



American Society of Civil Engineers Constitution 2018-2019

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ARTICLE I NAME

The name of this organization shall be known as the American Society of Civil Engineers as of September 2013. Abbreviated as ASCE and referred to as an organization in this document.

ARTICLE II OBJECTIVE

The objective of the American Society of Civil Engineers is to promote involvement in the field of Civil Engineering at The University of Texas-Rio Grande Valley campus. Students will be hosting events in which members can learn more about the field, providing a forum in which all members can learn and share their knowledge on various fields that revolve around Civil Engineering, and engaging in competitive events that will allow the members to gain more hands on experience.

ARTICLE III RELATIONSHIPS

SECTION 3.1 BUSINESSES

SECTION 3.1.1 ASCE RGV TEXAS SECTION PROFESSIONAL CHAPTER

This organization became an official Student Chapter with the name of American Society of Civil Engineers (ASCE) as of September 2013. This organization has the plans on engaging more with the local businesses and the ASCE RGV Texas Section Professional Chapter.

SECTION 3.1.2 SUSTAINABILITY DEPARTMENT AT UTRGV

Starting Summer 2014 the ASCE will team up with the Sustainability Department with Marianella Q. Franklin as our main contact at UTRGV to improve the product of both Steel Bridge and Concrete Canoe Competitions with eco-friendliness, finance and humanity care.

SECTION 3.1.3 LOCAL BUSINESSES

To gain more acknowledgement to our members and to gain potential sponsors for our society the ASCE aims to reach out to our local construction businesses, civil engineering and other non-related businesses.

SECTION 3.2 COMMUNITY SERVICE

SECTION 3.2.1 HESTEC

Hispanic Engineering Science and Technology (HESTEC), is a week based on STEM that

UTRGV hosts every year in the month of October to give outreach of STEM studies to elementary, middle school, high school, college, and all the community. Every day of the week has its own contribution. For example, Wednesday is Latina Day, celebrating Hispanic women in the field of STEM. On Saturday, its Community Day, the day where all the community comes out with their families to enjoy all the activities, displays, food, entertainment, and company of each other.

The ASCE is to participate in this event every year to contribute to the community by providing at least one civil engineering project and one civil engineering activity (for all ages) based on the theme of that current year. ASCE may contribute to more than one project and activity. ASCE will also use this opportunity to fundraise on Community Day, the Saturday of HESTEC week.

SECTION 3.2.2 HABITAT FOR HUMANITY

Habitat for Humanity is an organization that contributes to the community by building housing that will be a benefit to the less fortunate. ASCE will take a course of action that will aim to provide volunteer help to the organization at least 2 Saturdays a month.

SECTION 3.2.3 E-WEEK (ENGINEERING WEEK)

Engineering week (E-week) takes place in the month of February and it's a week to outreach for the study of engineering to students below the grade level of 12th grade. The society oversees taking at least one activity for the student visitors during this week.

SECTION 3.2.4 STEP SUMMER CAMP WITH TMAC

The STEP summer camp is a camp based on the civil, electrical and manufacturing engineering. It outreaches to the grade level of 7th and 8th graders. The STEP camp is run by TMAC, TMAC pays each organization \$10/hr. per member that helps volunteer at the STEP camp. Starting June 2014 ASCE will participate in the STEP camp for the chance to fundraise for the organization.

SECTION 3.2.5 OTHER COMMUNITY SERVICE

If the chance comes to volunteer for another community service, or if any member brings up the opportunity to volunteer in an engineering related program, ASCE will strive to help

at the best of their ability.

ARTICLE IV MEMBERSHIP

SECTION 4.1 ELIGIBILITY

Membership is open to any student enrolled at The University of Texas-Rio Grande Valley. Membership is not based on race, national origin, political affiliation, sex, creed or religion, color, age, disability, sexual orientation, or veteran's status. Students are encouraged to become student members of the American Society of Civil Engineers by submitting an online application to our email asceutrgv@gmail.com, or an application form and turning it in to our current treasurer or secretary.

SECTION 4.2 ACTIVE MEMBERSHIP

4.2.01 Active membership is established upon completion of application and payment of membership dues.

4.2.02 Active membership is maintained by attending 50% of the general chapter meetings, and participating in all the volunteering opportunities provided by officers.

4.2.03 Active membership can be reinstated by attending one or more general meetings to be specified by organization officers

4.2.04 Active membership shall be reviewed every two months and two weeks prior to a competition/conference.

SECTION 4.2.1 ACTIVE MEMBERSHIP PRIVILEGES

4.2.11 Active members may be eligible FOR SPONSORSHIP in student competitions.

4.2.12 Active members will receive invitations to all organization-sponsored events.

4.2.13 Active members will receive notification of job/internship opportunities by email as the organization becomes aware of such opportunities.

4.2.14 Active members may nominate or be eligible to run for an Executive Board or Freshmen Board position.

4.2.15 Active members may vote in Executive Board and Freshmen Board elections.

SECTION 4.3 EXPULSION

Expulsion of members will take place if that individual takes part in one of the following:

4.3.01 Violates any provision in the University of Texas - Rio Grande Valley student conduct code as expressed in the handbook of operating procedures.

4.3.02 Every member who is up for expulsion must be given due process: an opportunity to present his/her case, rebut accusations, investigate, and appeal any decisions made against him/her. Appeals will be heard by officers and voted on by members for reinstatement of membership. 4.3.02 Partakes in discrimination of any kind.

ARTICLE V CHAPTER DUES

SECTION 5.1 COST

The membership dues for this organization shall be \$10.00 USD per academic year.

SECTION 5.1.1 OTHER COST

Membership, and Locker \$15.00 USD Locker Only \$10.00 USD The use of the locker is for the Fall and Spring Semester of the current School Year.

SECTION 5.2 ENTITLEMENTS

Payment of dues entitles members to all active membership privileges for at least one semester.

ARTICLE VI ORGANIZATION MEETINGS

SECTION 6.1 OFFICER MEETINGS

Officer meetings shall be held every other week at a date and time to be determined by current officers. The officer meeting shall begin the cycle the week before the first general meeting. Emergency meetings or extra meetings will also be accepted.

SECTION 6.2

Official organization decisions require an approval of at least 3/4 of Executive Board Officers present.

SECTION 6.3 GENERAL MEETINGS

General meetings shall be held every other Tuesdays during the free period at 12 (noon) – 1 p.m. and are open to all university students, faculty, alumni or guests. The second Tuesday of the beginning of the Fall Semester will start the cycle.

ARTICLE VII EXECUTIVE BOARD

SECTION 7.1 OFFICERS

In order for this organization to run efficiently and achieve its goals, the Executive Board shall be comprised of the following officer positions: President, Vice President of Administration, Vice President of Public Relations, Vice President of Organization, Senior Advisor, Treasurer, Parliamentarian, Webmaster, Historian, and Recruitment Head. They must be enrolled in the university.

SECTION 7.1.1 PRESIDENT

The President shall be an undergraduate or graduate student who has previously served as an officer to this organization for at least one term. The President shall be of at least a sophomore status.

SECTION 7.1.2 VICE-PRESIDENT

The Vice President(s) shall be an undergraduate or graduate student who has been an active member of this organization for at least two semesters prior to assuming office.

SECTION 7.1.3 SENIOR ADVISOR

The Senior Advisor shall be either an undergraduate or graduate student who has previously served as President prior to assuming office.

SECTION 7.1.4 TREASURER

The Treasurer shall be an undergraduate or graduate student who has been an active member of this organization for at least two semesters prior to assuming office. The Treasurer must have a valid social security number as it is requested on paperwork.

SECTION 7.1.5 SECRETARY, PARLIAMENTARIAN, WEBMASTER, HISTORIAN, and RECRUITER

The Secretary, Parliamentarian, Webmaster, Historian, and Recruitment Head shall be an undergraduate or graduate student who has been an active member of this organization for at least one semester prior to assuming office.

ARTICLE VIII FRESHMEN BOARD

SECTION 8.1 OFFICERS

For this organization to run efficiently and achieve its goals, the Freshmen Board shall be comprised of the following officer positions: President, Vice President, Treasurer, Parliamentarian, Webmaster, Historian, and Recruitment Head.

SECTION 8.1.1 REQUIREMENTS

The Officers of the Freshmen Board shall be undergraduate first year students at the University of Texas – Rio Grande Valley.

ARTICLE IX OFFICER ELECTIONS

SECTION 9.1 NOMINATIONS

Any active member may make nominations for Executive Board and/or Freshmen Board positions during a meeting designated for nominations. Except for the president who has to be an officer for two semesters before being nominated. The nominee must accept the nomination and be in compliance of Article VII or Article VIII for nominated position to be considered a candidate.

SECTION 9.2 ELECTIONS

Elections shall take place once a year in the Spring Semester for the Executive Board and Fall Semester for Freshmen Board during a general meeting.

SECTION 9.3 VOTES

A majority of votes cast by active members will decide the winner of officer positions.

SECTION 9.4 TERM

Officers of the Executive Board shall hold office until their successors are duly elected and qualified. The term of the Freshmen Board shall end on the same date of the current Executive Board.

SECTION 9.5 VACANCIES

Any active member may make nominations for Executive Board vacancies by a deadline to be determined by current Officers. The nominee must accept the nomination and be in compliance of Article VII for nominated position in order to be considered a candidate.

A majority of votes cast by current officers will decide the winner of vacant officer positions.

SECTION 9.6 REMOVALS

If any Officer/Advisor does not perform his/her officer duties as outlined in this Constitution, they can be removed from office.

SECTION 9.6.1 REMOVAL PROCEDURE

The following procedure shall be followed to remove an officer/advisor from their position:

9.6.11 Any officer/advisor who is being considered for removal will be notified by email of possible removal. This email will include the reason (s) why the officer is being considered for removal and a date to present his/her case to the executive board.

9.6.12 Removal of advisor requires a $\frac{3}{4}$ or majority vote of members or voluntary resignation is accepted

9.6.13 Officers do not need to be present to cast their vote and may submit their vote electronically through email.

SECTION 9.6.2 REMOVAL APPEAL

Any officer/advisor removed from their position may submit an email appeal to the official organization email within five business days of the date of removal. A majority of all votes cast by active members at the following general meeting is needed to appeal an Executive Board decision to remove an officer/advisor.

ARTICLE X EXECUTIVE BOARD OFFICER DUTIES

SECTION 10.1 FACULTY ADVISOR

10.1.1 The Faculty Advisor must be a full-time faculty/staff member of the University of Texas - Rio Grande Valley

10.1.2 A Faculty Advisor shall be appointed with a majority vote of the current officers.

10.1.3 The Faculty Advisor is expected to attend ASCE student conferences/competitions or appoint another professor in the case that the Faculty Advisor is unable to attend conferences/competitions.

SECTION 10.2 PRACTINIONER ADVISORS

10.2.1 There shall be two Practioner Advisors.

10.2.2 The Practioner Advisor(s) is expected to periodically attend student organization meetings.

SECTION 10.3 PRESIDENT

The President mainly serves as the functional head of the organization and works side by side with the advisor(s). As the leader of the organization, he/she must delegate authority to each officer position and ensures that he/she accepts and performs the responsibilities of his/her respective position. The President shall:

10.3.1 Preside at organization meetings by following a prepared agenda.

10.3.2 Make all important decisions with at least one Vice President that regard the organization that does not require a vote by the Executive Board. In the event that a Vice President is not immediately available, the President shall have authority to make all important decisions regarding the organization that does not require a vote by the Executive Board

10.3.3 Maintain close contact with faculty advisor, Practioner Advisors, and local professional ASCE branch.

10.3.4 Represent the organization at society affairs.

10.3.5 Shall serve the organization as an officer for two years; shall serve as President for first year, and serve as Senior Advisor the year immediately following Presidential term.

10.3.6 Shall be present at every meeting, if not able to, make sure someone will be prepared to do their duties.

10.3.7 Shall coordinate off-campus events and field trips.

10.3.8 Shall oversee student competitions, including, but not limited to: student steel bridge and concrete canoe competitions.

10.3.9 Shall establish a relationship between the society and local civil engineering related companies, consulting engineering firms, material companies, public offices etc., in order to promote, fundraise and bring student opportunities.

10.3.10 Shall contact and organize speakers for occasional General Meetings, Lunch with a Civil Events, and for any event that needs a special guest.

10.3.11 Shall be in charge of banking/countersigning checks for organization.

SECTION 10.4 VICE PRESIDENT

The Vice President shall perform the duties of President in the absence of that officer and/or at the incapability or request to perform those duties delegated. The Vice President shall:

10.4.1 Shall be in charge of on-campus events including, but not limited to: HESTEC and Engineering Week

10.4.2 Shall be in charge of organization fundraisers

10.4.3 Shall coordinate with appropriate departments to organize events/fundraisers 10.4.4 Shall insure that appropriate paperwork, permits, and forms are submitted in a timely manner.

10.4.5 Shall help with the ASCE Annual Report.

10.4.6 Shall be supervising the duties of the secretary.

10.4.7 If for any reason there is no secretary in Executive Board, the Secretary will take response to his/her duties.

10.4.8 Shall be in charge of applying and coordinating with the appropriate entities to make sure the society of civil engineers stays an official student chapter of the American Society of Civil Engineers (ASCE).

10.4.9 Shall establish a relationship between the society and local civil engineering related companies, consulting engineering firms, material companies, public offices etc., in order to promote, fundraise and bring student opportunities.

10.4.10 Shall contact and organize speakers for occasional General Meetings, Lunch with a Civil Events, and for any event that needs a special guest.

10.4.11 Shall be supervisor of Head Recruiter and help with recruitment.

10.4.12 Shall complete the ASCE newsletter with the help of the Parliamentarian.

SECTION 10.5 SENIOR ADVISOR

10.5.1 Shall provide guidance on the operation of the organization

10.5.2 Shall provide continuity of the organization

SECTION 10.6 TREASURER

10.6.1 Shall keep a complete and up-to-date account of all organization money.

10.6.2 Shall follow standard accounting and bookkeeping practices.

10.6.3 Shall announce the current balance at each general meeting.

10.6.4 Shall report at each executive board meeting all itemized disbursements and receipts since last report, the balance of the organization checking account, the cash on hand, and outstanding bills.

10.6.5 Shall possess the organization checkbook and have authority to sign all checks as approved by the Executive Board.

10.6.6 Shall maintain complete files, both physically and electronically, containing all paid bills and receipts of student organization purchases.

10.6.7 Shall maintain a detailed list of all paid membership dues.

10.6.8 Shall maintain a detailed list of organization lockers.

10.6.9 Shall prepare income tax reports.

10.6.10 Shall be present at every meeting, if not able to, make sure someone will be prepared to do their duties.

10.6.11 Shall be as well in charge of banking for the organization.

SECTION 10.7 SECRETARY

Shall maintain a complete up-to-date file of organization records concerning every activity that goes on, including but not limited to:

10.7.1 Membership list

10.7.2 Meeting minutes

10.7.3 Attendance records of each general meeting

10.7.4 Complete reports on each activity or project including names of participants, dates, functions performed, etc.

10.7.5 Shall record the proceedings of organization meetings and distributing these minutes for approval at the next meeting

10.7.6 Shall prepare an annual report for the organization

10.7.7 Shall conduct all essential correspondence of the organization.

10.7.8 Shall notify Practioner Advisors of General Meetings.

10.7.9 Shall, along with the President, review the membership and determine active membership status at the end of each semester.

10.7.10 Shall notify any member that does not maintain active membership and may become inactive.

10.7.11 Shall be present at every meeting, if not able to, make sure someone will be prepared to do their duties.

SECTION 10.8 PARLIAMENTARIAN/HISTORIAN

10.8.1 Shall keep order in every meeting by ensuring all members abide by parliamentary procedure.

10.8.2 Shall assist the Secretary in preparing annual report.

10.8.3 Shall assist the Treasurer in preparing income tax reports.

10.8.4 Shall assist the Treasurer with organization of Lockers.

10.8.5 Shall be present at every meeting.

10.8.6 Shall complete the ASCE newsletter and turn into president five days before the month ends, for proper distribution.

10.8.7 Shall record meetings and events by means of photography and video.

10.8.8 Shall maintain a complete and up-to-date file of all recordings.

10.8.9 Shall be responsible to be at every major event to record by means of photography and/or video.

10.8.10 Shall be responsible to communicate photography to webmaster so it may be uploaded to our social medias, or to post it up himself/herself.

SECTION 10.9 WEBMASTER/ RECRUITMENT HEAD

10.9.1 Shall keep the website and Facebook current.

10.9.2 Shall design flyers, banners, or other marketing materials needed for the organization.

10.9.3 Shall keep the V-link updated.

10.9.4 Shall have every current announcements on display on any of these medias, with any forms, links, pictures, etc., attached that may be needed.

10.9.5 Shall reach out to students and encourage participation in organization 10.9.6 Shall work with the Vice President to promote recruitment and engineering knowledge.

10.9.7 Shall be in charge of coming up with an incentive to award/encourage secondhand recruitment.

ARTICLE XI FRESHMEN BOARD OFFICER DUTIES

SECTION 11.1 REMOVAL

If any Officer does not perform his/her officer duties as outlined in this Constitution, they can be removed from office.

SECTION 11.1.1 REMOVAL PROCEDURE

The following procedure shall be followed to remove an officer/advisor from their position:

11.1.10 Any officer who is being considered for removal will be notified by email of possible removal. This email will include the reason (s) why the officer is being considered for removal and a date to present his/her case to the Freshmen Board.

11.1.11 A majority vote by the officers of the Executive Board is required to remove an officer/advisor.

11.1.12 Officers do not need to be present to cast their vote and may submit their vote electronically through email.

SECTION 11.1.2 REMOVAL APPEAL

Any officer removed from their position may submit an email appeal to the official organization email within five business days of the date of removal. A majority of all votes cast by active members at the following general meeting is needed to appeal an Executive Board decision to remove an officer.

SECTION 11.2 DUTIES

Each Freshmen Board Officer shall assist their corresponding Executive Board Officer in

completing duties outlined in Article X

SECTION 11.3 MEETINGS

Officers of the Freshmen Board shall attend all Executive Board meetings. Officers of the Freshmen Board shall not have authority to cast votes at Executive Board Meetings, but are encouraged to actively voice their opinion on any topics being discussed.

ARTICLE XII AMMENDMENTS

SECTION 12.1

Amendments can be suggested by any member and should be submitted by an officer during any Executive Board meeting at any given time.

SECTION 12.2

This constitution may be amended by a 3/4 vote of the officers.

SECTION 12.3

Members will be notified of such amendment changes within two weeks.

SECTION 12.4

The Committee of Student Organizations must approve any amendment proposed by the Organization.