregon Section of ASCE. The advisors provide guidance and mentoring to the chapter officers and members, and help to serve as the collective memory of the organization.

Article VI – Meetings and Activities

- II. Monthly meetings, excluding summer term, of the ASCE Student Chapter shall be held at such times as may be decided by the Executive Committee. Notice of each chapter meeting shall be announced at least two days in advance of each meeting.
- III. The ASCE Student Chapter shall participate in the ASCE Pacific Northwest Student Conference each year. Committees shall be formed and preparations shall be made so that Oregon State University is adequately represented in the competitions at the conference.

Article VII – Method of Amending Constitution

- I. Amendments to the Constitution and By Laws of the ASCE Student Chapter must be presented at a chapter meeting and ratified by a 2/3 vote of the members present at the following chapter meeting.

Article VIII – Parliamentary Authority

- II. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the constitution, bylaws and special rules of order the student chapter may adopt. These rules are of Western cultural origin, and based on the premise that “though the minority shall be heard and absentees protected, the majority will decide.”

**AMERICAN SOCIETY OF CIVIL ENGINEERS
OREGON STATE UNIVERSITY STUDENT CHAPTER
OFFICER RESPONSIBILITIES**

- **PRESIDENT:** Oversees the internal and external affairs of the student chapter, develops the agendas for and chairs chapter meetings, and handles departmental relations. Responsible for risk assessment and renewal of student organization recognition.
- **VICE PRESIDENT:** Shall be in charge of speaker meetings (arrangements, reservations, refreshments, etc.), and assumes all duties of the President in his/her absence, and supervises elections of officers. At least one appointed officer under the Vice President will assist in preparing events organized by the Vice President.
- **EXECUTIVE CHAIR:** Facilitates chapter projects/activities, assists the President and other officers in delegating responsibility for projects not already assigned, and coordinates Pacific Northwest Student Conference participation. During the spring term the Executive Chair will handle the Teacher of the Year award voting and associated award presentation(s).
- **SECRETARY:** Keeps minutes of chapter & officer meetings, in charge of annual report preparation, processes membership forms and updates membership roster, and keeps a pictorial record of chapter activities.
- **TREASURER:** Shall be in charge of the chapter's finances, and preparing monthly budget reports for the President, and Concrete Canoe and Steel Bridge Team captains at officer meetings. Responsible for attending first and last Engineering Student Council (ESC) meetings, and or any related to College of Engineering or School of Civil and Construction Engineering funding.
- **CONCRETE CANOE CAPTAIN(S):** Shall be in charge of the concrete canoe team.
- **STEEL BRIDGE CAPTAIN(S):** Shall be in charge of the steel bridge team.
- **COMMUNITY SERVICE CHAIR(S):** Shall strive to serve communities in need by arranging service opportunities for ASCE members. This shall be carried out in a manner representing ASCE's core purposes. In this way, he or she will be in charge of organizing several on-campus and off-campus community service activities, like the CH2M(Jacobs)/OSU Bridge Contest, etc.
- **SOCIAL CHAIR(S):** In charge of organizing the ASCE/AGC games (football, basketball and softball) with the AGC student chapter, and the spring picnic. In charge of chapter social events such as: intramural sporting events, bowling, officers transition dinner, ski trip and retreat.
- **FUNDRAISING CHAIR:** In charge of overseeing activities designed to raise funds. Works with Concrete Canoe and Steel Bridge teams to coordinate fundraising events and efforts. It is recommended that there be co-chairs of a committee with one representative from the Concrete Canoe Team and one from the Steel Bridge Team. Organizes a fundraising panel made up of ASCE officers and faculty/practitioner advisors.
- **PROFESSIONAL DEVELOPMENT CHAIR:** Shall be in charge of Meet-A-CE Day. Plans and develops activities to improve students' transition into the professional world. Potential activities include resume workshops and mock interviews.

- **MENTORING CHAIR:** In charge of organizing the underclassmen mentoring program (ASCE Families) and working with the Secretary to manage it. The mentoring chair will plan and manage outreach events that help and mentor students in primary schools as well. This officer will work closely with the Community Service chair(s).
- **SLI Chair:** The Liaison to Student Leadership & Involvement. Manages the ASCE account in SLI, which involves pre/post event reporting and membership documentation. This officer will also be tasked with attending ESC Meetings.
- **Historian(s):** Attends events, takes photographs, obtains pictures from other members who attend events, and creates a newsletter each term to send out to companies, university newspaper, etc. The information gathered by the historians throughout the year will be used to help prepare the annual report.
- **Media Relations Chair:** Shall be in charge of maintaining the website, social media platforms (Facebook, Twitter, Google Calendar, Google Drive, etc.), and creating flyers for all meetings/events related to ASCE. Will also work/coordinate with the School of Civil and Construction Engineering to advertise upcoming ASCE events.
- **SEI Chair:** A graduate student who will be appointed with the guidance of the faculty advisor. This officer is in charge of leading all Structural Engineering Institute (SEI) chapter activities and reports to the ASCE student chapter president and faculty advisor. This position will be filled in the Fall Term.