

Constitution for the American Society of Civil Engineers Student Chapter at the University of South Florida – Tampa Campus

ARTICLE I. NAME

The name of this organization shall be the American Society of Civil Engineers Student Chapter at the University of South Florida-Tampa hereafter referred to as USF-ASCE.

ARTICLE II. PURPOSE AND GOALS, and AFFILIATION

The objective of this Chapter shall be to encourage the development of a professional consciousness, to afford an opportunity for 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 professions. Members of this organization shall also be given the opportunity to gain practical and technical experience through hands-on engineering projects such as the Annual Southeast Student Conference engineering competitions. The Chapter will also serve as a community service minded organization by participating in local community service activities in order to help make the community a better place for all.

Organization affiliation(s) are: ASCE Florida Section, ASCE West Coast Branch of the Florida Section and ASCE Nationals.

Article III. Membership and Qualifications

A. Requirement for membership

Only undergraduate and graduate students currently enrolled at the University of South Florida- Tampa campus are eligible for membership. 100% of active membership must be USF- Tampa students and open to all students. Associate members may be USF faculty, staff, or alumni and spouses and domestic partners of student members. These associate members shall not be given the rights and privileges of active USF students including but not limited to voting rights, use of facilities, or equipment, and/or benefits from student-funded resources.

B. Length of Term for membership

Membership will take effect when an interested party confirms membership on the organization roster. Active membership continues for one (1) academic school year or until an individual has been removed by the organization. Associative membership continues until either the individual withdraws or has been removed by the organization.

C. Requirements for continued membership

Members are required to uphold the objectives, purpose of the organization, and to comply with University policies. They must also be currently enrolled students. These are the only

requirements for membership.

D. Specifications for removal of members from the group

If any member fails to uphold the purpose and objectives of the organization, does not meet membership requirements, or does not comply with University policies, he/she may be held accountable and in jeopardy of losing their membership. Reason for removal of member must be presented to the Executive Board. Written notification shall then be presented with reason for removal to the member in question. The member in question has the right to speak to the Board on their own behalf. Then, a vote is taken and he/she may be removed by a 2/3's vote of the Executive board.

E. Voting Rights

Only Active USF - Tampa students in the organization have voting rights. Non-USF-Tampa students do not have voting rights.

ARTICLE IV. DUES/FEES

No local dues, fees, assessments, donations, or other charges are levied for membership.

ARTICLE V. QUORUM

A quorum shall be composed of 50% + 1 of current, active voting members. Quorum must be present for any vote to take place on organization issues or amendments to this constitution.

ARTICLE VI. OFFICERS

- A.** The required officer positions include: President, Vice President, and Treasurer. These officers are elected to serve a one (1) academic school year term. These positions are included in the Executive Board. Optional officer positions may be created by a majority vote of the Executive Board to serve the organization. Optional officers are elected to serve a one (1) academic school year term. The duties and titles of these offices will be created and established in the organizational bylaws.
- B.** The optional officer positions include: Director of Activities, and Secretary. These positions are included in the Executive Board. Optional officers are elected to serve a one (1) academic school year term.
- C.** An Executive Board comprised of Officers will govern the activities of the organization, and the specific duties of the Officers will be as follows:
 - i.** The **President** shall preside over meetings, oversee organizational functions, and act as a primary University liaison. President is also responsible for all day to day operations of the chapter. This includes being informed and overseeing all financial transactions that take place. The President is responsible for working in conjunction with the current

Treasurer in writing up the upcoming year's fiscal budget for the chapter. Also, the President is responsible for attending the meetings necessary hosted by the West Coast Branch of ASCE or the Florida Section of ASCE. The President is to adhere to and enforce the Constitution of the chapter. The President is to assist the Executive Vice-President in contacting companies for sponsorships, chapter meetings, and career fairs. The President is in charge creating committees, appointing their chair positions, and approving Captains for all design competitions such as but not limited to Steel Bridge and Concrete Canoe.. The President should also aid the Director of Activities and help coordinate the Annual Spring Banquet.

- ii.** The **Executive Vice-President** is second in charge behind the President. The Executive Vice-President is to help the President in all aspects of his or her official duties and preside over the organization in the President's absence. The Executive Vice-President is responsible for contacting companies for sponsorship, chapter meetings, and career fairs. The Executive Vice-President is to organize the fall P.E. Review.
- iii.** The **Treasurer** shall receive, dispatch, and keep accurate records of all financial matters regarding the organization. The Treasurer must submit the organization's annual budget to Student Government for A&S allocation and do so on time. The Treasurer is responsible for all day to day operations of the bank accounts of the chapter and maintaining the Treasurer reports. The Treasurer must make sure the budget is being adhered to and all areas of the budget are being kept in line. The Treasurer is responsible for ensuring that the President is kept informed of the Chapter's finances at all times. The treasurer should obey all Student Government and USF Federal Credit Union policies. Also, purchases and reimbursements should be made with the consent of the President. Any other responsibilities, the treasurer will be asked by the President to handle.
- iv.** The **Secretary** of the chapter is responsible for the Annual Report due to National ASCE every year and is to make sure it is sent on time. The Secretary is to keep minutes at all administrative meetings. The Secretary is responsible for sending thank you letters and receipts (provided by the Treasurer) to sponsors. Any other responsibilities, the secretary will be asked by the President to handle.
- v.** The **Director of Activities** is to ensure all social, recruitment, and community service activities/events are organized and planned out before an event occurs. This includes ordering enough food, drinks, etc. for Chapter Meetings. The Vice-President of Activities is also responsible for organizing the Annual Spring Banquet in conjunction with the President and the Banquet Committee if one is formed. The Vice-President of Activities is also granted administrative privileges for the ASCE-USF social media outlets used to advertise and communicate with. Any other responsibilities, the Vice-President of Activities will be asked by the President to handle.

- D. All USF-Tampa students who are registered members of the organization must be allowed to run for an E-Board/Officer position regardless of college/major.
- E. Committees may be created as necessary by the President for specific events and projects not to last longer than the current officer term. Each committee will have a chair, as appointed by the President. Any member or officer may be selected as a committee chair. Any number of members may be on a committee.

ARTICLE VII. ELECTION OF OFFICERS

- A. The elections for officers for the forthcoming year will take place in the spring semester no later than two weeks before finals. Any student member may campaign or be nominated for any position on the Executive Board.
- B. The President must notify members of the election timeline and nomination process at least two weeks prior to the elections meeting. Nominations may be sent in advance to the President or taken during the election meeting.
- C. Nominees shall be given time to present themselves during the election meeting. Members of the organization may ask candidates relevant questions to their position. Discussion may occur after the questioning period. Voting shall commence afterwards.
- D. Elections will be conducted by ballot. The candidate for each office receiving a majority vote of members present at the elections meeting will be considered the victor. If no candidate receives a majority vote, then there will be a run-off between the two candidates with the most votes. The candidate who receives the most votes will be the victor. If a tie still remains, the highest ranking outgoing officer not involved in the run-off will make the final decision. No member can be elected to more than one position on the Executive Board at one time.
- E. New officers take office at the last general body meeting of the semester in which the elections take place and remain in office until the next election.
- F. If a position remains unfilled after the elections process, the newly elected President will appoint a member to the position or re-assign duties to another officer.
- G. In the event that a required officer position becomes vacant, an election to fill that position will automatically occur. In the event the President's position is vacated, the Vice President takes on the interim responsibilities of the President until the next election cycle. All other vacant officer positions will be nominated by the membership and voted on in accordance with Article VII. In this case, the victor will take office immediately following the election and will fulfill the term of the officer that is being replaced.

ARTICLE VIII. REMOVAL OF OFFICERS

- A.** If an officer fails to maintain enrollment in the University, he or she shall resign immediately.
- B.** If it is believed that an officer fails to uphold the purpose and objectives of the organization, to fulfill the duties of the office, to meet membership requirements, or comply with University policies, he or she may be removed from office. Any member of the organization may exercise the options in this article for removal of officers. One option is a petition signed by at least half of the voting membership or Executive Board requesting his or her removal. The petition must be verified for validity by the Executive Board if signed by the voting membership or the organization advisor if signed by the Executive Board. A second option is to bring forth a vote of 'no confidence' and written rationale to the Executive Board. A copy of the 'no confidence' written rationale must be submitted to and verified by the organization advisor. Either option must be presented at a general meeting or Executive Board meeting depending on the origin. The officer in question must receive at least two written notifications. Then, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.
- C.** The Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be heard. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.
- D.** Removed officer positions will be filled in accordance with Article VII G.

ARTICLE IX. ADVISOR(S)

- A.** A full-time USF faculty or staff member or graduate student assistant advising as part of their position responsibilities will serve as Advisor to the organization.
- B.** Nominations for Advisor will take place within the Executive Board. An Advisor will be chosen within two weeks of a vacancy. The Executive Board will choose the advisor by a majority vote and invite him/her to serve as Advisor for the academic year.
- C.** During officer elections, the organization will vote on whether to continue the advisor appointment or not. The vote must be a majority of those voting in order to retain the Advisor for the next academic year.
- D.** The duties of the Advisor include: meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and USF policy.
- E.** The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed.
- F.** If an Advisor steps down, is removed, or is not re-appointed, the Executive Board will follow the process stated in Article IX, B.

ARTICLE X. MEETINGS

- A.** The President and Executive Board shall determine the time and place of General meetings by majority vote. The Executive Board shall determine the frequency, time and place to meet for Executive Board meetings by majority vote. Members shall be notified with reasonable notice of the time and place before a meeting occurs.
- B.** Special meetings may be called upon by any Executive Board member or Captain and require at least 48 hour notice to all members.
- C.** The officer transitions meeting will be held within at least 2 weeks following the election of new officers.

ARTICLE XI. RULES OF ORDER

Meetings shall be run according to Robert's Rules of Order. Robert's Rules of Order will be used in instances not covered in this constitution.

ARTICLE XII. AMENDMENTS

- A.** Amendments to the constitution shall be submitted by members of this organization to the Executive Board in writing for consideration.
- B.** Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any vote on changes in the constitution.
- C.** A two-thirds vote of members present will be required for adoption.
- D.** Amendments are subject to the approval of the Center for Student Involvement.

ARTICLE XIII. ANTI-HAZING CLAUSE

"This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:

"Hazing" as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person's willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the

mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.”

ARTICLE XIV. ORGANIZATION AGREEMENT

The organization agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, the organization agrees to abide by all Center for Student Involvement policies as outlined in the student handbook, to check the organization’s mailbox regularly, to communicate via email upon request, and to update the organization’s records whenever there is a change.

If this organization applies for funding through the Activity and Service funding process within Student Government, this organization agrees to abide by all Student Government policies.

Approved, signed and dated by:

03-26-2015

Franki Vallejo, President

Date