

**Constitution of**  
**The American Society of Civil Engineers**  
**The University of Akron**

**2011**

*Revised date: April 19, 2011*

**ARTICLE I – NAME**

The official name of this organization shall be the American Society of Civil Engineers.

**ARTICLE II – PURPOSE**

The purpose of this organization shall be to promote the advancement of civil engineering by fostering the close association of students with the engineering profession and the Society; to acquaint students with topics of interest in civil engineering through the medium of competent speakers and of Chapter-sponsored trips; to foster the development of professional spirit, to promote the common interests among students and to encourage the expansion of facilities for civil engineering study.

**ARTICLE III – MEMBERSHIP**

- A. Any undergraduate or graduate student enrolled at and in good standing with the University of Akron shall be eligible for membership in the Chapter, and may become a member of the Chapter upon filing an appropriate application with the Vice President of the Chapter and upon payment of Chapter fees and dues.
- B. To remain as a member in good standing of ASCE at The University of Akron an individual is required to fulfill a mandatory service period, in addition to the payment of the current dues for that academic year. The service time must be equal to or in excess of five hours in each academic semester. Competition team involvement does not count as service hours. In cases of geographical restriction due to co-op a student maybe exempt from service hours in a particular semester,.
- C. Voting membership is restricted to matriculated, currently enrolled students,

faculty, and staff at The University of Akron.

- D. Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, age, gender, disability, veteran's status, or sexual orientation.

#### **ARTICLE IV – OFFICERS & NON-OFFICER ELECTED POSITIONS**

- A. The elected officers of the chapter shall consist of a President, Vice President, Secretary, Treasurer, Publicist, Recruitment Head, and the Regional Competition Committee Chairperson. The elected non-officers of the chapter shall consist of the Web Master, Outreach Chair, Meeting Coordinator, Fundraising Chair, Social Events Coordinator, and the Photographer.

- B. The powers and duties of the officer shall be:

1. The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent upon such office. The President shall also set up a regular meeting time with the Faculty Advisor and develop an agenda for all meetings. The President shall handle relations with other ASCE districts, sections, chapters, and all other public relations. The President shall report his or her past and future activities at all meetings. The President also sits as a permanent member of the Regional Competition Committee. The President shall oversee the Recruitment Chair.
2. The Vice President shall assist the President and shall assume the duties of the President when he/she is temporarily unable to discharge the duties of his/her office. The Vice President shall oversee the Meeting Coordinator. The Vice President shall report his/her past and future activities at all meetings. The Vice President also sits as a permanent member of the Regional Competition Committee. The Vice President shall organize the Annual High School Model Bridge Competition. The Vice President shall record each members dues and service hours for current year.
3. The Secretary shall keep a record of all transactions of the Chapter, and conduct all essential correspondence for the Chapter. The Secretary shall keep a roll of the current members of the Chapter and a roll of past Chapter members. The Secretary shall also take

roll at every meeting and take minutes at every meeting. The Secretary shall submit an annual report to the National American Society of Civil Engineers Organization.

4. The Treasurer shall take charge and responsibility of all funds belonging to the Chapter and shall be prepared to render an account of Chapter funds at each meeting. The Treasurer also sits as a permanent member of the Regional Competition Committee. The Treasurer shall oversee the Fundraising Chair.
5. The Publicist shall advertise events by E-mail and/or posting flyers around the University of Akron. The Publicist is also responsible for writing articles for the Alumni News Letter and current web articles.
6.  
The Regional Competition Committee Chairperson (RCCC) shall be in charge of the day to day planning of the Regional Competition, including logistics, lodging, registration, etc. The RCCC shall be listed as the primary contact for the competition. The RCCC must work as a member of Regional Competition Committee with the President, Vice President, Treasurer, and both Steel Bridge and Canoe Team Captains.
7. The Web Master shall keep the website current.
8. The Photographer shall be present at major ASCE events to take pictures for the website and annual report.
9. The Social Events Coordinator shall plan and carry out different chapter events through out the year. Ex. Tailgates, Freshman Bowling Night. The Social Events Coordinator shall make relations with other student groups on campus and plan events with these groups. The Social Events Coordinator will report to the President.
10. The Fundraising Chair shall plan and carry out fundraising events to support the ASCE Student Chapter. The Fundraising Chair will also be responsible for seeking financial and material support from local companies and alumni. The Fundraising Chair will report to the Treasurer.

11. The Meeting Coordinator shall inform members of upcoming meetings and organize general meetings by inviting professionals to speak. The Meeting Coordinator will report to the Vice President.

12. The Recruitment Head shall reach out to students and encourage participation in the organization. The Recruitment Head must go into engineering classes to explain what our organization is about and to inform the classes of upcoming events. The Recruitment Head will oversee the Freshman Liaison and will report to the President.

13. The Outreach Chair will fulfill any duties related to the organization and execution of service learning events. The Outreach Chair will report to the Faculty Advisor.

C. Nomination and Election of Officers:

1. To qualify to be an officer of the organization, a student must be matriculated, and currently enrolled at the University of Akron and a current member of ASCE in good standing.
2. Members of the Chapter shall take nominations from the floor. Nominations shall take place the meeting prior to the last regular meeting of the closing year. Elections shall take place at the last regular meeting of the closing year.
3. Members shall cast their vote by oral voice or by single ballot, either paper or electronic, listing positions and nominees.
4. The candidate(s) receiving a majority affirmative vote will be declared the winner and will take office the following semester.
5. The terms of elected officers shall not be more than one academic year and no less than one semester, until succeeding officers have been duly elected.

D. Should an elected office become vacant before the expiration of its term, the remaining officers shall call an election to fill the vacancy.

E. Impeachment charges can be brought against any officer for failure to fulfill duties set forth in Section B, as determined by the Executive Committee.

- F. Impeachment proceedings may be enacted upon a majority vote of the active membership.
- G. If an impeachment proceeding is voted to occur, the following procedures will be followed:
  - 1. The officer in question shall be notified of the charges in writing by the executive committee.
  - 2. A special meeting open to all active members to discuss the charges where all parties are allowed to respond.
  - 3. If a decision is made to proceed, a vote shall be taken requiring a majority vote of all active members for removal of the officer.
  - 4. The remaining officers shall call an election to fill the vacancy.

## **ARTICLE V – ORGANIZATIONAL STRUCTURE**

- A. The Executive Committee shall consist of the following persons:
  - 1) Faculty Advisor
  - 2) President
  - 3) Vice President
  - 4) Treasurer
  - 5) Secretary
  - 6) Steel Bridge and Concrete Canoe team Captains
  - 7) RCCC
  - 8) Recruitment Head
- B. The Executive Committee shall be responsible for the supervision, direction, and control of the Chapter. The Executive Committee shall manage the affairs of the Chapter in accordance with the Chapter's governing documents.
- C. Other committees of the organization and their duties shall be:
  - 1) Regional Competition Committee
    - a) The duties of the Regional Competition Committee shall be to assist the Regional Competition Committee Chair in planning and

executing the trip to Regional Competition each year.

#### **ARTICLE VI – FACULTY ADVISOR**

- A. In order to qualify to be the Faculty Advisor, the individual must be a full time faculty or staff member or contract professional at The University of Akron. Final approval of the campus advisor(s) will rest with the Department of Student Life.
  
- B. The ASCE members will select the Faculty Advisor.
  
- C. The term of office for the Faculty Advisor will be for two year terms, beginning at the start of the fall semester.

#### ***ARTICLE VII – RULES OR ORGANIZATIONAL PROCEDURES***

- A. At least six (6) meetings shall be held each semester on a day set by the President as most suitable to Chapter members, speakers, and guests.
  
- B. The President shall have the authority to call special meetings.
  
- C. Members shall be notified of any special meetings. The Meeting Coordinator shall have the responsibility to notify members by e-mail and/or bulletin board postings.
  
- D. A quorum must be present to conduct business, and a quorum shall be one-half of the membership.

## **ARTICLE VIII – FINANCE**

- A. Annual dues and special assessments or fees shall be levied by a two-thirds vote of all Chapter members.
  
- B. The American Society of Civil Engineers shall manage its own finances in accordance with the rules and regulations prescribed by The University of Akron.

## **ARTICLE IX – AFFILIATION**

- A. The University of Akron's ASCE Student Chapter shall be affiliated with the ASCE Akron/Canton Section.

## **ARTICLE X – AMENDMENTS**

The following process must make all amendments to this constitution:

1. Proposals to amend the Constitution may be made by the officers or by written petition signed by at least four members.
  
2. The officers in one meeting preceding the vote shall read the amendment.

3. Any amendment to the Constitution shall be considered favored by the affirmative vote of at least two-thirds of the membership.

#### **ARTICLE XI – NONDISCRIMINATION CLAUSE**

The American Society of Civil Engineers shall not discriminate on the basis of race, creed, national origin, ancestry, gender, age, handicap, veteran status or sexual orientation in the selection of its members or in its programs unless federal or state laws allow for such exceptions.

#### **ARTICLE XII – STUDENT DEVELOPMENT CLAUSE**

The American Society of Civil Engineers shall maintain a current registration form including a list of officers, their addresses, the name of the Faculty Advisor, and the most recently amended constitution with the Associated Student Government.