

The Constitution of the
Valparaiso Student Chapter of the
American Society of Civil Engineers

Revised: 09.07.2005

Ratified: 10.05.2005



Article I.

Name

Section 1. This chapter shall be known as the Valparaiso University Student Chapter of the American Society of Civil Engineers.

Article II.

Mission Statement

Section 1. The objectives of this chapter shall be to provide engineers with a better understanding of the profession through hands on projects, field trips, service projects, guest speakers, and conferences. The chapter will also strive to encourage effective teamwork skills as well as to provide key interaction with the engineering profession.

Article III.

Membership

Section 1. Active membership in this chapter shall be limited to students enrolled in the College of Engineering and those enrolled in freshmen level General Engineering classes.

Section 2. Honorary members of this chapter shall have all the rights and privileges accruing to member in good standing. Honorary members of this chapter shall be proposed by the Executive Board and elected by a majority of the active membership.

Section 3. If an active member misses two or more consecutive meetings, unless excused by the secretary, that member shall no longer be considered a member in a good standing of the chapter, but will be automatically reinstated by his attendance at two successive meetings.

Section 4. The rights and privileges accruing to members of this chapter are reserved to members in good standing.

Section 5. Membership in the chapter is solely on the basis of individual merit, free from discrimination of any type, including, but not limited to, race, origin, or disability.

Article IV.

Dues

- Section 1. The chapter dues shall be a one-time payment of \$10 upon joining the chapter.
- Section 2. The Executive Board of this chapter shall have power to levy special assessments on the membership upon endorsement of the levy by a two-thirds vote of the members meeting the requirements of Article VI.

Article V.

Elected Officers

- Section 1. The officers of this chapter shall be the President, Vice-President, the Secretary, and the Treasurer who shall be able to serve their full term of office.
- Section 2. All active members in good standing and have been so for at least one semester prior to election are eligible for office in this chapter in accordance with Section 1.
- Section 3. The term of office for all officers shall be one year, beginning the first day of the spring semester and ending the day before the first day of spring semester the following year, assuming the new officers are qualified and elected.
- Section 4. The officers shall be elected from the nominees. Officers shall be elected by a secret ballot. The ballots will be distributed to and collected from the active members in good standing. Nominations and elections shall take place in the December meetings.
- Section 5. Vacancies of any office other than the Presidency shall be filled by a special election. Vacancy of the Presidency shall be filled by the Vice-President.

Article VI.

Voting

- Section 1. Only local chapter members, who are present at the voting meeting and in good standing with chapter, shall be entitled to vote provided they have met their financial obligation to the chapter.
- Section 2. The President shall not be entitled a vote, except in the event of a tie where the President shall cast the deciding vote.

Article VII.

Duties of Elected Officers

Section 1. President

Duties:

- (a) The President shall preside at all meetings of the chapter and shall perform such other duties as are incumbent on such an office.
- (b) The President shall be responsible for the preparation of meetings.

Section 2. Vice-President

Duties:

- (a) The Vice-President shall assist the President.
- (b) The Vice-President shall assume the duties of the President when the latter is in any way unable to discharge the duties of his office.
- (c) The Vice-President shall supervise the activities of each committee as well as being an ex-officio member of it.

Section 3. The Secretary

Duties:

- (a) The Secretary shall keep a record of the minutes of the chapter.
- (b) The Secretary shall attend to all notification of meetings.
- (c) The Secretary shall keep a roll of all the members of the chapter.
- (d) The Secretary shall be responsible for the preparation and submission of any reports of the organization.
- (e) The Secretary shall accumulate and maintain a continuous draft of subsection (d) to be used as a basis for the annual report. The annual report must be submitted to the faculty advisor no later than February 1.

Section. 4. The Treasurer

Duties:

- (a) The Treasurer shall take charge of all funds belonging to the chapter.
- (b) The Treasurer shall be responsible for their proper disbursement.
- (c) The Treasurer shall be responsible for the preparation and submission of an annual financial report to the membership. The fiscal year shall run concurrently with the calendar year.
- (d) The Treasurer shall be responsible for providing refreshments at each meeting, consistent with the policy of the Executive Board.

Section 5. Executive Board

The chapter officers together with the officers of the preceding year shall constitute the Executive Board. The function of the preceding officers shall be to provide assistance to the officers, and to assure the continuity of the work of the chapter.

Article VIII.

Appointed Officers

Section 1. The President, with consultation from the executive board, may appoint committees, committee chairs, and other official positions where special assistance is required. Examples include but are not limited to webmaster, fundraising, recruitment, and any other positions and committees that facilitate the objective of Article II Section I.

Section 2. Appointed committees, committee chairs and other official positions shall be reevaluated and appointed by the new President, with consultation from the new executive board, in the period after election and before installation of the new executive board.

Article IX.

Meetings

Section 1. The chapter shall hold regular and special meetings at such times and places as designated by the President. The President shall schedule the calendar of meetings for the forthcoming year not later than February 15.

Section 2. The President shall call at least one meeting of the Executive Board prior to every regular or special meeting of the chapter.

Section 3. All meetings shall be governed by the constitution.

Section 4. A quorum shall be a simple majority of the members in good standing.

Article X.

Faculty Advisor

Section 1. Actions of the chapter officers and the Executive Board are subject to approval of the Faculty Advisor to insure that they are in keeping with Article II Section 1.

Article XI.

Amendments

Section 1. This constitution may be amended by a two-thirds vote, in accordance with Article VI, provided that the amendment shall have been proposed at least one regular meeting previous to the time of voting and have prior approval of the Faculty Advisor.