

**Constitution of
The American Society of Civil Engineers
The University of Akron**

ARTICLE I – NAME

The official name of this organization shall be the American Society of Civil Engineers.

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote the advancement of civil engineering by fostering the close association of students with the engineering profession and the Society; to acquaint students with topics of interest in civil engineering through the medium of competent speakers and of Chapter-sponsored trips; to foster the development of professional spirit, to promote the common interests among students and to encourage the expansion of facilities for civil engineering study.

ARTICLE III – MEMBERSHIP

- A. Any undergraduate or graduate student enrolled at the University of Akron in the department of Civil Engineering shall be eligible for membership in the Chapter, and may become a member of the Chapter upon filing an appropriate application with the Secretary of the Chapter and upon payment of Chapter fees and dues.
- B. Voting membership is restricted to matriculated, currently enrolled students, faculty, and staff at the University of Akron.
- C. Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, age, gender, disability, veteran's status, or sexual orientation.

ARTICLE IV – OFFICERS

- A. The elected officers of the chapter shall consist of a President, Vice President, Secretary, Treasurer, Publicist, Web Master, and Social Events Coordinator
- B. The powers and duties of the officer shall be:
 - 1. The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent upon such office. The President shall also set up a regular meeting time with the Faculty Advisor and develop an agenda for all meetings. The President shall handle relations with other ASCE districts, sections, chapters, and all other public relations. The President shall report his or her past and future activities at all meetings.
 - 2. The Vice President shall assist the President and shall assume the duties of the President when he/she is temporarily unable to discharge the duties of his/her office. The Vice President shall also organize field trips, tours,

speakers, or special events, which involve additional coordination beyond regular programming efforts, and oversee membership recruitment and publicity. The Vice President shall report his/her past and future activities at all meetings.

3. The Secretary shall keep a record of all transactions of the Chapter, and conduct all essential correspondence for the Chapter. The Secretary shall keep a roll of the current members of the Chapter and a roll of past Chapter members. The Secretary shall also take roll at every meeting and take minutes at every meeting. The Secretary shall submit an annual report to the National American Society of Civil Engineers Organization. The Secretary shall report membership situation at all meetings.
4. The Treasurer shall take charge and responsibility of all funds belonging to the Chapter and shall be prepared to render an account of Chapter funds at each meeting.
5. The Publicist shall notify all members of next meeting time and place by E-mail and/or posting flyers around the University of Akron.
6. The Web Master shall keep the website current.
7. The Social Activities Coordinator shall serve as a welcome leader for ASCE, plan social activities, and help with fundraising.

C. Nomination and Election of Officers:

1. To qualify to be an officer of the organization, a student must be matriculated, and currently enrolled at the University of Akron.
2. Members of the Chapter shall take nominations from the floor. Nominations shall take place the meeting prior to the last regular meeting of the closing year. Elections shall take place at the last regular meeting of the closing year.
3. Members shall cast their vote by oral voice or by single ballot listing positions and nominees.
4. The candidate(s) receiving a majority affirmative vote will be declared the winner and will take office the following school year.
5. The terms of elected officers shall be or not more than one academic year and no less than one semester, until succeeding officers have been duly elected.

D. Should an elected office become vacant before the expiration of its term, the remaining officers shall call an election to fill the vacancy.

ARTICLE V – ORGANIZATIONAL STRUCTURE

ARTICLE VI – FACULTY ADVISOR

- A. In order to qualify to be the Faculty Advisor, the individual must be a full time faculty or staff member or contract professional at The University of Akron.
- B. The ASCE members will select the Faculty Advisor.
- C. The term of office for the Faculty Advisor will be for two year terms, beginning at the start of the fall semester.

ARTICLE VII – RULES OR ORGANIZATIONAL PROCEDURES

- A. At least six (6) meetings shall be held each semester on a day set by the President as most suitable to Chapter members, speakers, and guests.
- B. The President shall have the authority to call special meetings.
- C. Members shall be notified of any special meetings. The Publicist shall have the responsibility to notify members by e-mail and/or bulletin board postings.
- D. A quorum must be present to conduct business, and a quorum shall be one-half of the membership.
- E. All meetings shall be conducted according to “Robert’s Rules of Order.”

ARTICLE III – FINANCE

- A. Annual dues and special assessments or fees shall be levied by a two-thirds vote of all Chapter members.

ARTICLE IX – AFFILIATION

ARTICLE X – AMENDMENTS

The following process must make all amendments to this constitution:

1. Proposals to amend the Constitution may be made by the officers or by written petition signed by at least four members.
2. The officers in one meeting preceding the vote shall read the amendment.
3. Any amendment to the Constitution shall be considered favored by the affirmative vote of at least two-thirds of the membership.
4. The amendments shall become effective upon notice of approval by the National Board of Direction of the American Society of Civil Engineers.

ARTICLE XI – NONDISCRIMINATION CLAUSE

The American Society of Civil Engineers shall not discriminate on the basis of race, creed, national origin, ancestry, gender, age, handicap, veteran status or sexual orientation in the selection of its members or in its programs unless federal or state laws allow for such exceptions.

ARTICLE XII – STUDENT DEVELOPMENT CLAUSE

The American Society of Civil Engineers shall maintain a current registration form including a list of officers, their addresses, the name of the Faculty Advisor, and the most recently amended constitution with the Office of Student Development.

Revised date: September 13, 2004