

# College of Engineering Student Council Bylaws

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*Approved 9/18/2014*

## **Article I: Name and Purpose**

### **Section 1: Name**

The name of this organization shall be College of Engineering Student Council, hereafter COESC.

### **Section 2: Purpose**

The COESC shall exist to accomplish the following:

1. Coordinate activities among the various recognized engineering student organizations.
2. Manage the allocations of funds set aside by the College of Engineering for the use of student organizations.
3. Represent the engineering student body regarding student issues.
4. Keep the Dean's office informed regarding engineering student activities.
5. Keep the student body informed about concerns and student related activities in the Dean's office.

### **Section 3: Vision**

The College of Engineering holds pre-professional engineering organizations to be necessary to the betterment of our students, of which academics is only a part. We have an interest in our student's full development and we wish to aid these organizations with funding, facilities, and resources as we are able, and direct new students to participate in them.

Our faculty and student leaders have formed the COESC with the intent of bringing together the officers of our various organizations, their faculty advisors, and administrators of the College of Engineering to better serve the needs of the student body. We entrust the COESC to manage the funds we set aside for them and to organize activities capturing the interests of students.

We seek to communicate with our students and be informed of pre-professional student activities. A report from our Dean's Office will be presented at COESC meetings for voicing our concerns to student representatives. The COESC will provide us with feedback from students for improving our programs, continuing to meet ABET accreditation, and to impart enrichment.

Together the College of Engineering and the COESC will partner to fulfill the purpose and vision outlined in these bylaws for the full development of our students and the enduring excellence of our engineering programs.

## **Article II: Meetings**

### **Section 1: Scheduling**

Frequency of meetings shall not be less than once every month during Fall and Spring semesters excluding December and May. Meetings shall be held September through May excluding recognized UAA breaks and holidays. The day and time of the meetings will be determined by the COESC at the beginning of each semester. Sub-committees and task groups may be formed to work on particular issues and these groups will schedule their own meeting times.

### **Section 2: Quorum**

A standard quorum shall be forty percent (40%) of the student representatives from COESC members that have active voting status. A stricter quorum shall be enforced on a particular issue if stated elsewhere in these bylaws. If a quorum is not present at the posted starting time, an informal business meeting shall be declared. A motion may be made to allow for absentee voting on an issue. Absent organizations shall be prepared and presented with a summary of the issue, voting procedures, and the voting deadline. All votes must be submitted to the Dean's Office Co-Chair prior to the voting deadline. The period for voting shall not be less than seven (7) calendar days. Votes may be submitted by electronic methods or a written ballot. Student Representatives are encouraged to hold informal discussion meetings on the issue. The outcome of the voting shall be made known within seven (7) days of its conclusion.

### **Section 3: Procedure**

Meetings will be guided by "Robert's Rules of Order". COESC may create new rules and procedures with the passing of a sixty percent (60%) vote of student representatives. A student shall be assigned to record meeting minutes and these shall be archived in the Dean's Office.

## **Article III: Officers**

### **Section 1: Student Representatives**

Recognized COESC student organizations have the responsibility to appoint a Student Representative, and up to three alternate representatives, to attend the meetings. More than one representative may attend meetings. Additional representatives in attendance do not confer any additional privileges to the student organization. Only one representative may vote at each meeting. An individual person shall only be allowed to represent a single organization. No representative shall assume the privileges of more than one organization. It is intended for a Student Representative to be a UAA student enrolled in a College of Engineering program.

For a person to be eligible to serve as a Student Representative they must:

1. Be a UAA student.

2. Participate in the student organization he or she represents, COESC meetings, and College of Engineering events on a regular basis.
3. Abide by the COESC bylaws and the Student Code of Conduct.

It is preferred the representative be a serving officer for the organization he or she represents, or is actively engaged with the planning of events, management of finances, advertising or other business.

COESC Student Representatives have these responsibilities:

1. Participating in COESC meetings and coordinating activities with the representatives of other student organizations.
2. Determining the allocation of funds for use by student organizations.
3. Advocating the interests of their members to the College of Engineering.
4. Preparing a report of their student activities for the Dean office.
5. Informing their members of the Dean's office report.

## **Section 2: Co-Chairs**

Student Representatives shall elect a Student Co-Chair for the council to serve for a term of one (1) academic year. Election to office shall require a simple majority (51%) of a standard quorum, and will take place at the beginning of each Fall semester. To be eligible he or she must meet all the requirements of a Student Representative. If the Student Co-Chair can no longer serve, another co-chair will be elected at the next meeting. The Dean or Associate Dean from the College of Engineering will serve as the Dean's Office Co-Chair. Co-Chairs are not normally voting members and only vote in special circumstances.

The Student Co-Chair is responsible for:

1. Assisting the Dean's Office Co-Chair in preparing the agenda and leading meetings.
2. Tracking attendance and activity status of member organizations.
3. Receiving funding requests and ensuring the management of COESC business.
4. Voting in the event of a tie.

The Dean's office Co-Chair is responsible for:

1. Assisting the Student Co-Chair in preparing the agenda and leading meetings.
2. Presenting the Dean's Office report on concerns and student related activities.
3. Hearing the Student Representative's reports on student concerns and activities.
4. Voting on amendments to the bylaws.

### **Section 3: Impeachment**

Charges of Impeachment may be brought against any elected officer, including but not limited to the Student Co-Chair and his or her officers sitting on a sub-committee or task group, for the following:

1. Dishonesty, malfeasance, or corruption in relation to their office.
2. Meagerly, deficiently, or incompetently performing their duties of office.
3. Inactivity, abeyance, or lack of initiative in carrying out their duties of office.

Impeachment proceedings may only be brought by a petition submitted to the Dean's Office Co-Chair. The petition must contain a description of the accusation, and the names of all involved persons. The accuser(s) must be clearly identified in the petition. No person involved in the issue is permitted to discuss it outside the impeachment process. The person accused, and the chair of the organization he or she represents, if any, shall be notified of the petition within seven (7) days of it being submitted. Once notified, the accused person may give a response to the Dean's Office Co-Chair. A private meeting can be arranged between the Dean's Office Co-Chair, the accused person, and the petitioner(s) to resolve the issue. If a resolution cannot be made then an executive hearing of COESC members shall be held. After listening to all involved persons, the Student Representatives shall vote. If the vote to impeach is passed by a simple majority (51%) then the accused person's position of office shall terminate immediately.

### **Article IV: Organizations**

#### **Section 1: COESC Member Organizations**

The following engineering student organizations are recognized as full members of the COESC with all privileges and responsibilities entitled to them:

1. American Society of Heating, Refrigerating, & Air-Conditioning Engineers (ASHRAE)
2. Association for Computer Machinery (ACM)
3. American Society of Civil Engineers (ASCE)
4. American Society of Mechanical Engineers (ASME)
5. Engineers Without Borders (EWB)
6. Geomatics Student Association (GSA)
7. Institute of Electrical and Electronics Engineers (IEEE)
8. Institute of Transportation Engineers (ITE)
9. National Association of Corrosion Engineers (NACE)
10. Society of Automotive Engineers (SAE Baja)
11. Society of Women Engineers (SWE)

New organizations may be added by a simple majority (51%) of active voting members.

For an organization to be eligible to become a COESC member they must:

1. Be recognized as a UAA student club by Club Council.
2. Have a purpose of promoting student interest in Sciences, Technology, Engineering, and related Social, Civic and Humanitarian initiatives.
3. Agree to abide by the COESC bylaws and University regulations.

## **Section 2: Deactivation**

A COESC student organization will be considered to have an inactive member status if they:

1. Have no Student Representatives in attendance for three (3) consecutive meetings;
2. Lose recognition as a UAA club as outlined in the Club Council Resource Manual.

Inactive members shall not be permitted to vote on issues nor are they allowed to make funding requests. No financial transactions shall take place between the COESC and an inactive member. The member loses all benefits and is not counted for the purposes of establishing a quorum. Inactive members are still responsible to appoint a representative, or if unable, they may have a faculty or practicing advisor speak on their behalf during meetings. An inactive member organization immediately reactivates at the first meeting their Student Representative attends.

## **Section 3: Derecognition**

Loss of recognition as a COESC member will result from the following:

1. Inactive status for three (3) consecutive semesters.
2. Failure to meet requirements for maintaining registration as outlined in the Club Council.

A derecognized organization is no longer a member of the COESC. They have no responsibilities or privileges and lose all benefits. The derecognized organization may reapply for membership through the new organization process above.

## **ARTICLE V: Funding Request Process**

### **Section 1: Intent**

The College of Engineering may make funds available for use by student organizations as its budget allows. The intent of Article V is to define a means for equitably distributing those funds to the student organizations.

### **Section 2: Submittal**

COESC will review requests from organizations for financial assistance in their activities from funds the College of Engineering has set aside for that purpose. The discussion of and voting on these funding requests will take place at designated meetings. All funding request paperwork must be completed and submitted to the COESC Co-Chairs three (3) business days in advance of the meeting. Proposals will be added to the meeting agenda in the order in which they were

received by the Co-Chairs. Any member of the requesting organization may present the case for the application before the COESC.

### **Section 3: Approval**

Voting for funding requests shall be based on a standard quorum. The member organization who submitted the request shall not take part in the vote.

1. A sixty-six percent (66%) or greater vote of approval is required in order for the proposal to receive the full amount requested.
2. If the proposal receives approval by less than sixty-six percent (66%) but greater than fifty percent (50%) of the voting clubs present, then the funding request shall be reconsidered for a lesser amount.
3. If the proposal receives less than fifty percent (50%) approval it shall not be funded.

Proposals being reconsidered shall wait to be allocated after all other funding requests have received their first consideration for approval. The members voting during reconsideration will indicate the dollar amount they are willing to approve for the request on a written ballot, ranging between zero and the full amount requested. The amounts on the ballots are then averaged to decide the amount approved for the funding request.

### **Section 4: Requests**

An event funding request shall not be considered for:

1. Amounts exceeding either fifty percent (50%) of the total cost of the event or two thousand dollars (\$2000.00), whichever is the lesser amount.
2. Reimbursements for events having taken place before the designated meeting for their consideration.
3. Gifts or awards to specific individual persons. This does not include travel expenses for participation in a Regional, National, or International competition related to Science, Technology, and Engineering.
4. Expenditures having no relevance to Science, Technology, Engineering, and related Social, Civic and Humanitarian initiatives and/or benefit to the College of Engineering or its student body.
5. Funding requests that cannot be funded under University of Alaska rules and regulations.

The COESC can vote to waive items 1-4 of the above requirements for special circumstances with a sixty six (66%) vote of all recognized COESC student organizations.

Member organizations may request a stipend for the cost of their operations. Stipends for member organizations must be:

1. Approved from funds already secured; No accrument of debt shall occur from the award of a stipend.
2. For an amount five thousand dollars (\$5,000.00) or less to be paid over the course of one (1) academic year.

## **ARTICLE VI: Amendment of Bylaws**

### **Section 1: Submittal**

Amendments may be presented at any COESC meeting, but must be presented not less than six (6) calendar days prior to the designated meeting(s) at which the vote will take place. All active voting member's student representatives and faculty advisors, and both co-chairs must be given a copy of the proposed document when it is presented.

### **Section 2: Approval**

The Bylaws of COESC may be amended, repealed or replaced in part or whole by a sixty-six percent (66%) majority vote of COESC's active voting member student representatives, a sixty six percent (66%) majority vote of their faculty advisors, and approval of the Dean or Associate Dean of the College of Engineering serving as Co-Chair.

### **Section 3: Adoption**

Amendments to the COESC Bylaws shall be adopted upon approval by these three (3) separate bodies: active voting member Student Representatives, active voting member faculty advisors, and the Co-Chair of the Dean's Office.

### **Section 4: Annual Reconsideration**

These bylaws are to be reconsidered by the COESC at the start of each academic year. A simple majority vote is required to reaffirm the bylaws. If not reaffirmed then, these by laws will remain in effect until amendments to the bylaws can be presented and approved through the above process.