

American Society of Mechanical Engineers Rice Chapter

Constitution

March 20, 2016

PREAMBLE:

We, the "Rice University Chapter of the American Society of Mechanical Engineers", serve as the local student chapter of the national professional society for mechanical engineers known as ASME. We seek to develop and enhance the education of Rice University mechanical engineers outside the classroom through networking events, competitions, and other general interest meetings.

1 NAME

This organization will be known as "The Rice University Chapter of The American Society of Mechanical Engineers", hereafter abbreviated as Rice ASME.

2 PURPOSE

The goals of Rice ASME are to increase communication and develop relationships between students, faculty, and professional engineers in industry, work with industry partners and academic institutions to help identify career opportunities, and promote interest in engineering in both the Rice and local Houston communities. These goals will be achieved by means of helping to host information and recruiting sessions, inviting guest speakers, as well as promoting attendance in the ASME national chapters South Texas Section (STS) professional branch. In addition, Rice ASME will host design competitions and community outreaches to help promote engineering to others in the Rice and local communities.

3 RICE ASME MEMBERS

3.1 Definition

Rice ASME members will be any Rice University student, staff, or faculty who choose to participate in Rice ASME events and attend meetings. Rice ASME will not discriminate against any potential members (see Section 8).

3.2 Dues

No dues will be collected for membership into the Rice ASME chapter. Distinction however, is made for student membership into the national chapter of ASME, which may require dues. Membership in the national chapter, while encouraged, is not required of Rice ASME.

4 RICE ASME OFFICERS

4.1 Executive Board

The executive board is led by the president and is comprised of the Vice Presidents, Secretary, and Treasurer. Their job is to lead the rest of the board and general membership in accomplishing the chapter's goals. It is the job of the executive board to tackle larger and newer projects and their meetings should focus on big picture and long term objectives for the club.

4.1.1 President

The President is responsible for the organization and successful operation of the student chapter. He/she is in charge of the executive board and general strategic management of the club. His/her duties include overseeing the delegation of duties among officers and committees, leading the board meetings, being a point of contact for external relations (including STS) and the Rice Student Activities office.

4.1.2 External Vice-President

The External Vice-President will assist the President with his/her duties, and oversees general meetings in the absence of the President. He/she is in charge of managing the external board (see Section 4.2) and growing the image of ASME within and beyond Rice University. Primary responsibilities include maintaining contact with other companies and organizations and managing external events and meetings

4.1.3 Internal Vice-President

The Internal Vice-President will assist the President with his/her duties, and oversees board meetings in the absence of the President. He/she is in charge of managing the internal board (see Section 4.3) and is the chief contact point for Rice students, alumni, and professors. Primary responsibilities include maintaining the club constitution and resources and managing internal events and issues.

4.1.4 Secretary

The Secretary is responsible for taking any necessary meeting notes and organizing and maintaining the email listserv. He/she should send out emails for the board and forward external opportunities to the general membership. The Secretary is also responsible for managing the ASME email, google drive, and membership points system.

4.1.5 Treasurer

The Treasurer is responsible for handling all of the club's financial issues. He/she should assist all members with any financial tasks or questions and proactively track and record charges. The Treasurer must stay up to date with the ASME budget and C-fund as well as work with corporate sponsors.

4.2 External Board

The external board is led by the External Vice President and is comprised of the different Representatives and the Historian. Their job is to handle social events, community building, and advertisement. The external board should strive to expand membership, and promote the public image of ASME at Rice and beyond.

4.2.1 Historian

The Historian is responsible for documenting and photographing all ASME events and then advertising them on the website and beyond. He/she should work with the webmaster to promote and spread a positive ASME image and expansive online presence.

4.2.2 Representatives

The number and type of Representatives will be detailed in the Bylaws. Representatives are responsible for advertising ASME events and representing the interests of their respective basis. They make up the majority of the external board and should fulfill their duties in that respect.

4.3 Internal Board

The internal board is led by the Internal Vice President and is comprised of the different Chairs and the Webmaster. Their job is to plan their events and work towards each individual chair's goals. The internal board should strive to put on affective events and continually improve ASME programming.

4.3.1 Webmaster

The Webmaster is in charge of the design and upkeep of the ASME student chapter web page. He/she should assist the other board members with all technology related tasks including secure election procedures.

4.3.2 Chairs

The number and type of Chairs will be detailed in the Bylaws and should be decided on each year by the executive board. Chairs are responsible for taking on major ASME projects and important specialized responsibilities. They make up the majority of the internal board and should fulfill their duties in that respect.

5 PROCEDURES

5.1 Elections

All elected officers with the exception of the freshman representative will be elected in the spring semester. The election must take place a month before the school year ends to allow for effective transition to the new board. There will be at least one week for members to vote for

candidates. Elections will be conducted as anonymous preferential voting, restricted to ASME students, and primarily organized by the President.

5.2 Elected Positions

All members of the executive board and the external board are elected positions. This includes the President, Internal and External Vice Presidents, Secretary, Treasurer, Historian, and Representatives. The Vice Presidential election shall be run as a single election with the top two candidates being chosen as winners. They will then decide among themselves which person will serve as External Vice President and which person will serve as Internal Vice President.

5.3 Appointments

All members of the internal board with the exception of the Internal Vice President will be appointed. This includes the Chairs and the Webmaster. Appointment procedure should be run by the president and voted on by the executive board. There should be at least one week for members to apply to appointed positions, and appropriate due process should be had for appointment decisions.

5.4 Temporary Positions

The President shall reserve the right to appoint qualified candidates for new temporary positions within the ASME board if those positions are essential for successful operation of the organization. Any appointed candidates must be approved by a two-thirds supermajority of the board and the sponsor. A constitutional changes is required for positions to become permanent.

5.5 Neglect of Duties and Impeachment

In the event an officer is unable to complete his/her term, a majority of ASME board members will determine the best course of action. (ie. To leave the position vacant, with duties distributed amongst the remaining officers, or to hold an election for the vacant position.) In the event an officer consistently fails to complete his/her assigned responsibility, the board shall call an emergency meeting to decide on the course of action. Impeachment of officers requires sponsor approval and a two thirds supermajority of board members.

6 SPONSOR

6.1 Requirements

The organization must have a sponsor who is a member of the Rice faculty or staff and who plans to be at Rice for the full academic year.

6.2 Selection

The sponsor shall be selected at a regular meeting by a majority vote of voting members present.

6.3 Term

The sponsor shall serve until his or her resignation or replacement.

6.4 Training

The sponsor must meet the training criteria set by the Office of Student Activities by the deadline determined by that office.

6.5 Replacement

If the sponsor resigns, is replaced, or is otherwise unable to continue serving as the sponsor for the remainder of the academic year, the organization shall select a new sponsor and notify the Office of Student Activities of the change within 15 class days

7 AMENDMENTS TO THE CONSTITUTION & BYLAWS

7.1 General Procedure

This constitution and bylaws may be amended and voted on at any time during the academic year. Votes must come from valid Rice ASME members. The membership shall be notified of adopted constitutional amendments.

7.2 Constitution

This constitution may be amended by a vote of two-thirds of ASME members.

7.3 Bylaws

The bylaws may be amended by a majority vote of the ASME board.

7.4 Submitting Amendments

Any member of the ASME may submit amendments to the constitution or bylaws for consideration. Amendments will be first voted on by the board for validity and then issued to the general membership for final approval.

8 NONDISCRIMINATION REQUIREMENT

This organization shall not discriminate against individuals on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status.

9 ANTI-HAZING POLICY

This organization shall not engage in any form of hazing, as defined by the Code of Student Conduct and any other applicable Rice University rules and regulations.

10 PRIMACY OF THE STUDENT ASSOCIATION

This organization shall recognize the primacy of the Student Association Executive Branch, the Student Senate, and ultimately, the Student Association. This organization shall be bound by the requirements of the Constitution of the Student Association and any associated rules and regulations. This constitution and any bylaws or policies adopted by this organization are subordinate to the Constitution of the Student Association.

11 AMENDMENTS

11.1

Requests for external financial reimbursement/funding from Rice ASME will be evaluated and voted on by the board in the next board meeting. Requests will be handled based on impact as well as how closely they help forward the spirit of the organization. A majority decision by the board is required for approval.