

Constitution for the American Society for Engineering Education at Georgia Tech

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Preamble

We, the students of the Georgia Institute of Technology (Georgia Tech), in order to establish a student based organization committed to furthering education in engineering and engineering technology, do hereby establish this constitution. Our mission will consist of:

- A. Providing opportunities for future engineering educators to develop teaching and research skills.
- B. Providing STEM undergraduate and graduate students with the opportunity to learn about engineering education research.
- C. Assisting and encouraging minorities and women to study and seek careers in the STEM fields
- D. Developing relationships with local K-12 schools and aiding them in fostering student interest in engineering.

Article I – Name

This organization will be known as the American Society for Engineering Education at Georgia Tech, hereafter referred to as the ASEE Student Chapter.

Article II – Purpose

The purpose of a Student Chapter of the National ASEE Organization is to:

- A. Improve the technological literacy of the general public.
- B. Change the way students of all ages, gender, and ethnicity learn engineering.
- C. Encourage K-12 students to consider studying engineering.
- D. Enhance the teaching and presentation skills of prospective engineering educators (at all levels).

- E. Inform and educate students and faculty about engineering education pedagogies and research.
- F. Provide undergraduate and graduate students with engineering real world learning opportunities.
- G. Develop the skills needed to conduct engineering education research

Article III - Membership

- A. Members of the ASEE Student Chapter will be Georgia Tech students who meet eligibility requirements for participation in extra-curricular activities as stated in the Georgia Tech Catalog and SGA policies. Only Georgia Tech students can vote or hold office.
- B. Associate members may be Georgia Tech faculty, staff, or alumni and their spouses and spouses of student members. They may not vote or hold office.
- C. There will be no maximum number of members.
- D. Membership will take effect when an interested party signs the membership roster and/or pays all dues set for the semester.

Article IV – Officers

Section 1. Only Georgia Tech students eligible according to the Georgia Tech Catalog can hold or run for office and they must already be members of the organization.

Section 2. An Executive Board comprised of Officers will govern the activities of the organization, and the specific duties of the Officers will be as follows:

- A. President: The President will be responsible for:
 - 1. Formulating a yearly organizational agenda for the organization.
 - 2. Insuring that chapter activities fall within the organizational goals as stated in the Constitution.
 - 3. Presiding over all regular and special meetings for the organization.
 - 4. Creating temporary position, lasting the duration of the current officer's term, to assist in performing the duties of the office.
 - 5. Creating committees as needed.
- B. Vice President: The Vice President will be responsible for:
 - 1. Assisting the President in insuring that the objectives are met.
 - 2. Assuming the duties of President in his/her absence.
 - 3. Presiding over at least one general meeting per semester.
 - 4. Acting as a liaison between the Executive Board and all regular, special, and temporary committees.

5. Creating temporary position, lasting the duration of the current officer's term, to assist in performing the duties of the office.
- C. Secretary: The Secretary will be responsible for:
1. Recording events and activities performed by the organization.
 2. Recording attendance of board members.
 3. Preparing an annual report to inform the ASEE Student Division and the student members on the accomplishments and future planned activities.
 4. Keeping minutes during the executive, general, and committee meetings, and to document a record of the minutes for the ASEE Student Chapter.
 5. Maintaining record of the books posted in the library by the organization.
 6. Creating temporary position, lasting the duration of the current officer's term, to assist in performing the duties of the office.
 7. Keeping records of all student members, updated yearly.
- D. Treasurer: The Treasurer will be responsible for:
1. Compiling and presenting a financial report of the previous year.
 2. Setting up a budget for the upcoming year.
 3. Overseeing fund raising activities.
 4. Keeping a record of the ASEE Student Chapter funds, including the collection of dues.
 5. Creating temporary position, lasting the duration of the current officer's term, to assist in performing the duties of the office.

Article V– Officer Elections

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than the week before finals.
- B. Election timeline and nomination process must be announced to members at least two weeks prior the elections meeting.
- C. Any student member may campaign or be nominated for any position on the Executive Board. The candidate names will be distributed to organization members at least 24 hours prior to the election meeting.
- D. The candidate for each office receiving the most votes of members at the elections meeting will be considered the victor. If two candidates receive the most votes, then there will be a run-off between the two candidates. The candidate who receives the most votes will be the victor. If there is still a tie, the highest ranking outgoing officer not involved in the run-off will make the final decision. No member can be elected to more than one position on the Executive Board at one time.
- E. New officers take office at the last meeting of the Spring semester and remain in office until the next election.

- F. If a position remains unfilled after the elections process the President will appoint a member to the position or re-assign duties to another officer.

Article VI- Officer Removal

- A. If an officer fails to maintain Institute requirements for holding office (good standing, for example), he or she shall resign immediately.
- B. If it is believed that an officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership or Executive Board and presented at a general meeting or Executive Board meeting depending on the origin of the petition. Then, upon verification of the validity of the petition, by the Advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.
- C. The Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.
- D. If the President is removed or resigns, the Vice-President will take his/her place in the interim until the next election term. All other officers will be nominated by the membership and voted on in accordance with Article V at the next meeting. In this case, the victor will take office immediately following election and will fulfill the term of the officer that he or she is replacing.

Article VII- Committees

- A. Committees may be created as necessary by the President for specific events and projects not to last longer than the current officer term.
- B. Each committee will have a chair, as appointed by the President.
- C. Any member or officer may be selected as a committee chair.
- D. Any number of members may be on a committee.

Article VIII – Advisor

- A. A full-time Georgia Tech faculty or staff member will serve as Advisor to the organization.
- B. Nominations for Advisor will take place within the Executive Board. An Advisor will be chosen within two weeks of a vacancy. The Executive Board will choose

the Advisor by a majority vote and invite him/her to serve as Advisor for the next academic year.

- C. During officer elections, the organization will vote on whether to continue the Advisor appointment or not. The vote must be a majority of those voting in order to retain the Advisor for the next academic year.
- D. The duties of Advisor include: meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and Georgia Tech policy.
- E. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed.
- F. If an Advisor steps down, is removed, or is not re-appointed, the Executive Board will follow the process stated in Article VIII, B.

Article IX - Dues

Dues will be determined at the beginning of the year by a majority vote of the Executive Board but will not be less than the required amount designated by the Student Government Association Joint Finance Committee Policy. Dues are to be paid by the third week of the semester or by the second week of membership.

Article X – Parliamentary Procedure

Robert’s Rules of Order will be used in instances not covered in this constitution.

Article XI – Constitutional Amendments

- A. Amendments to the constitution shall be submitted by members of this organization to the Executive Board in writing for consideration.
- B. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any vote on changes in the constitution.
- C. A two-thirds vote of members present will be required for adoption.
- D. Amendments are subject to the approval by the Student Government Association and the Student Activities Committee.

Article XII - Bylaws

- A. Elections shall be conducted by written ballots. Absentee ballots shall be allowed.
- B. A vacancy of the Presidency shall be filled by the Vice-President. The Vice-Presidency shall then be filled according to Article V.
- C. Non-attendance of more than three meetings per semester by an executive board member will be considered as a voluntary resignation.
- D. A 2/3 majority vote of the Executive Board may replace any officer for poor attendance to the meeting.