ARTICLE I-NAME

 Section 1: Name

The organization referred to by this document shall be known as the Student Chapter of the Society for the Advancement of Material and Process Engineering at Colorado State University.

 Section 2: Authorization

Authorization of the establishment of this chapter has been given by the Society for the Advancement of Material and Process Engineering of North America.

ARTICLE II-STATEMENTS OF PURPOSE

 The purposes of this organization include:

ARTICLE III-MEMBERSHIP

 Section 1: Active Members

Active membership is open to all Colorado State University students with the right to vote and hold office. Active member status requires both that he/she is a matriculated student at Colorado State University and that he/she has submitted a completed SAMPE application along with the required SAMPE membership fee to the SAMPE Office.

 Section 2: Associate Members

All others besides matriculated Colorado State University students may hold associate membership status after submitting a completed SAMPE application and required SAMPE membership dues to the SAMPE office. Associate members may not vote or hold office.

 Section 3: Alumni Members

Alumni membership is open to former Colorado State University Students who were members of this organization. Alumni members may not vote or hold office.

Section 4: SAMPE Professional Members

SAMPE professional members such as faculty, staff, or industrial professionals are eligible to attend meetings, seminars and trips. SAMPE professional members may not vote or hold office.

 Section 5: Membership Enrollment

This organization shall have a minimum of four North America SAMPE student members to be considered in good standing and be eligible for participation in the North America student chapter programs.

Section 6: Membership Rules of Order

All members shall be expected to conduct themselves in an honest, ethical and cooperative manner that promotes the Statements of Purpose enumerated in Article II.

All members must provide a current mailing address, email address, and phone number to the Treasurer.

As a recognized student organization at Colorado State University, our organization shall not deny membership to any student on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

 Section 7: Removal of Members

Any member may be removed for neglecting to maintain an active membership in North American SAMPE, for violating the rules of order described in Article III, Section 6, or for not attending this organization’s meetings consecutively for one year.

Section 8: Member Removal Procedure

* A majority vote by the attendees of any scheduled meeting will decide if the member in question will be given written notice that his/her membership will be revoked, using the member’s provided mailing or email address. If written notice of membership revocation is given, the member will have thirty days to respond to the notice either in writing or at a specially scheduled meeting whose time and place will be determined by all officers.
* If the member elects to hold such a meeting, he/she will be given fifteen minutes to respond to the notice, after which another vote will be taken by all attending members eligible to vote. Any member may attend this meeting. A majority vote of the eligible members will determine whether the membership will be revoked. In the case of a tie, the President’s vote shall determine the outcome of the vote. The revocation shall take place immediately if decided upon at this point.
* If a written response by the potentially revoked member is given, upon receipt of the response, the issue of revocation will be addressed at the next scheduled meeting. A copy of the written response will be provided for all attending voting members to read. After the response has been reviewed, the attending members who are eligible to vote will vote with a majority deciding whether the membership will be revoked. In the case of a tie, the President’s vote shall determine the outcome of the vote. The revocation shall take place immediately if decided upon at this point.
* If a response from the effected member is not received by the end of thirty days after the notice is given, the revocation of that person’s membership will be effective immediately.
* Once a membership is revoked, a new membership will only be allowed at the discretion of the active president.
* The effected member shall not be allowed to vote on whether to revoke his/her membership at any point in the process described in this section.

ARTICLE IV-ELECTED OFFICERS

 Section 1: Officers and Officer Descriptions

* President-The duties of the President include planning and leadership of the chapter meetings and communications with the sponsoring chapter. The President will also provide a liaison between the SAMPE Office and the student chapter.
* Vice President-The duties of the Vice President include organizing chapter activities such as field trips, speaker meetings, seminars and travel, including advertising the same. The Vice President will chair meetings in the absence of the President.
* Treasurer-The duties of the Treasurer are to keep and maintain current records of the chapter finances, crate a yearly budget, to disburse money from and accept funds into the organization’s account, to reconcile the SOFA account at the end of the academic year, if applicable, and to generate a year end report.
* Secretary-The duties of the Secretary are to take minutes of the chapter meetings and to maintain current records of members, voting rights, and elected officers and committee members and chairs.
* There must be a minimum of two acting officers at any time.

Section 2: Officer Eligibility, Officer Election and Officer Resignation

* Any active member is eligible to be elected as an officer as long as he/she has and maintains at least a 2.25 GPA and is willing to attend at least one SLiCE officer orientation per year.
* The election of officers shall be conducted as follows:
	+ During any scheduled meeting in April, officer elections must be conducted. The officers shall decide at which meeting elections will be held. The event of officer elections must be announced to the membership at least one week prior to the holding of these elections. There must be at least three officers present at the officer elections.
	+ During the officer election meeting, any active member may request to be a candidate for any officer position.
	+ For each officer position, the candidates will be voted on by all eligible members by a show of hands. The candidate with the most votes will be elected to that officer position.
	+ The new officer will assume his/her duties on June 1st of the year in which the elections were held, and the position will be held until May 31st of the following year.
	+ In the event of a tie, the tied candidates will be voted on again only by the current officers attending the officer elections. A majority of a show of hands in this vote will determine the new officer.
	+ In the event of another tie, the new officer will be determined by the current President.
* In the event that an officer wishes to resign, an announcement shall be made at a scheduled meeting by the resigning officer of his/her intentions to resign. Special elections to replace the officer will be conducted at the following scheduled meeting with an announcement of the upcoming election given by the President at least one week before the held election. This election will be conducted in the same manner as the regularly scheduled elections described in this section.
* If the resigning officer acts in accordance with the preceding procedure, then resigning as an officer will not jeopardize his/her membership status. If the preceding procedure is not followed by the resigning officer, membership revocation may be considered. Membership revocation regarding the resigning officer may also be pursued by the active membership for either violating the Membership Rules of Order, or for neglecting the officer’s appointed duties.
* Upon the formation of this organization, the Advisor shall appoint officers who shall remain in their positions until normally scheduled elections are conducted in the first following April.

Section 3: Removal of Officers

* Officers may be removed from office independently from the status of their membership if it is determined that they have violated the rules of order specified in Article III, Section 6, or have neglected their duties as outlined in Article IV, Section 1.
* At any scheduled executive board meeting, any officer may be impeached upon a majority vote by hand of the remaining officers. A vote to impeach will serve as notice of removal from office for the effected officer.
* Once the notice of removal is given, the officer will have thirty days to respond to the notice either in writing or at a specially scheduled meeting whose time and place will be determined by all remaining officers.
* If the officer elects to hold such a meeting, he/she will be given thirty minutes to respond to the notice, after which another vote will be taken by all attending members eligible to vote. Any member may attend this meeting. A majority vote of the eligible members will determine whether the officer position will be revoked. In the case of a tie, a majority vote of the remaining officers is needed for removal from office. The removal from office shall take place immediately if decided upon at this point.
* If a written response by the officer in question is given, upon receipt of the response, the issue of removal will be addressed at the next scheduled meeting. A copy of the written response will be provided for all attending voting members to read. After the response has been reviewed, the attending members who are eligible to vote will vote with a majority deciding whether the membership will be revoked. In the case of a tie, a majority vote of the remaining officers is needed for removal from office. The removal from office shall take place immediately if decided upon at this point.
* If a response from the effected officer is not received by the end of thirty days after the notice is given, the revocation of that person’s position will be effective immediately.
* Special elections to replace the officer will be conducted at the first scheduled meeting following his/her removal with an announcement of the upcoming election given by any of the remaining officers at least one week before the held election. This election will be conducted in the same manner as the regularly scheduled elections described in Section 2 in this Article.
* Once an officer position is revoked, the effected member will only be allowed to become a candidate for a new officer position at a scheduled election and at the discretion of the current President.
* The effected member shall not be allowed to vote on whether to revoke his/her officer position at any point in the process described in this section.

Section 3: Officer Vacancy

Should there be no candidates for an officer position during an officer election, the duties of that officer shall be shared among the remaining officers. At any time that a candidate presents himself/herself for a vacant officer position and at least three officers are present, an election will be held in accordance with Section 2 of Article IV. An officer who is elected to fill an officer vacancy will hold the position until the next occurring May 31st.

ARTICLE V: MEETINGS

 Section 1: General Meetings

General meetings shall be held at least once a month with the time and place determined by the officers and announced to the membership by the officers. A scheduled event may also constitute a general meeting. All members may attend these meetings.

 Section 2: Executive Board Meetings

Executive board meetings shall be held once a month with the time and place determined by the officers. This meeting must be attended by a majority of the elected officers. Only elected officers and the advisor may attend these meetings.

ARTICLE VI: ADVISOR

 Section 1: Qualifications

The advisor must be a CSU faculty or staff member or graduate student with a consent form from their academic advisor who has an interest in serving as an advisor. The advisor will be provided a complimentary membership by SAMPE if he/she does not have one already.

Section 2: Election

* The election of the advisor will take place in the same manner and at the same time as the election of an officer described in Article IV, Section 2. Once elected, the advisor shall hold the position for one year from June 1st to May 31st.
* Upon the formation of this organization, the Advisor shall be Dr. Donald Radford until normally scheduled elections are conducted in the first following April.

Section 3: Resignation

In the event of an advisor resignation, the election of a new advisor will be held in accordance with the procedure described in Article IV, Section 2 to elect a new officer.

 Section 4: Duties

* The advisor is responsible for seeing that the student chapter remains in good standing and shall report the status of the student chapter and the names of the elected officers between July 1 and October 1 of each calendar year.
* The advisor may not vote but can offer advice to the organization.

ARTICLE VII: AMENDMENTS

* An amendment of the constitution may be proposed by any active member by submitting the amendment in writing to the officers at least one week prior to the next scheduled general meeting.
* At this next general meeting the constitution may be amended by the proposed amendment by a two-thirds hand vote of the active membership.

ARTICLE VIII: FINANCIAL STRUCTURE

 Section 1: Record Keeping

* The Treasurer is responsible for keeping and maintaining one set of the current records of the chapter finances and for receiving funds into or disbursing money for chapter expenses from either the SOFA account or the independent financial account in the organization’s name.
* The records describing the receiving or disbursing of funds from either account must be provided by the Treasurer to any member of the organization within one week of the member’s request for information.
* Any financial records requested by another officer must be provided by the Treasurer within one week of the request.
* In the event that the position of Treasurer is vacant, every officer authorized to fulfill a request for information must do so in the manner described in this section

Section 2: Signature Authorization

* All officers must provide their signatures to SLiCE during registration of the organization.

 Section 3: Liability

Organization members may be held personally liable for any financial commitments, both verbal and written, made in the name of the organization if the organization is unable or refuses to remit payment for an outstanding debt.

 Section 4: Deposition of Funds

Funds received by the organization intended for the SOFA or the organization’s independent account must be deposited into the appropriate account in a timely manner and no later than 60 days from the writing of a check. Amounts over $500 intended for the SOFA must be deposited in this account immediately.

 Section 5: Disbursement of Funds

All disbursements from any account in the organization’s name shall be made by a numbered check. All disbursements from these accounts must be made by the Treasurer or with written approval from the Treasurer in his/her absence.

Section 6: Budget

The Treasurer is expected to create a budget for the following fiscal year upon his/her election. This budget shall be completed by June 1st.

 Section 7: Year End Report

The Treasurer shall provide to the membership an annual balance sheet of the organization by June 1st of each year, showing the financial position of the organization.

 Section 8: Reimbursements

* Reimbursements from the SOFA account must follow the procedures and guidelines described by SLiCE for this type of transaction.
* Reimbursements from an independent account in the organization’s name require that permission from the Treasurer had been given prior to the purchase. Only purchases accompanied by a receipt for the requested amount may be reimbursed.

Section 9: Compliance of Financial Transactions with Colorado State University Policy and Colorado State Law

* All funds obtained from ASCSU, Flea Market, Colorado State University academic department, or any other funds obtained from the State of Colorado must reside in a Student Organizations Financial Account (SOFA).
* All funds residing in the SOFA account shall be used for transactions that support and enhance the educational and cultural nature of Colorado State University. Also, the SOFA funds may not be used for entrepreneurial business or for-profit businesses or commercial enterprises.
* Specifically, it is expressly prohibited to use funds from the SOFA for any activities prohibited by federal or State law, including, but not limited to, the following:

Colorado Revised Statue 1-45-117 provides, among other things, that state money cannot be used to fund political campaigns involving the nomination, retention or election of any person to any public office. The statue also prohibits the use of state money to urge electors to vote in favor of or against any state-wide or local ballot issue, referred measure or measure for recall.

The Constitution of Colorado, Article IX, Section 7 prohibits the expenditure of State funds for any sectarian purpose. An activity with a sectarian purpose would include, for example, the activities of worship, devotion, prayer, meditation, or a religious service.
* Self-generated funds (funds not received from ASCSU) will be expected to be spent during the current fiscal year (ending June 30) of which they were deposited. If funds were raised for an organizational event to be held during the next fiscal year, a formal budget must be on file with the SLiCE Office.
* Only an officer who is recognized by SLiCE as being authorized to disburse funds from the SOFA account may disburse any funds intended for the organization.
* Any disbursement of funds from the SOFA account must comply with any additional SLiCE requirements and guidelines for these disbursements

ARTICLE IX: COMMITTEES

* Each officer may select a committee to handle the activities or programs normally under the purview of that officer or outside the purview of any officer. The chairperson of each committee will be chosen by the supervisory officer and this chairperson will report regularly to this officer.

ARTICLE X: BYLAWS

Section 1: Amending Bylaws

* An amendment of the bylaws may be proposed by any active member at any scheduled general meeting.
* At this general meeting the bylaws may be amended by the proposed amendment by a majority hand vote of the active membership.