

Constitution

Drexel University – American Society of Civil Engineering

Article I – Name

The name of this body will be the Drexel University Student Chapter of the American Society of Civil Engineering, or DU ASCE.

Article II – Purpose

The purpose of this association shall be to promote a greater understanding of civil engineering within the University through speakers, workshops, conferences, socials and other activities which emphasize civil engineering. This organization shall work closely with the Philadelphia Professional ASCE and Younger Member's Forum to form ties with the professional world and to coordinate events with them to encourage personal and professional growth of the student members.

Article III – Membership

Section 1 – Definition

All full time, undergraduate students regardless of race, religion, national origin, gender, sexual orientation, or ability, may comprise the membership of DU ASCE. All members shall abide by this Constitution, the Code of Ethics, and other governing documents of this Society.

Section 2 – Rights of Membership

- A. All members may vote in elections and may hold office if they are elected or appointed.
- B. All members may be heard at meetings and are encouraged to speak if any issue arises.
- C. All members have access to DU ASCE information regarding meeting minutes, membership, and information not of a confidential nature.
- D. All members are encouraged to apply for scholarships, attend professional meetings, and become active in the professional society.

Article IV – Organizational Structure

Section 1 – Responsibilities of Office

There will be four (4) officers if the DU ASCE. Any member of the DU ASCE may run for office. Core offices are:

A. President

1. The President must be a full time undergraduate student.
2. This student is the spokesperson for the DU ASCE.
3. This student is the primary contact with the faculty adviser and the President of the Philadelphia ASCE.
4. This student is also responsible for calling meetings, setting agendas, presenting issues to discuss, and overseeing that the organization is acting in an appropriate fashion.
5. The president may appoint chairs for committees as the need rises and where the chair has not been defined in the constitution.

B. Vice-President

1. This student shall run meetings in the President's absence and perform the duties of the Presidents as such.
2. The VP shall oversee the committees and report their status to the President.
3. This person shall work closely with the President and attend meetings with the faculty advisor as necessary.

C. Secretary

1. The secretary shall keep minutes of all meetings and distribute them to members prior to the next meeting. Minutes may be distributed via email or hard copy.
2. The secretary shall be responsible for maintaining an email list of members and tracking membership information.
3. This person is also responsible for sending applications to the National ASCE for processing.

4. This person is also to write the annual report of the DU ASCE due to National ASCE every January. The secretary shall meet with the President to accomplish this task.

D. Treasurer

1. The Treasurer must be a full time undergraduate student.
2. This person shall manage the finances of the DU ASCE in accordance with Drexel University student organization finance policies and procedures.
3. This student will be responsible for seeing that Nationals receives their membership check.
4. Any expenditure for the society has to go through the treasurer who must bring the expenditure up for discussion to the members.

Section 2 – Voting

All members of this organization shall vote on issues that are brought forth to membership. The President shall not vote except in the case of a tie.

- A. A quorum is defined as 8 or more official members of DU ASCE.
- B. At least two officers must be present for any voting to occur.
- C. A quorum is required for all voting processes.

Section 3 – Committees

- A. Every member of the DU ASCE may serve on a committee.
- B. There are no standing committees of the DU ASCE. Committees will form according to the needs of the organization. Committees that form will have a chair appointed by the President in the event that the membership does not vote on one. Committees that form will have a separate meeting time other than that of the DU ASCE. These committees shall report to the Vice President.

Section 4 – Advisers

- A. The primary adviser of the DU ASCE shall be a full-time member of the Civil and Architectural Engineering Department.
- B. The adviser shall be a member of the Professional ASCE and take an active role in the DU ASCE Chapter.

- C. The adviser shall be willing to help students out in any way that the can or refer them to someone who can.
- D. Additional advisers may be chosen at the discretion of the membership.
- E. If an adviser does not act in the best interest of the DU ASCE, then the membership may choose other advisers.
- F. The primary advisor must be a full time faculty or staff member.

Article V – General Governing Procedures

Section 1: Meetings and Legislation

A. Meetings

1. Meetings of the DU ASCE will vary year to year. A minimum of once every month will be a requirement with every three weeks being the targeted norm.
2. Meeting will not be held on University holidays or during term breaks.
3. Executive officers shall stay in contact with each other and try to meet in between the regular membership meetings to discuss administrative concerns.

B. Legislation

Legislation must have a majority of those in attendance to pass. Legislation will be brought forth one week in an initial meeting and voted on in the following meeting to allow for member not present to be informed.

Section 2: Elections

- A. DU ASCE Elections shall be held in the fall of the academic year at the first meeting.
- B. The duration of an office will be dependant on the status of the officer. A senior will hold office for 9 months. Freshman will also hold office for 9 months. At this time, elections will be held for vacant positions. The term of the offices vacated will be the summer term. Sophomores and Juniors will hold office while they are in school (6 months). If they wish to hold office while on co-op, the must be re-elected at the switch of co-op cycles.
- C. Voting shall take place by secret ballot of all members present. Absentee ballots must receive prior approval by the Adviser.
- D. A majority vote is required for a candidate to win.

Section 3 – Impeachment

- A. Impeachment proceedings must be discussed with the faculty advisor.
- B. Any officer of the DU ASCE may have impeachment charges brought against them if they are not acting in the best interests of the Society.
- C. An investigation of these charges shall commence if the president feels that the charge has merit.
- D. There will be an impeachment committee headed by a student appointed by the president.
- E. The accuser may be called as a witness should a formal hearing result.
- F. The committee and accused shall meet. If the accused does not contest the charges, action will be taken in the form of a letter of reprimand, suspension of duties, or impeachment.
- G. If the accused does contest the charges, then the committee shall investigate and call a hearing.
- H. The adviser shall be present at all meetings and hearings, and the president will oversee the proceedings.

Section 4 – Vacancies

- A. Vacancies shall be advertised within one week.
- B. If no nominations arise, the executive committee has the right to appoint someone to that position.
- C. Students filling the vacancy shall only serve for the rest of the term of office. If they wish to be re-elected the following year, they must be nominated and elected the next year.

Article VI – Ethical Standards

- A. A student may hold no more than one office.
- B. Any member of DU ASCE shall not intentionally damage another student's character by giving false information about the student.
- C. All officers shall carry out their duties as specified in this Constitution to the best of their ability.

D. If an officer cannot abide by these standards, then they shall resign immediately so that another student may assume and execute those duties.

Article VII – Ratification

Ratification of this Constitution will take place by a majority vote of the membership. This Constitution shall take effect immediately and supersede any and all previous Constitutions.

Article VIII – Amendments

A. Any and all amendments shall be submitted to the executive committee in writing prior to the next regular meeting for review. The amendment will then be placed on the agenda as new business.

B. Amendments will be voted on by the present membership at the next regular meetings as stated in Article V, Section 1B.