This Constitution is the Approved and Official Constitution for:

Club Name: **American Society of Mechanical Engineers (ASME)**
From the **Engineering** Council
Number of Pages: 
Date Approved: **5/10/17**

**Club Officer**
Position: **Vice President**
Name: **Joshua Abraham**
Signature: **Joshua Abraham**
Date: **5/04/17**

**Council Coordinator**
Name: **Tanahy Escamilla**
Signature: **Tanahy Escamilla**
Date: **5/08/17**

**Student Association Vice President**
Name: **Gina Nasco**
Signature: **Gina Nasco**
Date: **5/2/17**
Club Constitution

Article I. Name of Club
The name of this organization shall be known as the American Society of Mechanical Engineers, University at Buffalo Student Chapter, or informally known as UBASME.

Article II. Purpose of Club
The purposes and objectives of this club are as follows:

1. To develop engineering project team skills through the design, construction and financial budgeting of engineering project(s).

2. To represent the University at Buffalo School of Engineering and Applied Sciences (SEAS), and the University at Buffalo on both the local community, and national levels. This may include, but is not limited to:
   a. Participation in national project competitions (such as ASME Human Powered Vehicle and Solar Splash).
   b. Local community service (such as Buffalo Museum of Science and food drives).
   c. Attendance at regional and national competitions or conferences (such as ASME of other organizations).

3. To promote school spirit through on-campus involvement (such as UBSpirit Week, and Engineering Week).

Article III. Qualification of Membership
Section 1: Any undergraduate student of the University at Buffalo may become a Non-voting member of the club. This club honors the Student Association full participation policy of undergraduate students.

Section 2:
Voting Member
1. Only undergraduate University at Buffalo Students may be voting members of the club.
2. In order to become a voting member one must attend:
   a. 25% General Body meeting(s)

Honorary Member
3. Reserved for community or industry members who are not affiliated with the University at Buffalo, but who assist the chapter in obtaining those goals outlined in Article II, and exemplify the ethics outlined in the ASME International Code of Ethics of Engineers.

Non-Voting Member
4. A non-voting member is someone that remains on our emailing list but does not meet the requirements to participate in an election. These members are able to attend the project meetings or general body meetings, but are unable to vote in an election.

Article IV. 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: Elected Positions

1. President
   a. Run the general meetings.
   b. Submit agenda to secretary for distribution to members prior to each meeting.
   c. Set club goals.
   d. Attend all mandatory SA meetings.
   e. Develop ASME Buffalo Parent Chapter relations.
   f. Interact with ASME International representatives.
   g. Meet at least once a semester with the club’s faculty advisor.
   h. Communicate actively with the Engineering Club Coordinator.
   i. File all required SA and ASME International paperwork.
   j. Help Treasurer with budget proposals.
   k. Approve purchases.
   l. Approve projects.

2. Vice President
   a. Fill in for President at any general or SA mandatory meetings in the event of the President’s absence.
   b. Reserve meeting space when necessary.
   c. Organize on-campus fundraising events (Athletics events, etc.).
   d. Act as liaison between ASME Buffalo Parent Chapter and local chapter.
   e. Develop community service projects for club (may appoint Community Service Chair).
   f. Review bi-weekly project reports submitted by all project leaders.

3. Treasurer
   a. Fill out necessary purchase requests forms.
   b. Help President approve expenditures.
   c. Keep club budgeted appropriately to complete projects and goals for that year.
   d. Develop fundraising options (may appoint Fundraising Chair).
   e. Fill out and defend budget proposal each year for SA funding.
   f. Develop sponsorship opportunities (may appoint Sponsorship Chair).
   g. Attend SA Senate meetings to defend proposals.
   h. Write or delegate writing of proposals for all sponsorship opportunities.

4. Secretary
   a. Keep record of club activities such as meetings and events to be turned in to SA via Track Sheets.
   b. Distribute President’s agenda to members prior to each meeting.
c. Create and maintain club email list for announcements and information.
d. Develop and maintain club webpage (may appoint Webmaster if one was not voted upon at previous year’s election).
e. Keep meeting minutes as official record of meeting proceedings, and hand in to SA along with Track Sheets.
f. Help Treasurer and President in correspondence with other organizations and people.
g. Amend the club constitution when necessary as outlined in Article VI.

Section 3: Appointed Positions

Appointed positions may include, but are not limited to: Webmaster, Community Service Chair, Fundraising Chair, Membership Recruitment Chair, Printer operators, Social media chair and Project Leads. A person may hold more than one appointed position subject to a 2/3 approval vote of the general voting membership.

Article V. Government

Section 1: Meetings

1. There are two types of meetings:
   a. General membership meetings (can also be referred to as “General Body Meetings”)
   b. Special meetings

2. General membership meetings:
   a. President has control over meeting proceedings.
   b. Atmosphere should be informal, but on topic and task (Robert’s Rules of Order are not necessary).
   c. There must be a meeting announcement in advance, and an agenda provided by the President, distributed to the general members (or put on the internet to view).
   d. Any member may call for a “return to agenda” if the discussion turns to side topics, in order to bring the discussion and meeting back in line with the agenda topics.
   e. General body meetings shall occur at a minimum, once every four weeks, and must consist of at least ten members of the club.
   f. At the start of each general body meeting, a recap of all recent club events should be given, as well as a progress report on all active projects.
   g. Elections and amendments will be done at general body meetings, the students will be notified beforehand for this event.

3. Special meetings
   a. Project meetings
      i. During these meetings project leaders are in charge and maintain the order and schedule of the meeting. These are to work on the project at hand and develop engineering skills.
      ii. These can occur as frequently as the project leader deems fit.
   b. E-board meetings
      i. Consist solely of e-board members. So long as three of the four e-board members are present, then quorum for this meeting will be met.
c. Project update meetings
   i. These meetings include just project leaders and E-board members. During these meetings the project leaders update the E-board on the standing of the project, and any changes. Project leaders may also request parts for their project at this time.

4. Quorum for special meetings must be 2/3 of the average voting membership
   a. Quorum must be met for all meetings pertaining to elections and appointment of positions in order for position to be valid

Section 2: Elections

1. Any full-time undergraduate student in academic good standing attending the University at Buffalo who has been an active member of the club for at least one semester is eligible to run for an elected position. An active member is defined as coming to at least half of club general body meetings, and participating in at least one project. The requirement for academic good standing is defined by the University at Buffalo.

2. Officer elections will take place before the second week in April during the academic year.
   a. In the event an election has taken place after the last day of classes of the spring semester, the officers who were elected will remain as the officers for the summer, however, a new election must take place by the first of October of the upcoming fall semester.

3. A nomination period at the discretion of the Club.
   a. Candidates may be nominated for multiple positions only if the club approves this prior to the nomination period beginning

4. The election will preside in this order:
   a. President
   b. Vice-President
   c. Treasurer
   d. Secretary
   e. * The President, Vice President, and Treasurer must be separate people, and cannot fulfill any other elected position in the club.
   f. * The President and Treasurer cannot also be primary project leaders, or any other appointed position in the club.

5. The candidate will be elected based on most votes received. Therefore there will be no run-off votes.

6. Students running for elected positions shall be able to run for another position in the event of their non-election. For example, if someone runs for president and is not elected, they are then able to run for vice president. This may only occur once per person, per election.

7. The newly elected E-board will take office after the last day of classes of the spring semester of that year. New officers shall shadow and be trained by the previous year’s officers for a period of at least one month prior to taking office.

Section 3: Impeachment/Removal Process

1. Grounds for removal of an officer are as follows:
   a. Violation of the Undergraduate Student Association(SA) policies
b. Violation of the rules and regulations set forth in the current University student rules and regulations

c. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club

d. Failure to uphold the provisions of this constitution and bylaws

2. The procedure to call for removal are as follows:
   a. The Club must notify their Council Coordinator as well as the Student Association Elections and Credentials Chair
   b. A petition with at least fifty percent of the clubs voting membership signatures must be submitted to an executive board officer
   c. The officer will call a special general body meeting which will occur one week after the petition has been submitted. This meeting does not require a written agenda.
   d. At this meeting the charges against the offending officer will be presented, as well the offending officer will present their defense either in person or in writing.
   e. At the same meeting, the voting membership with a four-fifths (4/5) majority vote shall decide the removal of the offending officer
   f. If the offending officer is removed, the guidelines in this constitution under officer vacancy are to be followed
   g. All documentation regarding the removal of the offending officer must be submitted to the Student Association administration for further review

Section 4: Resignation/Vacancy of Office

1. In the event an officer wishes to resign:
   a. The resigning officer must inform the current executive board
   b. The resigning officer must inform the Student Association administration so that officer information can be updated

2. In the event an officer position becomes vacant:
   a. If the President position becomes vacant, such vacancy shall be filled by the Vice-President for the remainder of the school year.
   b. If a vacancy occurs for the position(s) of Vice-President, Treasurer, and/or Secretary two options can be followed:
      i. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections. It should be noted that current officers are allowed to run for the vacant position.

      OR

      ii. The President may appoint the new officer with the approval of the voting membership

      1) The nomination process will be as follows:
         a) The President appointment must be a voting member of the Club
         b) The President will call a special meeting within a week of the announcement of the appointment Quorum must be met
         c) The appointed position must gain at least fifty percent of the voting membership’s approval
d) Upon approval the appointed position will be effective immediately

e) Upon disapproval the guidelines for a special election will be followed

Article VI. Amendments

1. If a voting member wishes to amend the club constitution, they may bring their amendment to the executive board, which will then follow the amendment procedure outlined in Article VI, subsection 2.

2. If an amendment is proposed, the executive board shall put the proposed change to a vote. If after a vote 3/4 of the E-board is for a proposed constitution change, the updated document shall be brought to the next general meeting for ratification from the club members.

3. Amendments that the club members feel should be added to this document may be added here upon a 2/3 vote of the voting membership at a general meeting in which 2/3 of the average general meeting attendance is present.

4. Once the constitutional amendment has been voted on and approved by at least 2/3 of voting club members, the amendment shall immediately put into effect after SA approval.

5. 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

6. Once passed, amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.