

## **Club Name:** American Society of Civil Engineers

## **Club Abbreviation:** ASCE

**Purpose/Mission:** The Rice University chapter of ASCE (American Society of Civil Engineers) provides students who are interested in civil engineering as a career with a multitude of opportunities to enrich themselves and learn about the industry. Competitions, social events, and professional presentations are all held within the club to allow students to grow and reach out to their peer students, professors, and professionals in the world of civil engineering.

**Date of Last Revision:** 8/16/2022

**Membership Requirements:** Members must be currently registered students (both undergraduate and graduate) at Rice University. Student membership shall be granted to any eligible person who submits a completed member information form to the Secretary.

**Grounds for Removal:** Any of the following shall constitute grounds for removal of membership:

- Conduct injurious to the organization and its mission, where injurious conduct is any conduct tending to injure the good name of the organization, disturb its wellbeing, or hamper it in its work
- Conduct unbecoming a member of the organization; and
- Ineligibility for membership according to the requirements of this organization, the Student Association, and/or Rice University, whichever are applicable.

**Process for Removal:** If an officer or the sponsor of the organization has reason to believe a member has acted in a manner warranting removal under the above, the member may be called before the officers and sponsor in a closed meeting. After hearing the alleged grounds for removal and the member's response, the officers may remove the member by a majority vote. The President shall notify the member of the decision in writing within 48 hours.

### **Officer Roles:**

- President - Manages the club (decides events for the year). Meets with other officers regularly to discuss club logistics and plans. Manages national ASCE commitments such as competitions or events.
- Internal Vice President - Manages club events such as socials, end of year CEVE banquet, advising sessions, booking rooms, getting and picking food.
- External Vice President - In charge of contacting companies for career info sessions, organizing outreach events, things such as ASBs, etc.
- Treasurer - Manages club finances such as applications for funding and purchasing of food and materials for events.
- Secretary- Advertises ASCE (and other pertinent) events through listserv and other methods to current and prospective CEVEs. Takes meeting minutes.

**Method for Selecting Officers:** Voting members shall be those student members without outstanding dues. Except where otherwise noted, any matter put to a vote shall be decided by a majority of voting members present. Elections shall be held annually in the spring semester for all officer positions. A majority of voting members present shall be required to elect an officer. Preferential ballots shall be used in all officer elections involving more than two candidates. If no candidate receives a majority of the first-preference votes, a preferential method shall be used to determine the winner. The general election must be held at a regular meeting with at least one week's notice that general elections are to be held.

**Statement of Authority to Spend Club Funds:** All officers can spend funds with the approval of the president.

**Method for Selecting Faculty/Staff Club Sponsor:** Professor Jamie Padgett is our club sponsor and will abide by the following:

- 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.
- The sponsor shall be selected at a regular meeting by a majority vote of voting members present.
- The sponsor shall serve until his or her resignation or replacement.
- The sponsor must meet the training criteria set by the Office of Student Activities by the deadline determined by that office.
- 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.

**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.

**Nondiscrimination Policy:** 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.

**National Organization Affiliation:** Rice University's policies and procedures will supersede all policies and procedures from our national organization.

**Statement of the Primacy of the SA:**

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.

**Process for Amending the Club Constitution and By-Laws:**

- Approval by Membership. Proposed amendments to this constitution may be approved by the membership only by a unanimous vote of offers present.
- Approval by Student Association Parliamentarian. Amendments approved by the membership shall be submitted to the Student Association Parliamentarian. Amendments may not take effect until they are approved by the Parliamentarian or the Student Senate in accordance with the Constitution of the Student Association. The Date of Last Revision on the title page of this constitution shall be updated to reflect the date of approval by the Parliamentarian or Senate.