CONSTITUTION OF THE
Santa Clara University STUDENT CHAPTER OF
THE AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE)

ARTICLE I. Name

The name of this Chapter shall be the SCU Student Chapter of the American Society of Civil Engineers. This Chapter is a branch of the National American Society of Civil Engineers.

ARTICLE II. Objective/Purpose

The objective/purpose of this Chapter shall be to encourage the development of a professional consciousness, to afford an opportunity for civil engineering students to become acquainted and to practice working together effectively, to promote a spirit of congeniality among them, and to provide friendly contact with the engineering profession.

ARTICLE III. Membership

SECTION 1. Active members of this Chapter shall be undergraduates and graduate students enrolled (registered full or part time) in the University who are interested in civil engineering and who are in good standing with the university and fulfilling the membership requirements of the organization may be a member. Meetings are open to all students of the University and to alumni or others who may wish to attend.

SECTION 2. Membership requirements include but are not limited to the following:

1. Pay dues as advised by the elected ASCE officers for the Santa Clara University Chapter.
2. Be registered members of the National ASCE Chapter.

SECTION 3. In order to guarantee equal rights for all members of the Santa Clara student body, equal opportunities shall be afforded to all students with regard to race, color, national and/or ethnic origin, religion, creed, gender, marital affiliation, sexual orientation, age, citizenship, nationality, veteran status, or physical disability.

SECTION 4. Classification of members should follow the following guidelines:

ACTIVE MEMBERS: Those who regularly participate in ASCE activities, go to general meetings, attend presentations hosted by ASCE, and attend the career fair hosted by ASCE.

INACTIVE MEMBERS: Those who do not participate in ASCE activities, do not attend general meetings, do not attend presentations hosted by ASCE, and do not attend the career fair hosted by ASCE.
ALUMNI MEMBERS: Those who had an active role in ASCE while attending the University and who wish to continue a relationship with the ASCE Chapter at Santa Clara University.

SECTION 5. Privileges of Members shall be as follows:

1. ACTIVE MEMBERS get full membership privileges and get priority in all activities. Full membership includes right to attend meetings, to speak at meetings, to participate in ASCE sponsored activities, to vote, to hold an office, to nominate people for office, and to be a candidate for office.

2. INACTIVE MEMBERS get partial membership privileges. Partial membership includes the ability to attend meetings and to vote. They are also able to speak at meetings if first asked to by or received permission an officer of the Charter.

3. ALUMNI MEMBERS have the privilege to speak at meetings if first asked by or received permission from an officer of the Charter.

ARTICLE IV. Officers

SECTION 1. List of officers
The Officers of this Chapter shall consist of a President, a Vice President, a Secretary, a Treasure, two (2) Activities Coordinators, a Publicity Coordinator, a Webmaster, an AGC Chancellor and an AGC Vice President.

SECTION 2. Qualifications of Holding an Office
The President and Vice-President shall be members of the Senior or Junior class. The Secretary shall be a member of the Sophomore or Junior Class. The Treasure shall be a member of the Junior or Senior Class. The Two Activities Coordinators, Publicity Representative, and Webmaster shall be members of the Sophomore, Junior or Senior Class. AGC Chancellor and AGC Vice President shall be members of the Senior or Junior Class. All officers must be undergraduate students currently enrolled (registered full or part time) at Santa Clara University and must meet the Eligibility Policy for Participating in Student Activities guidelines as specified in the Community Handbook.

SECTION 3. Term Length
The term length for all positions but Secretary shall be for one (1) entire school year beginning at the conclusion of the Graduation Ceremonies for Santa Clara University, at the end of the Spring Quarter, and ending after Graduation Ceremonies for the University of Santa Clara, end of the Spring Quarter. The Secretary shall hold office for a full year and a half. They will officially begin their term at the conclusion of the Graduation Ceremonies for Santa Clara University and will end their term after completion of the ASCE Annual Report for a second time, at the beginning of Winter Quarter.
of their second year. The secretary may hold two (2) positions after the completion of the first annual report.

SECTION 4. Duties of Officers
A. The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent on such an office. The President shall appoint members of all Chapter Committees.
B. The Vice President shall assist the President and shall assume the duties of the President when the latter is in any way unable to discharge the duties of his office. He or she shall be an ex-officio member of all Chapter Committees. They shall also be in charge of setting up the career fair.
C. The Secretary shall keep a record of all transactions of the Chapter and shall, with the assistance of a committee appointed for the purposes, attend to all notifications of meetings. He/she, with the assistance of a committee appointed for the purpose, shall be responsible for the preparation and submission of the annual report of the Chapter to ASCE. He/she shall Take detailed minutes of officer meetings and distribute to other officers rapidly.
D. The Treasurer shall take charge of all funds belonging to the Chapter, shall be responsible for their proper disbursement, shall render and accurate account at each meeting. The fiscal year of the Chapter shall end on May 31. Create monthly excel budget of all ins and outs. Report at officer meetings when necessary. Will be the primary median to reimburse parties and fund group events.
E. The two (2) Activities Coordinators are responsible for organizing and executing social and academic events. The will work with the President and Vice President on developing SCU ASCE connections with industry and outside organizations. Help the Vice President with the career fair.
F. The Publicity Representative will publicize all ASCE events with flyers on bulletin, classroom announcements, and e-mails. Create flyers for events and ASCE meetings as requested by other officers. Gain connections throughout the industry.
G. The Webmaster will design and maintain the website. Update the website with important updates and information as needed.
H. The AGC Chancellor is in charge of setting up the AGC branch of ASCE.
I. The AGC Vice President shall assist the AGC Chancellor in creating AGC.

SECTION 5. Filling a Vacancy
A vacancy will be filled in the following way:
A. If the president vacates his/her position for any reason the Vice President will take over his position with the Junior or Senior Class Representative taking over the Vice Presidents position. An election will then be held for the vacated class representative position as defined by a special election in ARTICLE V. SECTION. D.
B. If the Vice President vacates his/her position for any reason either the Junior or Senior Class Representative taking over the Vice Presidents position. An election will then be held for the vacated class representative position as defined by a special election in ARTICLE V. SECTION. D.
C. If any other position is vacated the President will assume the tasks of that position. If the President deems it necessary to fill the position with another candidate then a special election will be held as defined in ARTICLE V. SECTION. D.

SECTION 6. Executive Leadership Positions
The following positions will consist of the executive leadership:

A. President
B. Vice President
C. Secretary
D. Treasurer
E. Activities Coordinators
F. Webmaster
G. Publicity Representative
H. AGC Chancellor
I. AGC Vice President

ARTICLE V. Elections

SECTION 1. Time of Elections
Elections should be held on the third Tuesday of May every year.

SECTION 2. Election Procedures
A. Method of Nomination: Nominees will be made on the Thursday prior to the elections. Members who wish to be nominated will first nominate themselves. Then three officers of the Charter will need to second the nomination. With the approval of the final officer the candidate will be officially nominated.
B. Method of Voting: Voting will consist of a general meeting in which secret written-ballots will be passed out. Members will then vote for each candidate by placing a check mark by the candidate they wish to hold office.
C. Candidates receiving a simple majority of the total votes will be declared the winner.
D. Special election procedures will occur at a general meeting and shall follow the same method for voting as defined in section ARTICLE V. SECTION 2. B. The candidate with the highest total number of votes will win the election. A run-off will occur only if a tie between two candidates occurs.

SECTION 3. Run-off procedures
A runoff shall occur when two candidates have tied for a position or did not receive a simple majority of the votes. In the occurrence that a candidate did not receive the simple majority of the votes the two candidates with the higher vote total shall run off against each other in a following meeting, which shall not take place longer than a week after the elections. If two candidates tie each other with the highest number of votes those two candidates shall run off against each other in a following meeting, which shall not take place longer than a week after the elections.

SECTION 4. Recall
A petition of one-third (1/3) of the total number of members shall be cause for a recall election. The offense must be in writing and shall be submitted by a member of the organization. A recall election shall be held at the next regular business meeting after presentation of the recall petition and shall be conducted as a special election. Recall will require a favorable vote of two-thirds (2/3) of the voting membership.

ARTICLE VI. Meetings
SECTION 1. A state of the ASCE Chapter meeting (with all members present) shall take place at the beginning of each quarter. At this meeting it will be discussed what events will take place over the following quarter, collection of dues, and other important issues that need to be mentioned. Officers meetings will take place every other week on dates to-be-determined. The first regular meeting will take place on the Wednesday of the first week of each quarter.
SECTION 2. General Meetings shall take place once every three weeks, or as determined necessary at the officers meetings. Officer meetings will take place once every two weeks, or as determined necessary by the President of ASCE. State of the ASCE Chapter meetings will take place on the first Wednesday of each quarter.
SECTION 3. Special Meetings will be called upon by the President of ASCE and will notify all members of the Chapter. The Publicity Representative will also go to classes to mention these meetings.
SECTION 4. Quorum for regular and special meetings shall be at least 20 members.
SECTION 5. Rules of procedure shall be determined at the officers meeting prior to the general meetings. The President shall monitor that rules are followed.

ARTICLE VII. Finances
SECTION 1. Fiscal Operating Year will be from July 1-July 30, same as Santa Clara University.
SECTION 2. Dues will be determined at the officers meeting prior to the first General Meeting and State of the ASCE Chapter meeting.
SECTION 3. This organization shall operate on a non-profit basis.

ARTICLE VIII. Committees
SECTION 1. Standing Committees
A. ASCE Annual Report Committee
B. Finance Committee
C. Membership Committee
SECTION 2. Members of the standing committees shall be selected by the President with approval from the executive leadership.
SECTION 3. Powers and duties of Standing Committees

A. ASCE Annual Report Committee shall assist the Secretary in constructing the ASCE Annual Report
B. Finance Committee shall assist the Treasurer in collecting dues and other monetary issues.
C. Membership Committee shall assist the Publicity Representative in making sure that members are notified of the various events that this Chapter is putting on.

ARTICLE IX. Amendments

SECTION 1. Proposed constitutional amendments or changes shall be presented to the organization in writing, either one meeting before it may be voted on or through email.
SECTION 2. Approval by two-thirds (2/3) of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.
SECTION 3. A copy of any alteration to this document must be filed with Associated Students of Santa Clara University and the Center for Student Leadership.

ARTICLE X. Ratification and Enactment

This document shall become the official governing document of the organization, upon ratification by a two-thirds majority vote of the membership, and approval and acceptance by the appropriate recognizing body of SCU. Amendment and ratification to this constitution should require the same vote percentage, two-thirds majority vote of the membership.