

Constitution
and
By-Laws
of
Student Chapter
of the
American Society of Civil Engineers
At Colorado State University

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Constitution

Of the

Student Chapter of the

American Society of Civil Engineers at Colorado State

University

Article I

Name and Objective

Section 1. "Name"

- a. The name of this organization shall be "The Student Chapter of the American Society of Civil Engineers at Colorado State University" and will be known as "ASCE at CSU" throughout.

Section 2. "Objectives"

- a. To encourage excellence in scholarship.
- b. To promote higher Professional standards in Engineering.
- c. To create a better spirit of cooperation between the student body, student organizations, faculty, and professionals in the surrounding communities.
- d. To bring students in closer contact with present engineering problems.

Article II

Conflict with National Organization

Section 1.

- a. In all cases of conflict between the Constitution and By-Laws of ASCE at CSU and those of the national organization, the Constitution and By-Laws of the national organization shall govern.

Article III

Membership

Section 1. "Membership Qualifications"

- a. Membership shall consist of Honorary members, undergraduates, graduate students, Associate members, and Alumni.
- b. Active membership is open to all CSU students with the right to vote and hold office.
- c. Honorary membership may be conferred upon such members of the faculty, as ASCE at CSU would deem eligible.

- d. As a recognized student organization , ASCE at CSU 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
- e. All recognized members may vote and hold office, except as noted in this Constitution.
- f. Associate members may not vote or hold office.
- g. Alumni members may not vote or hold office.

Article IV

Officers

Section 1. "Officer Positions"

- a. The officer positions of this organization shall be provided for in the by-laws, Article I, Section 2.

Section 2. "Elections and Duties of Officers"

- a. Elections and duties of the officers shall be such as provided for in the by-laws, Article I, Sections 1 and 3.

Section 3. "Removal of Officers"

- a. Should an officer need to be removed due to inactivity, negligence, or other action harming ASCE at CSU, he or she may be removed by vote by other officers. The officer in question then has seven days from given written notice to state his or her case with the other officers before votes are cast.

Section 4, "Advisor"

- a. The Advisor for ASCE at CSU must be a CSU Faculty, staff, or graduate student (with a consent form from their academic advisor) who has an interest in serving as an advisor.
- b. The advisor may not vote but is allowed to offer advice to the organization.

Article V

Meetings

Section 1. "When Meetings Occur"

- a. Regular meetings shall be held as provided for in the by-laws, Article IV.

Section 2. "How Meetings Will be Conducted"

- b. Meetings shall be conducted according to by-laws, Article IV.

Section 3. "What Constitutes a Quorum"

- a. One-half of the members shall constitute a quorum at general meetings or at special meetings called by the President.

Article VI

Amendments

Section 1. "Who Can Submit"

- a. Any member may suggest amendments to the Constitution and to the by-laws.

Section 2. "How to Ratify Amendment"

- a. The Constitution may be amended by a three-fourths vote of a quorum attendance at a regular meeting. An amendment to the Constitution shall be re-read and voted upon only at the meeting following its first reading.

Section 3. "When Voting For Amendments Can Occur"

- a. The by-laws may be amended by a majority vote of an attendance at a regular meeting or a duly called special meeting.

Section 4. "How to Ratify Amendments"

- a. The constitution can be amended by two thirds vote at a specified monthly meeting as described in Article V, provided that the amendment was submitted to the membership in writing one week prior to the meeting.

By-Laws

Of the

Colorado State University Student Chapter Of the

American Society of Civil Engineers

Article I

Election and Duties of Officers

Section 1. "Elections"

- a. Anyone may nominate person(s) for office(s).
- b. Officers shall be elected by a majority vote at the final meeting of the fall semester.
- c. Any appeals applying to election results will be submitted to current President before semester is over.
- d. Students have the right to vote and hold office, while associate/alumni members, who are faculty, staff, alumni, or community members, do not have the right to vote or hold office.

Section 2. "Eligibility of Officers"

- a. Officers must be active members of the chapter and pay necessary dues.
- b. Exception for faculty advisor(s) to chapter.
- c. Students must hold an officer position within ASCE at CSU for one full term prior in order to be eligible to run for President.

Section 3. "Officer Positions"

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Community Service Chairperson
- f. Fundraising Chairperson
- g. Conference Chairperson(s)
- h. Membership Chairperson
- i. Engineering College Council Representative
- j. Publicity Chairperson

- k. Webmaster
- l. Steel Bridge Captain(s)
- m. Concrete Canoe Captain(s)
- n. Concrete Toboggan Captain(s)
- o. Faculty Advisor(s)

Section 4. "Duties of Officers"

- a. Officers must carry themselves in a manner as to positively represent ASCE CSU.
- b. Preside at all meetings
- c. President
 - a. Organize and run all officer meetings.
 - b. Call special meetings as may be deemed necessary.
 - c. Shall speak on behalf of the chapter, except when others volunteer to go in his/her stead.
 - d. Keep the Chapter on task by delegation of responsibilities
 - e. Verify that the Chapter remains in good standings with the National organization
 - i. Participate in all required activities by national and regional headquarters such as conference calls held by the Region Collegiate Representative.
 - ii. Verify that by-laws are up to date and the National Committee has approved them.
- d. Vice President
 - a. Assume all the responsibility of the President when the President is unavailable
 - b. Organize all general meetings and special meetings.
 - c. Set up the annual ASCE Fall fundraising Golf Tournament.
 - d. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- e. Secretary
 - a. Keep a record of all meeting minutes and e-mail them out to members
 - b. Make a list of those who attended meetings
 - c. Assist President in writing, submitting and making amended changes to Bylaws and Constitution when necessary.
 - d. Prepare the annual report at the end of the calendar year.
 - e. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.

- f. Treasurer
 - a. Make a report at each meeting; stating the amount on hand at the previous meetings, cash taken in, the amount expended since the last meeting and the balance on hand.
 - b. Collect all dues.
 - c. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- g. Community Service Chair(s)
 - a. In charge of organizing chapter activities that involve the surrounding area communities.
 - b. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- h. Fundraising Chair(s)
 - a. In charge of setting up activities to raise money for the chapter.
 - b. He/she does not have to do fundraising for various chapter student teams, but is not barred from doing so.
 - c. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- i. Conference Chair (s)
 - a. In charge of handling all arrangements for regional and national competitions that the chapter student teams are attending.
 - b. In charge of handling arrangements for meetings that (a) chapter member(s) is/are attending that are involved with ASCE at CSU.
 - c. In years of the chapter hosting a regional or national competition, there will be more than one Conference Chairperson elected.
 - d. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- j. Membership Chair
 - a. In charge of signing up those who have paid dues and wish to become a member of ASCE at CSU.
 - b. In charge of advertising ASCE at CSU at the College of Engineering Student Organization fair as well as other University opportunities that become available.
 - c. He/she will be in charge of putting member names in the computer list and notifying members when their dues must be paid.
 - d. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- k. Publicity Chair

- a. In charge of announcing meetings and events to all ASCE at CSU members and to anyone else who would like to attend.
 - b. Requesting faculty member send out mass e-mail(s).
 - c. Making posters and posting them in authorized places
 - d. Notifying someone in all Civil Engineering classes to announce events in class
 - e. Keeping the ASCE at CSU bulletin board up to date.
 - f. Creating posters advertising upcoming ASCE at CSU events.
 - g. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- l. Activities Chair
- a. Will help plan all ASCE at CSU events.
 - b. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- m. Historian
- a. Will help the Secretary write the Annual Report.
 - b. Will keep track of all Activity Reports
 - c. Will be in charge of newsletters for the ASCE at CSU Chapter
 - d. Will be in charge of taking pictures at official ASCE events for the Annual Report and Newsletters unless otherwise designated.
 - e. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- n. Webmaster
- a. In charge of updating ASCE at CSU website (<http://www.engr.colostate.edu/asce>) consistently and accurately.
 - b. In charge of making announcements on website of upcoming events.
 - c. In charge of overhauling website, if necessary.
 - d. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- o. Freshman Liaison
- a. Will inform freshman of ASCE at CSU events.
 - b. In charge of reporting to ASCE at CSU of what is occurring within the freshman engineering class.
 - c. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.

- p. Graduate Liaison
 - a. Will inform graduate students of ASCE at CSU events.
 - b. In charge of reporting to ASCE at CSU of what is occurring within the graduate student engineering department.
 - c. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- q. Steel Bridge Captain(s)
 - a. Is not an elected position, but rather is selected by the Steel Bridge Team.
 - b. In charge of handling meetings of the Colorado State University Steel Bridge Team.
 - c. In charge of reporting at CSU ASCE officer meetings of occurrences of Steel Bridge Team.
 - d. Must handle team events and report to team members of upcoming events and announcements.
 - e. Will represent Steel Bridge Team at regional and national competitions.
 - f. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- r. Concrete Canoe Captain(s)
 - a. Is not an elected position, but is rather selected by the Concrete Canoe Team.
 - b. In charge of handling meetings of the Colorado State University Concrete Canoe Team.
 - c. In charge of reporting at ASCE at CSU officer meetings of occurrences of Concrete Canoe Team.
 - d. Must handle team events and report to team members of upcoming events and announcements.
 - e. Will represent Concrete Canoe Team at regional and national competitions.
 - f. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- s. One or more faculty advisors will be assigned to the chapter, who shall be members of the American Society of Civil Engineers.
- t. One or more members of the ASCE Northern Colorado Branch will be contacted as the representative and may attend all campus meetings
 - a. Will inform ASCE at CSU of upcoming Northern Colorado Branch events.
 - b. Will inform ASCE Northern Colorado Branch of upcoming ASCE at CSU events.
- u. A Student Advisor will be assigned to the chapter, who shall be a member of the American Society of Civil Engineers.
- v. One or more practitioner advisors will be assigned to the chapter, who shall be members of the American Society of Civil Engineers.
- w. Engineering College Council Representative

- a. Will attend all ECC meeting and represent ASCE at CSU at these meetings
 - b. Will report back to ASCE at CSU concerning the relevant issues covered at ECC meetings
 - c. Pre-approve and discuss any absences from ASCE at CSU meetings and/or activities with the President and Faculty Advisor.
- x. The use of the ASCE at CSU Office Printer is restricted for printing directly ASCE related materials, personal usage is prohibited. ie. meeting minutes, flyers, ASCE Documents, membership forms

Section 5. "Absence of Executives"

- a. In the absence of the President and Vice President, a quorum of officers may elect temporary Chairpersons to serve until duly elected officers are again present.

Section 6. "Removal of Officer(s)"

- a. Any officer that is found to be neglecting their duties or found to be a liability to ASCE at CSU may be removed.
- b. To remove an officer, the committee of officers elected by the President must vote by secret ballot, with a $\frac{3}{4}$ vote among all officers removing the officer from his/her position. If the President is the officer to be considered for removal, the Vice President will select committee members.
- c. The officer in question must be informed of the intent for removal more than a week before vote occurs.
- d. The officer in question will be allowed to plead his/her case to a quorum of officers in an officer or special meeting before voting takes place, but will not be allowed to be present when vote occurs.

Section 7. "Addition of Office Positions"

- a. A new office may be added, but only after it is changed in the Constitution and By-Laws. Refer to Article VI of Constitution.
- b. An office may be added without amending the Constitution and By-Laws for extreme cases, but may only last for one semester.

Article II

Membership

Section 1. "Becoming a Member"

- a. There shall be no initiation ceremonies; the student applying for membership shall become a full-fledged member upon passing the requirements for eligibility discussed in Article III of ASCE at CSU Constitution and upon paying the required dues.

Section 2. "Termination of Membership"

- a. Membership in ASCE at CSU shall cease when the student is no longer enrolled in the Colorado State University College of Engineering, or if dues are more than one month in arrears, except upon special arrangement with the membership officer.

Article III

Finances/Treasury

Section 1. "Membership Fees"

- a. The officers of ASCE at CSU shall fix membership fees and all other fees.

Section 2. "Auditing"

- a. The Treasurers' books shall be audited within two weeks prior to the departure of the Treasurer and an impartial person shall make this audit.

Article IV

Meetings

Section 1. "General Meetings"

- a. Regular meetings shall be held once a month, except in cases when officers deem it to be necessary to change the time during their meetings.
- b. All meetings will consist of any significant announcements to be made and an ASCE related presentation.
- c. The Vice President will schedule meetings with the Secretary of the Head of the Department of Civil Engineering at Colorado State University.

Section 2. "Officer Meetings"

- a. Meetings shall take place every two weeks, except in extreme cases, which will be determined by the President and Vice President, with reasons being distributed to all officers
- b. All attending parties will give information as to his/her respective office.
- c. Officer meeting times will be scheduled at beginning of each semester when incoming officers will meet and discuss what time officer meetings will be held. Anyone unable to attend this meeting must contact the President and discuss with the President when the optimal time for him/her will be.
- d. Any officer unable to attend an officers meeting must contact the President and report to him/her any updates referring to the officer's position.
- e. Anyone who is not an officer may attend officer meetings, but only after approval from the President.

President's Signature

Name: _____

Signature: _____

Date: _____