

# **Constitution of UAF ASCE Student Chapter**

## **Article I. Name**

### **Section 1.01**

The name of this Chapter association shall be the American Society of Civil Engineers and the ASCE UAF Student Chapter. To be known in a short-form as ASCE, and referred to as the Chapter in this document.

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## **Article II. Objectives**

### **Section 2.01**

The objectives of the Chapter shall be to advance the science and profession of engineering by encouraging the development of student's professional consciousness and by exposing them to the field of engineering. This association will also promote a spirit of unity by providing an opportunity for students to become acquainted with each other and practice working together effectively. This document shall act as a fundamental Chapter Constitution and as active By-Laws to govern Chapter business.

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## **Article III. Membership**

### **Section 3.01 Eligibility**

(a) Eligible members of this Chapter shall be students enrolled at UAF with a minimum GPA of 2.0.

### **Section 3.02 Active Membership**

- (a) Active membership is established upon payment of Chapter dues. (Not enforced 2014-15)
- (b) Active membership is maintained by attending 50% of the General Chapter Meetings, along with Steel Bridge and Concrete Canoe Meetings (if applicable) held the previous semester.
- (c) Active membership can be reinstated during a semester by attending one or more General Meetings specified by the Chapter Officers as necessary.
- (d) Active membership shall be reviewed following every semester.

### **Section 3.03 Active Member Privileges**

(a) Active members are eligible to participate in any or all competitions at Chapter, Regional or National level.

- (b) Active members will receive invitations to all Chapter sponsored events.
  - (c) Active members are included on all available e-mail list-serves.
  - (d) Active members will receive National ASCE membership through the Chapter.
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## **Article IV. Chapter Dues**

### **Section 4.01**

The Chapter dues of ASCE shall be the nominal amount of \$5.00 per semester.

### **Section 4.02**

Payment entitles members to all active membership privileges for one semester, and must be paid on or before a date designated by the Chapter Officers.

### **Section 4.03**

The Officers may elect to charge late fees in the amount of \$2.00.

### **Section 4.04**

Payment of Chapter dues is waived for students in their first semester at UAF or in the Civil Engineering Department. Any new student shall receive active membership privileges, with the exception of national membership.

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## **Article V. Chapter Meetings**

### **Section 5.01**

Regular Chapter Meetings shall be held on any day and at least once monthly. Meetings are open to all university students, faculty, alumni, or guests. At every Chapter meeting, it is the responsibility of each Officer to update the Chapter on current affairs concerning the respective position. Officer Meetings shall be held at least one day before the Chapter Meeting, at least once monthly, and must include a majority of the Officers.

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## **Article VI. Chapter Officers**

### **Section 6.01**

The Officers of this Chapter shall be: President, Vice-President, Conference Chair, Concrete Canoe Captain, Steel Bridge Captain, Secretary, Treasurer, and Historian.

### **Section 6.02**

The President shall be at least undergraduate year 2 level and an active member in the three semesters prior to assuming office.

### **Section 6.03**

The Vice-President shall be at least undergraduate year 2 level and be active members for at least two semesters prior to assuming office.

### **Section 6.04**

The Concrete Canoe and Steel Bridge Captains shall be at least undergraduate year 2 level and be active members in the specified project for at least one semester prior to assuming office.

### **Section 6.05**

The Secretary, Treasurer, and Historian shall be at undergraduate year 1 level and be active members for at least one semester prior to assuming office.

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## **Article VII. Officer Elections**

### **Section 7.01**

Nominations for Officer positions may be made by any active member during a meeting at which Officer nominations has been designated, The nominee must accept the nomination in order to be considered a candidate.

### **Section 7.02**

Election of new Chapter Officers shall take place during the Spring Semester to successfully train the following year's Officers.

### **Section 7.03**

Following nominations, the following positions shall be elected by secret ballot or by 2/3 majority vote: President, Vice President, Secretary, Treasurer and Historian.

### **Section 7.04**

Based on ability and leadership, Concrete Canoe and Steel Bridge Captains shall be elected by a consensus of active members involved in the project.

### **Section 7.05**

Ballots shall be distributed to and collected from the active members. The candidates receiving the highest number of votes for each respective office shall be elected office for the following academic year.

### **Section 7.06**

If no election is held, active members can volunteer for each position and be appointed by a consensus of active members in attendance.

### **Section 7.07**

Officers shall hold office until their successors are duly elected and qualified, approximately coinciding with the academic year.

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## **Article VIII. Officer Duties**

### **Section 8.01**

If any Officer does not perform his/her duties as outlined in the Chapter Constitution or in a manner that does not merit respect from the other Officers or the Chapter membership, they can be removed from office. A 2/3 majority vote by the Officers or the active members is required to remove an Officer. The Officer's removal vote can be appealed by a majority vote of active members. A majority vote of the active members cannot be appealed.

### **Section 8.02**

If any Officer cannot fulfill such duties as attending General or Officer Meetings or activities specified in their duties, they shall notify and appoint another Officer or member to serve in their place.

### **Section 8.03 Faculty Advisor**

(a) A faculty advisor shall be appointed in accordance with National ASCE policies and approved by the College of Engineering and Mines and the Student Activities Office.

(b) The faculty advisor shall be included in at least half of Officer Meetings and shall vote in all Officer matters.

(c) Shall act as a mediator and tiebreaker in all votes.

## **Section 8.04 President**

- (a) Shall preside at all meetings of the Chapter and shall perform other duties that are incumbent in such an office. These duties shall include, but are not limited to:
- (b) Shall announce the time and location of all General Meetings.
- (c) Prepare a meeting agenda in coordination with other Officers,
- (d) Promptly bring the meeting to order at the appropriate time.
- (e) Maintain charge and order of meeting,
- (f) Politely acknowledge input from all members.
- (g) Shall act as Chapter representative to the UAF administration and Student Government. Fulfilling functions such as attending weekly Student Government meetings or discussion meetings with the University President, if asked to do so.
- (h) Shall act as Student Chapter Representative to the ASCE Fairbanks Branch and attend all Branch Meetings.
- (i) Shall act as UAF's ASCE Representative at all ASCE Alaska Section Board of Directors Meetings.
- (j) Shall organize and preside over regular "Officers' Meetings" to plan activities, meetings, and all general functions of the Chapter.
- (k) Shall remain accessible to all members regarding the organization and administration of the Chapter.
- (l) Shall act as a neutral moderator of Officer election proceedings. If the President is running for office, an Officer not running for office shall moderate elections.
- (m) Shall keep an updated list of activities of the Chapter as delegated to the Vice President and be responsible that they are completed.
- (n) Shall delegate Officers or members to assist in performing above listed tasks.
- (o) Shall organize the annual report, and ensure it is submitted by the due date.
- (p) Shall make sure annual dues are paid by the due date.

## **Section 8.05 Vice President**

(a) Shall act as Chapter representative in all activities and shall perform other duties that are incumbent in such an office. These duties shall include, but are not limited to:

(b) Shall attend all General Meetings

(c) Shall provide a short update at regular Chapter meetings.

(d) Shall provide regular information updates to members about upcoming activities or deadlines.

(e) Shall organize and coordinate all plans for the Alaska Section Annual Meeting.

(f) Shall act as Chapter Representative and organize Chapter participation in Engineering Week (E-Week) activities.

(g) Shall organize Chapter Fundraising efforts.

(h) Shall organize Chapter participation in Community Service projects.

(i) Shall organize Chapter Field Trips or Chapter participation in Field Trips conducted in conjunction with classes or other organizations.

(j) Shall contact and organize Speakers for occasional General Meetings.

(k) Shall delegate Officers or members to assist in performing above listed tasks.

(l) Shall organize and announce FE review sessions to the student body.

**Section 8.06 Conference Chair** (serves to coordinate student conferences – **currently vacant**)

(a) Shall perform duties that are incumbent in such an office. These duties shall include, but are not limited to:

(b) Shall attend all General Meetings

(c) Shall provide regular informational updates to members about plans for the annual Pacific Northwest Student Conference.

(d) Shall organize Chapter participation in the annual Pacific Northwest Student Conference, including registration, accommodations, travel, competitions, field trips and scheduling.

(e) Shall delegate Officers or members to assist in performing above listed tasks.

**Section 8.07 Project Captains: Concrete Canoe and Steel Bridge**

(a) Shall attend all General Meetings and shall perform other duties that are incumbent in such an office. These duties shall include, but are not limited to any responsibilities delegated by the President and General Vice President.

(b) Shall provide a short project update at regular Chapter meetings.

(c) Shall be responsible for all matters concerning respective projects. This includes the organization of Project Meetings, delegation of tasks concerning the specified project to active members, and competition coordination.

(d) A vote shall be held at the end of the Fall Semester to determine participation in both the Steel Bridge or Concrete Canoe projects. If a majority of active members agree that the Chapter shall not participate in the project in question, the Project Captain position(s) may be vacated. If the position is vacated, the Vice President shall appoint specific activities which will be the responsibility of this Captain until elections are held or the project is renewed

(e) Shall present before the Fairbanks Chapter each February regarding the status and needs of the current project

(f) Shall present on the Steel Bridge and Concrete Canoe projects at the E-week banquet.

#### **Section 8.08 Secretary**

(a) Shall keep a record of all transactions of the Chapter and shall perform other duties that are incumbent in such an office. These duties shall include, but are not limited to: attending all Chapter and Officer meetings; keeping chapter archives of all members, meetings, and activities.

(b) Shall prepare and submit the Annual Report of the Chapter every February to the National ASCE Society with the assistance of the Historian, should this office be filled.

(c) Shall document proceedings at all Chapter meetings and present accurate Minutes to all active members through e-mail.

(d) Shall organize membership and manage content on the e-mail list-serve.

(e) Shall review the membership and determine active member status at the end of each semester or at any time when warranted.

(f) Shall notify any member that does not maintain active membership and may become inactive.

(g) Shall delegate Officers or members to assist in performing above listed tasks.

#### **Section 8.09 Treasurer**

(a) Shall take charge of all funds belonging to the Chapter and shall perform other duties that are incumbent in such an office. These duties shall include, but are not limited to: attending all Chapter and Officer meetings; collecting Chapter dues, should the majority of the chapter elect to require dues; organizing the proper disbursement of Chapter funds; preparing and maintaining a Chapter budget, and presenting an accurate balance of all accounts at each meeting.

(b) Shall be familiar with the persons and policies of the Institute of Northern Engineering's fiscal department and annually prepare proposals for the Chapter to receive funding.

(c) Shall organize the collection of all payments from members for participation in trips or conferences.

(d) Shall provide a central location where reimbursements to active members can be collected and documented to these funding accounts.

(e) Shall organize all funding from external sources, documenting all donations to the Chapter, and working with the Vice President to coordinate Fundraising documentation.

(f) Shall delegate Officers or members to assist in performing above listed tasks.

#### **Section 8.10 Historian (currently vacant)**

(a) Shall take charge of all publications and archives belonging to the Chapter and shall perform other duties that are incumbent in such an office. These duties shall include, but are not limited to: attending all Chapter and Officer meetings; visually documenting all Chapter activities; and maintaining the Chapter's history and archives.

(b) Shall update the Chapter website on a regular basis and archive all Secretary Minutes.

(c) Shall assist the Secretary in preparing the Annual Report.

(d) Shall delegate Officers or members to assist in performing above listed tasks.

### **Article IX. Amendments**

#### **Section 9.01**

An Amendment to this constitution may be proposed by presenting to the Chapter secretary a petition stating the desired amendment and containing the signatures of thirty percent of the active members of the Chapter. This petition shall be read at the next regular meeting. A sixty percent majority vote of the active membership of the Chapter shall be required for adoption.