

# **CONSTITUTION OF SEI Graduate Student Chapter at Michigan Technological University**

## **Article I. Name**

- A. The official name of the organization will be *SEI Graduate Student Chapter at Michigan Technological University* (hereinafter referred to as the “chapter”).
- B. The chapter is chartered under the *Structural Engineering Institute* (SEI) (hereinafter referred to as the “Institute”)

## **Article II. Objectives**

- A. The chapter is oriented towards educating young professionals in the field of Structural Engineering by providing a collaborative environment for technical innovation while encouraging lifelong professional growth and development. The chapter intends to embrace and support the structural engineering society in the region, connecting students, graduates and other professionals.
- B. This chapter aims to provide information on emerging topics in the field of structural engineering to enable members to develop and maintain their working knowledge and solve diverse engineering problems. This chapter will achieve this goal by inviting SEI speakers, industry professionals, faculty and graduate students to present on subjects such as innovative methods in testing, manufacturing, and construction, providing updates on design codes, and hosting design workshops. These SEI hosted events will also provide a platform for graduates to interact with practicing engineers and learn from their industry experience.
- C. The chapter intends to provide the means for coordination and communication with other programs through professional (industry or academic) guest speakers, community service projects, and traveling to conferences. The chapter also encourages member involvement through fun activities such as structural engineering competitions and social events.

## **Article III. Membership**

- A. Qualifications
  - 1. Membership in the chapter shall be open to any Institute member affiliated with Michigan Tech.

2. Members are highly encouraged to be an active member of American Society of Civil Engineers (ASCE) (either student member or professional member) to join this chapter.
3. In compliance with Michigan Technological University's Board of Trustees Equal Opportunity Policy effective February 24, 2011, the Association will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information or marital status. The organization is also committed to the policy of not discriminating against disabled individuals or veterans.

B. Class of membership

1. **Student members** - will be restricted to Michigan Technological University graduate students.
2. **Associate members** – will be applicable to people affiliated with Michigan Technological University.

C. Removal of Members

1. A member may be disassociated from the chapter on the grounds of abusive behavior or behaviors destructive to the chapter and/or its purpose.
2. Removal will require a 2/3 majority vote of student members in a quorum. Quorum is defined as 51% of the student members or 3/4 of the executive board.

**Article IV. Officers**

A. Officers

1. Chair
2. Vice-Chair
3. Secretary/Public Relations officer
4. Treasurer

B. Office Qualification

1. All officers must be registered and enrolled on-campus Michigan Technological University students.
2. All officers must have at least a 3.0 GPA at the time of the election and cumulatively.
3. During the term of service in the Executive Board, all positions should be held by members enrolled as graduate students.

C. Term of office

1. The Executive Board is elected for a term of one year.
2. Nominations for the Executive Board will be opened in the beginning of the spring semester.
3. Any Executive Board member is eligible to run for re-election in the per-session elections following their term.
4. The Executive Board members can only be elected for two consecutive terms per position.
5. Elections will take place before the seventh week of the spring semester.
6. The officers will begin their term from the fall semester.

D. Elections

1. Election will take place by secret ballot with the ballots being counted by the current secretary (unless they are running for an elected position, in which case another officer will take their place) and a member appointed from the regular membership (who is not running for office) and approved by a majority vote of the regular members.
2. A simple majority vote of a quorum of the regular members shall determine the outcome.

E. Officer duties

1. **Chair** –
  1. Calls and chairs meetings of the chapter.
  2. Prepares and distributes the agenda for sessional meetings.
  3. Plans events to be done over the whole tenure in conjunction with other E-board members.
  4. Maintains, in conjunction with the Treasurer, the chapter finances.
  5. Attends the conference calls of SEI and the meetings of SEI.
  6. Attend local leaders' conference every year. If for some reason the chair cannot attend the conference, they will have to nominate either from the E-board or a member to represent the chapter at the conference.
  7. All official correspondence of the chapter is done via the chair.
  8. The chair will assist the succeeding officer during the spring semester after elections.
2. **Vice-Chair** –
  1. Assumes the duties of the Chair in absence, and succeeds the Chair should the office become vacant in the running term.

2. Is responsible to host the events planned for the term year.
  3. Is responsible for chapter involvement and member growth.
  4. The vice-chair will assist the succeeding officer during the spring semester after elections.
3. **Secretary –**
1. Attends and takes accurate minutes and sets agendas at either internal or session meetings, or arrange for a temporary replacement to take minutes when absent during any scheduled chapter Meetings.
  2. Ensure the timely updating of the chapter website and social accounts.
  3. Oversees the Election of the Executive Board in accordance with the constitution.
  4. Is responsible for Public Relations.
  5. Is responsible to host the events planned, in conjunction with the Vice-chair, for the term year.
  6. The secretary will assist the succeeding officer during the spring semester after elections.
4. **Treasurer –**
1. The treasurer shall keep records of all income, expenditures, and other financial matters.
  2. The treasurer will prepare a budget before the end of the fall semester for the upcoming academic year.
  3. The treasurer is responsible for obtaining financial help for the chapter.
  4. The treasurer is also responsible to help the chair in giving a budget for the planned events for the term year.
  5. The treasurer will assist the succeeding officer during the spring semester after elections.
5. **Executive board –**
1. The executive board is comprised of the four officers
  2. The board will meet every month to discuss the ongoing of the chapter and prepare agendas for the future.
  3. Secretary will notify the advisor prior to any executive board meeting
6. **Impeachment –**
1. An officer may be removed from office on the grounds of malfeasance, misfeasance, or nonfeasance of their duties by a majority vote of regular members, at a meeting at which a quorum is present.

**Article V. Advisor**

- A. The Advisor shall be a full-time member of the faculty or staff of the University. They maintain continuity, offers guidance, helps cut through red tape, serves as a sounding board, assists officers, and is an all-around resource person.
- B. The Advisor is elected by the e-board. The election results are then forwarded to Student Leadership and Involvement for approval.
- C. The term of office for the Advisor(s) is one year, renewable indefinitely.
- D. The Advisor helps the chapter to form public relations and assists in bringing speakers for the chapter.

**Article VI. Committees –**

There are no active committees within this chapter. Special committees will be formed as needed.

- A. The chair, along with majority approval of the executive board appoints special committees.
- B. Special committees exist if the chair deems them necessary; however, they may not exist longer than one year without being re-approved by the executive board.

**Article VII. Dues**

There are no dues for joining this chapter. Any changes to the dues will be done through an addendum through the constitution.

**Article VIII. Meetings**

- A. Types of meetings:
  - 1. Regular meetings will be held at least once per month during the academic year.
  - 2. Special meetings are defined as those meetings that take place outside of the regularly scheduled meetings.
- B. Who may call meetings:
  - 1. Regular meetings are called by the chair and are called based upon a schedule determined at the beginning of each term.

2. Special meetings may be called by the chair or at the request of at least three voting members.

## **Article IX. Constitution**

### A. Adoption

1. This constitution must be ratified by a two-thirds majority of the charter membership.
2. ***It will take effect when approved by the Office of Student Leadership and Involvement.***

### B. Amendments

1. Any voting member may propose an amendment. This proposed amendment must be in writing and presented at a regular meeting.
2. Members must be notified that a vote will take place on an amendment during a regular meeting prior to the meeting at which the vote is to occur.
3. A vote on said amendment will be taken at the next regular meeting to allow the membership to discuss and/or debate the pros and cons of the amendment. A two-thirds majority of the regular membership present in the quorum is required for passage of the amendment.
4. ***It will take effect when approved by the Student Leadership and Involvement.***