

ASCE/SEAOSD – The Society of Civil and Structural Engineers
At the University of California, San Diego
Student Chapter Constitution
Last Revised April 14th, 2009

Article I. Name and Affiliations

Section 1. The name of this organization shall be The Society of Civil and Structural Engineers (SCSE) - ASCE/SEAOSD. It shall be the UC San Diego (UCSD) Student Chapter of the American Society of Civil Engineers (ASCE) as well as the UC San Diego Student Chapter of the Structural Engineers Society of San Diego (SEAOSD).

Section 2. The following names and abbreviations may be used to represent the Society:

- (a) SCSE at UCSD
- (b) ASCE/SEAOSD – The Society of Civil and Structural Engineers
- (c) Society of Civil and Structural Engineers
- (d) SCSE
- (e) SCSE – ASCE/SEAOSD
- (f) American Society of Civil Engineers, UCSD Chapter
- (g) ASCE-UCSD
- (h) Structural Engineers Association of San Diego, UCSD Chapter
- (i) SEAOSD-UCSD

Article II. Statement of Purpose

Section 1. This Society is established for the following purpose: To supplement the engineering education of University of California, San Diego students, to promote the personal and professional development of its members, and to improve the community of which we are part through outreach and community service.

Article III. Membership

Section 1. Membership in the Society shall consist of the following grades: Member, Active Member.

Section 2. A Member in the Society shall be: a student at the University of California, San Diego engaged in the study of Civil/Structural Engineering or a related field and who is in good standing as evidenced by the payment of Society dues. A Member may vote, hold office, and serve as director, committee chair, or committee member within this Society. A Member shall have all the privileges, duties, and benefits of an Active Member except wearing the SCSE cords upon graduation.

Section 3. An Active Member shall be any Member of two (2) years or more, or any Member holding office or serving as Committee Chair within the Society. An Active Member is entitled to wear the Society's cords upon graduation.

Section 4. The term "member" as used throughout these Bylaws shall mean a person holding any class of membership.

Article IV. Dues and Finances

Section 1. Fees shall be set by the Officers.

Section 2. Annual dues shall be \$25.00 per school year. This section shall be annually amended to remain current.

Section 3. A quorum of the Officers may increase or decrease the Society dues singly or collectively by not more than 50% in any one year. Increases or decreases in excess of 50% must be approved

by an affirmative vote of not less than two-thirds (2/3) of the voting Members by letter ballot in which a majority of the eligible voting Members vote thereon.

- Section 4. On written application from any Member, a quorum of the Officers may, at its discretion and for cause, remit part or all current dues and/or assessment of the Member or extend the time of payment.
- Section 5. Additional monies required to carry on the activity of the Society may be raised through assessments for individual activities.
- Section 6. The Officers are empowered to receive contributions from any source, provided the funds so received are used to further the aims and objectives of this Society. Furthermore, all funds received by any Officer must be submitted to the VP - Finance for deposit into the Society account.
- Section 7. The fiscal year of this Society shall be from the first day of September to the last day of August of the following year.
- Section 8. All expenditures must be processed by the VP - Finance and can only be executed with prior authorization and when the account is in good standing. Prior authorization includes, and is limited to:
- (a) Any expense budgeted in the current fiscal year budget, not exceeding \$300.
 - (b) Any expense budgeted in the current fiscal year budget, exceeding \$300 with the approval of the President or a quorum of Officers.
 - (c) Any non-budgeted expenditure approved by a quorum of the Officers, or a majority of the Members
- Section 9. The Society is not liable for and cannot reimburse any expenditure for which prior authorization is not obtained as described in Section 8.
- Section 10. The Society is a nonprofit organization. All contributions shall be used to further the aims set forth in our Statement of Purpose, and all donations shall be used for the purposes they were intended for, to the best judgment of the Officers.

Article V. Officers

- Section 1. The Executive Officers of the Society shall be the President, Vice President - Programming, Vice President – Conference, Vice President - Finance, and the Graduate Liaison.
- Section 2. In accordance with University Policy the Eight (8) Principle members shall be the President, Vice President - Programming, Vice President – Conference, Vice President – Finance, Outreach Director, Executive Assistant, Fundraising Coordinator, and Publicist.
- Section 3. The President and Vice Presidents shall be members of the Junior or Senior Class. The Executive Assistant shall be a non-graduating student at the end of his or her term. The Graduate Liaison shall be a Graduate Student. The Freshman and Sophomore Representatives shall be members of the respective classes.
- Section 4. The Officers shall be elected from the Student Chapter Members. The Officers shall hold office until their successors are duly elected and qualified.
- Section 5. At any time, with the authorization of a quorum of the Officers, two offices may be combined into a single office. The Officer of the newly created position must fulfill the duties of both positions in full.
- Section 6. If an Officer is absent without excuse from three meetings during the course of any quarter, the Officer forfeits his or her position, and must relinquish all control over any records or accounts and vacate the position. For an absence to be considered excused, the officer must notify the President in advance of the meeting and give a reason deemed valid by a majority of the officers.
- Section 7. With a two-thirds (2/3) vote of the Officers not in question and an affirmative vote of the Chapter Advisor(s), any Officer may be declared incompetent. Upon having been declared

incompetent, that Officer will relinquish all control over any records or accounts and vacate the position. Additionally, he or she will cease to represent him or herself as an Officer of the Chapter.

Article VI. Nomination and Election of Officers

- Section 1. Nominations for Officers may be made by any member from the last general body meeting of Winter Quarter up until the elections meeting, to take place during the Spring Academic Quarter at a meeting decided upon by the Officers.
- Section 2. Officers shall be elected by secret written ballot. The ballots are to be distributed to and collected from the Members. Balloting for each office shall take place in the order that the offices are listed in the Constitution and the votes shall be counted prior to the next balloting to allow unelected nominees to run for other offices.
- Section 3. The results shall be announced at the conclusion of each balloting. For each office that is not an Executive Officer position, the candidate receiving the highest number of votes shall be declared elected, provided that the number of votes received is at least 25% of the number of members in attendance. A majority of the votes cast shall be necessary for the election of the Executive Officers.
- Section 4. If not more than one (1) nominee is presented for each office to be filled, balloting shall consist of a written "yes" or "no" vote of the membership. For Executive Officers, a majority (more than 50% of the members in attendance) must vote "yes" to elect the nominee. For all other offices, 25% of the members in attendance must vote "yes" to elect the nominee.
- Section 5. The elected officer shall carry the title of the office amended with "- elect" until July 1st.
- Section 6. In the event of a tie between two (2) or more candidates for the same office, the current President shall determine the outcome by any method deemed reasonable by a majority of the current Officers.
- Section 7. A vacant office, with the exception of President, shall be filled by a majority vote of the Officers. This person will take office immediately with the full duties and responsibilities outlined in this Constitution, pending a "yes" or "no" vote of the membership at the next general body meeting as outlined in Article VI, Section 4. Until the position is filled by vote before the Officers, the President may appoint an interim Officer for a period of no more than thirty (30) days. If no candidate can be found, the duties of the vacant office shall be distributed among the officers according to the President's discretion.
- Section 8. A vacancy in the office of President shall be filled by a majority vote of the present membership at the earlier of the next general meeting or forty-five (45) days. The Vice President - Programming shall assume the duties and responsibilities of the President until such time as the office is filled.
- Section 9. Officers will officially begin their duties on July 1st and end their term on June 30th of the following year. A transition period will take place from the time of election until the time their term officially begins. During this transition period, an incoming Officer may exercise duties as governed by the outgoing Officer.

Article VII. Powers and Duties of the Executive Officers

- Section 1. Subject to the limitations of these Bylaws and the regulations of the University of California, San Diego, all powers shall be exercised by the Officers. It shall be the function and duty of the Officers to direct and control the affairs of this Society; to maintain and keep current the Constitution; and to perform all administrative functions of this Society not otherwise delegated herein. In no way shall the descriptions of duties contained herein be considered exhaustive.
- Section 2. President

The President shall be the chief governing Officer and shall preside at all meetings of this Society and of the Officers. The position of the President involves working closely with the Vice Presidents in determining the overall direction of the Society. The President shall:

- (a) Be responsible for organizing and coordinating the activities of the officer board and the Society in general.
- (b) Act as a signing authority for the Society
- (c) Appoint committees as necessary to further the ends of the Society
- (d) Attend appropriate ASCE-SD and SEAOSD meetings

Section 3. Vice President - Programming

The Vice President - Programming reports to the President and shall coordinate the programming activities of the Society. The Vice President - Programming shall also:

- (a) Organize programming events, including but not limited to General Body Meetings, panel discussions, tours, and other special events
- (b) Find speakers for General Body Meetings
- (c) Keep event forms to keep record of all Society events
- (d) Write the annual report

Section 4. Vice President – Conference

Vice President – Conference reports to the President and shall coordinate the Society's participation in all conferences. He or she shall:

- (a) Oversee the progress of all competitive teams and communicate with the team captains
- (b) Manage all matters concerning the project lab space
- (c) Serve as the point of contact between SCSE and the hosting organization for each conference
- (d) Manage all logistics necessary for travel to each conference
- (e) Register the club with Engineering Student Services (ESS)
- (f) Register the club with the Center for Student Involvement (CSI) each fall

Section 5. Vice President – Finance

The Vice President - Finance reports to the President and shall coordinate all the Society's finances. He or she shall:

- (a) Work closely with the Fundraising Coordinator and other officers to create an annual budget
- (b) Track of the incomes and expenditures of the Society, and manage all Society accounts
- (c) Work with the Fundraising Coordinator to ensure that the Society reaches its fundraising goals
- (d) Prepare periodic reports on the overall financial status of the society
- (e) Attend ASCE and SEAOSD meetings as relevant to fundraising

Section 6. Graduate Liaison

The Graduate Liaison reports to the President and shall offer input on the behalf of the Graduate Students. He or she shall also:

- (a) Work to improve graduate participation in the Society
- (b) Organize the mentor program
- (c) Maintain the alumni database
- (d) Serve as the Editor-in-Chief of the Society Newsletter

Article VIII. Duties of Additional Officers

Section 1. Executive Assistant

The Executive Assistant reports to the President, and plays a key role in the continuity of leadership of the Society. This position may only be filled by a student with at least one additional year of undergraduate study left after his or her term. The Executive Assistant shall at the direction of the President:

- (a) Work with the President to plan, organize, and direct SE Day
- (b) Record minutes and track attendance for all meetings of the Society and its Officers

Section 2. Outreach Director

The Outreach Director reports to the President, and shall oversee all outreach projects for the Society. He or she shall be primarily responsible for directing the Society's role in the UCSD Seismic Outreach project.

Section 3. Assistant Outreach Director

The Assistant Outreach Director reports to the Outreach Director, and shall direct the Society's weekly outreach program, as well as assist the Outreach Director in organizing the Seismic Outreach project.

Section 4. Fundraising Coordinator

The Fundraising Coordinator reports to the Vice President - Finance and is responsible for raising the funds necessary for general club operation, and all conferences expenditures. This Officer shall:

- (a) Assist the Vice President – Finance in creating an annual budget
- (b) Write an annual fundraising proposal
- (c) Organize all fundraising activities of the Society

Section 5. Publicist

The Publicist reports to the Vice President – Programming, and deals with all communication to the media and publications. He or she shall:

- (a) Maintain the webpage, including registration with Academic Computing Services (ACS)
- (b) Keep a full calendar of all meetings, events, and activities for the President and other Officers
- (c) Act as the Society historian, taking pictures at appropriate events
- (d) Work with the Sophomore and Freshman Representatives to publicize meetings and events of the Society, which includes distribution of flyers and advertisements around campus
- (e) Collect and distribute information on scholarships and internships

Section 6. TESC Representative

The TESC Representative reports to the President, and is the point of contact between the Triton Engineering Student Council (TESC) and the Society and coordinates joint efforts between the two organizations. He or she shall:

- (a) Attend all meetings of TESC, preparing periodic reports to be presented to the Officers.
- (b) Coordinate the Society's participation in TESC events.

Section 7. Social Events Chair

The Social Events Chair reports to the Vice President – Programming, and is responsible for planning and directing the social events of the Society. He or she shall:

- (a) Procure supplies and materials for Society operations, including what is needed for general body meetings

Section 8. Freshman Representative

The Freshman Representative reports to the President. This position will be filled by seeking an interested freshman in the fall, who must be confirmed by a majority vote of the Officers. He or she shall:

- (a) Promote freshman involvement by publicizing Society events to members of the freshman class

Section 9. Sophomore Representative

The Sophomore Representative reports to the President, and must be a sophomore while holding office. This position may not be filled by a member who has previously served as Freshman Representative. He or she shall:

- (a) Promote sophomore involvement by publicizing Society events to members of the sophomore class

Section 10. Steel Bridge Project Manager

The Steel Bridge Project Manager reports to the Vice President – Conference. This Officer is responsible for leading the Steel Bridge team for the purpose of designing and fabricating a steel bridge for competition, per competition rules. This office may be filled by only one person. Within sixty (60) days of election, he or she will appoint a minimum of two additional sub-captains who will help to oversee the many other aspects of the project and have the power to substitute and vote for the Project Manager when he or she is absent. In addition, the Steel Bridge Project Manager shall:

- (a) Structure the Steel Bridge Team such that discontinuity from year to year is minimized
- (b) Gather all necessary materials and assistance as needed to build a steel bridge for competition
- (c) File a report after conference detailing the performance of the team and suggestions for the following year to be submitted to the Society and ESS

Section 11. Concrete Canoe Project Manager

The Concrete Canoe Project Manager reports to the Vice President – Conference. This Officer is responsible for leading the Concrete Canoe team for the purpose of designing and fabricating a Concrete Canoe for the PSWRC (and if applicable NCCC) competition(s), per ASCE NCCC rules. This office may be filled by only one person. Within sixty (60) days of election, he or she will appoint a minimum of 2 additional sub-captains who will help to oversee the many other aspects of the project and have the power to substitute and vote for the Project Manager when he or she is absent. He or she will also:

- (a) Structure the Concrete Canoe Team such that discontinuity from year to year is minimized
- (b) Gather all necessary materials, participants, and assistance
- (c) File a final report after competition to be submitted to the Society and ESS

Section 12. Conference Director

In the event that the Chapter will host a regional, national or international conference or competition, such as the Pacific Southwest Regional Conference, a Conference Director shall be appointed by a quorum of the officers and confirmed by the general membership no later than the first general body meeting after the appointment is made. If the appointment is declined or not approved, it is the responsibility of the Executive Committee to organize the conference under the direction of the President. The Conference Director reports to the Executive Committee.

- (a) Chair a Special Conference Committee
- (b) Plan and organize all aspects relating to the conference
- (c) Appoint special committee chairs and members to be confirmed by a quorum of Officers

Section 13. Past President

Should one be available and willing, the Past President shall aid in leadership continuity and sit as a non-voting member of the executive committee.

- (a) He or she shall chair an Awards and Recognition Committee
- (b) Aid in external relations at the direction of the President, or Executive Committee

Article IX. Appointed Officers

Section 1. In the event that additional duties of the Society arise that are not included in any Office previously outlined, the President may appoint additional Officers from among the membership.

Section 2. Presidential appointments must be confirmed by a majority of the Officers and will be non-voting members of the Officer board. Such appointed Officers will be given a title and specific responsibilities to undertake for the Society. Appointed Officers serve at the pleasure of the board and may be removed from office by a majority vote of the officers.

Section 3. Examples of appointed Officers are given below:

- (a) Seismic Design Team Captain
- (b) Other PSWRC captains

(c) Committee Chairs

Article X. Meetings

- Section 1. General Body Meetings of this Society shall be held three times every academic quarter as scheduled by the Officers.
- Section 2. The Officers shall meet periodically. Special meetings may be called by the President.
- Section 3. One-half (1/2) of the elected Officers shall constitute a quorum of the Officers.
- Section 4. Roberts' Rules of Order (latest revised edition) shall govern all parliamentary procedure not otherwise provided for by these Bylaws.

Article XI. Student Membership in ASCE and SEAOSD

- Section 1. Members who are in good standing with the Society are eligible to be Student Members of ASCE and are qualified to the ASCE National Governing Body as such by the Officers.
- Section 2. Members are encouraged, but not required, to become Student Members of SEAOSD by application directly to SEAOSD and payment of appropriate fees. The Officers are strongly encouraged to become SEAOSD members themselves.
- Section 3. The relationship of the Society to SEAOSD shall consist of the following:
 - (a) All members of the Society having Student or other member grade in SEAOSD shall enjoy all privileges entitled by those grades.
 - (b) UCSD students may be members of SEAOSD without belonging to the Society.
 - (c) The President of the Society shall act as liaison between SEAOSD and the Society.
 - (d) SEAOSD will provide support for student chapter activities in the form of speakers, tours, publications, scholarships, donations, et cetera, as approved by the SEAOSD Board of Directors.
- Section 4. The Society shall have at least one faculty advisor. One faculty advisor must be the recognized ASCE advisor. The Society may have a second faculty advisor, preferably a member of SEAOSD.

Article XII. Amendments and Freely Amendable Articles

- Section 1. Amendments to these Bylaws, except those listed in Article XII, Section 1, may be initiated by the Officers or on petition of at least 10% of the Voting Members. The Amendment shall be adopted only upon qualifying vote by secret ballot. Qualifying vote is defined as affirmative vote if two-thirds (2/3) of those voting vote favorably.
- Section 2. Articles VIII may be amended by a two-thirds (2/3) vote of the current Officers without need of vote by the general membership.
- Section 3. Article IV, Section 2 shall be annually updated to reflect current dues, in accordance with Article IV, Section 3.
- Section 4. A copy of the Constitution of the Pacific Southwest Region shall be included with these bylaws in its most updated version. No amendment is necessary for this to remain current.

Article XIII. Ratification

- Section 1. A three-fourths vote of the general membership will be necessary to ratify the Constitution.
- Section 2. This Constitution was approved by a unanimous vote of the Officers on the 14th of April, 2009, and ratified by a unanimous vote of the general membership on the 15th of April, 2009.
- Section 3. The Constitution of this Society was first approved by a unanimous vote of the Officers on the 31st of October, 2005 and ratified by a unanimous vote of the general membership on the 17th of November, 2005.