This Constitution is the Approved and Official Constitution for:

Club Name: American Society of Civil Engineers
From the Engineering Council
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Position: Treasurer
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Signature: [Signature]
Date: 4/26/2017

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Date: 4/21/17

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Date: 4/20/17
CONSTITUTION OF THE □
STATE UNIVERSITY OF NEW YORK AT BUFFALO □
STUDENT CHAPTER OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS

Article 1. Name of Club

This club will be known as the State University of New York at Buffalo Student Chapter of the American Society of Civil Engineers.

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 may be voting members of the club. In order to become a voting member one must participate in design teams, club meeting, or other club activities. General, non-voting membership is open to the entire UB community.

Article 4. Officers

Section 1. Only full-time undergraduate University at Buffalo students may be officers of the club. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club.

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

Section 3. The officers must have a minimum of 2.0 overall grade point average.
Article 5. Duties of Officers

Section 1. The President shall preside at all meetings and shall perform such other duties as are incumbent on such an office.

Section 2. The Vice President shall assist the President and shall assume the duties of the President when the latter is anyway unable to discharge the duties of this office.

Section 3. 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 the preparation and submission of the annual report of the club to the American Society of Civil Engineers.

Section 4. 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. The Program Chairman shall arrange for various elements of a conference in the event it is held on the University at Buffalo grounds.

Article 6. Government

Section 1. Meetings

General meetings will take place every other week, and will vary throughout the semester in terms of activities. E-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 Managers.

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. 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 voting 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 not running for office 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). The elected officers shall not take office until the day following the end of the University at Buffalo commencement ceremonies. Project Managers elected for the upcoming academic year shall assume their positions on June 1st, 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. Elections shall be held during the second half of the spring semester, taking place after members have had two meetings to make nominations. 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.

To hold elections, there must be a representation of at least 20 voting members who are not running present at the said meeting.

Section 3. Impeachment/Removal Process

A petition to impeach any officer may be started by any voting member. It must be signed by one half of the voting membership. Once this has been accomplished, the officer in question will have a chance to defend themselves at a general meeting. They may 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 vote. The vote will be done by secret ballot – the ballots to be distributed to and collected from the 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 case other club officers shall take over this duty. Three quarters of the voting membership present at the meeting must vote to remove the officer. If less than three quarters vote to remove the officer, they 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 voting 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.

**Article 7. Dues**

Section 1. 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. An amendment to this constitution may be made presenting the officers a petition stating the desired change and containing the signatures of thirty percent (30%) of the members of the club. This petition shall be read at the next regular meeting. A three-fourths (3/4) favorable vote of the voting membership of the club shall be required for adoption. The amendment will take effect after it is approved by the Student Association and the membership is notified.

Section 2. 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.

Section 3. Once passed, amendments and an updated constitution must be turned in to the Student Association Office and the Council Coordinator for review and approval.

**Article 9. Design Teams**

Section 1: The UB ASCE Student Chapter shall have four design teams that any member may participate in. These design teams are Concrete Canoe, Steel Bridge, Seismic Design, and Bridging the Gap Africa. The Project Manager(s) of each design team shall be nominated for election at least two (2) weeks prior to elections. The current
Project Manager(s) of the Steel Bridge Team and the Concrete Canoe Team shall conduct the election at a design team meeting of their members during the spring semester and prior to their regional conferences. The current Project Manager(s) of the Seismic Design Team shall conduct the election at a design team meeting of their members during the spring semester and at most two weeks after their national conference. The current Project Manager(s) of the Bridging the Gap Africa shall conduct the election at a team meeting of their members during the spring semester. The Project Manager(s) may only be elected by obtaining a fifty-one percent (51%) majority vote of the members in attendance at the design team meeting.

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 Managers 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). Project Manager nominees cannot be elected if they are absent.