



CONSTITUTION OF THE ENGINEERING STUDENT COUNCIL

New Mexico State University



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Chapter I: Constitution

The name of this council shall be the Engineering Council, and will be referred to as the “Council” hereafter.

Section 1-1 Purpose

To link students, faculty, and the College of Engineering administration through announcements, community involvement, and interdisciplinary cooperation to inspire professional, academic, and organizational excellence in each member.

Section 1-2 Events

The Council shall coordinate all student activities of the College of Engineering and specifically promote or manage the following activities:

- Engineering Rush and Olympics
- Professionalism 101
- Weenie Roast
- Alumni Cookout
- National Engineers Week
- Homecoming Parade
- Engineering Social
- Leadership Retreat
- Ringing and Polishing of the Victory Bell
- Engineering College Grill Maintenance
- All other activities deemed by the Council

Section 1-3 Membership

Council membership shall consist of the Executive Board, all ASNMSU engineering senators, and two representatives from each organization within the Council.

- A. The Dean of Engineering shall be an ex-officio member of The Council.
- B. Member societies of the Council shall be student chapters of engineering societies on the NMSU campus whose mission is to foster good engineering practices who are sponsored or cosponsored by a department within the College of Engineering.
- C. Any student organization interested in membership within the Council must submit a membership form by the deadline set by the Council found on the Council website.

- D. All Council organizations are allowed up to two voting members at every council meeting.
- E. A single Council representative may not represent more than one student organization; one representative gets one vote.
- F. All voting members shall be required to serve on at least one committee during their term of office.

Chapter II: Executive Board

Section 2-1 Definition

The Council Executive Board shall consist of the President, Vice President, Director of Internal Affairs, Director of Finance, Director of External Affairs, Director of Public Relations, Elect-officer positions for all positions listed previously, and the representatives (faculty advisors) of the College of Engineering Dean.

- A. All Executive Board members shall be non-voting members of the Council except for the President, who shall vote only in the case of a tie.
- B. No person shall be eligible for an Executive Office in the Council unless they are in the position to serve for a full term.
 1. All Elect-officer positions will be voted in during the Spring semester, but are expected to two semesters during the following academic year.
- C. Executive Board members must be enrolled in the College of Engineering as a full-time student, not be on academic or disciplinary probation, and have a cumulative a GPA of at least 2.5.

Section 2-2 College of Engineering Dean and Faculty Advisers

- A. All activities of the Council shall require approval of the Dean if these activities are conducted officially in the name of the College of Engineering.
- B. They or their representative(s) shall act in general advisory capacity to all functions of the Council, and shall act as the Council's sponsor.

Section 2-3 Council President

The President shall:

1. Perform all responsibilities incidental to the office.
2. Act as official representative of the Council.
3. Work with the Dean of Engineering in the selection of the Council Faculty Advisor(s).
4. Plan Council event dates, meeting dates, and yearly goals.
5. Attend a financial procedures workshop in the Fall semester
6. Supervise the activities of all elected and appointed officials.
7. The Council President shall be responsible for overseeing financial appropriations and checking to see that all appropriations are spent correctly.

The powers of the Council President shall be:

1. To appoint chairs and members of the committees

2. To convene the Council in either regular or special sessions.

Section 2-4 Vice President

The Vice-President shall:

1. Perform the duties of the President in case of inability of the President to perform the duties.
2. Perform any other duties assigned by the Council President.
3. Attend all ASNMSU meetings required by ASNMSU, including any meetings set by the ASNMSU Chief Elections Officer.

Section 2-5 Director of Internal Affairs

The Director of Internal Affairs shall:

1. Be responsible for all Council records, correspondence, and proceedings.
2. File a copy of the approved minutes of the Council with the President of the Council and all members of the Council.
 - a. A copy of the approved minutes must be placed on the Canvas page, Council Drive, and Council website.
3. Be responsible for maintaining copies of this Constitution, its amendments and the bylaws in good order for ready reference.
4. Maintain records of attendance and shall notify the Executive Board of the current point totals of each organization
5. Perform any other duties which might be assigned to them by the President.

Section 2-6 Director of Finance

The Director of Finance shall:

1. Supervise the financial actions of the Council.
2. Perform any duties which might be assigned to them by the President.
3. Submit a report of finance of the Council when so directed by the Council and a format report upon the termination of the term in office.
4. Be familiar with all ASNMSU financial procedures.
5. Be responsible for petty cash account as defined in the Petty Cash Bylaws.
6. Attend a Financial Procedures workshop with the President
7. Review Budgets for the Activities **Section 5-6**

Section 2-7 Director of External Affairs

The Director of External Affairs shall:

1. Perform any other duties, which might be assigned to them by the President.
2. Plan, coordinate and execute all council events stated in Section 1-3.

Section 2-8 Director of Public Relations

The Director of Public Relations shall:

1. Perform any duties which might be assigned to them by the President.
2. Be responsible for the council's advertisements and marketing.
3. Be responsible for the council's website, Canvas page, and Facebook page.

Section 2-9 Elect-Officer Positions

All Elect-Officer positions shall:

1. Shadow the current officers in their respective positions.
2. Be expected to learn the duties involved with becoming part of the Executive Board.
3. Have no executive board voting rights.
4. Cannot serve as a council representative while serving in an elect position.

Chapter III: Council Procedures

Section 3-1 Committees

Each committee shall:

1. Contain a chairperson either appointed by the President or accepted as volunteer by each committee and shall be responsible for concise maintenance of a committee notebook and submit them at the end of their term. This notebook or equivalent will be turned over to the new Council President at the end of the spring semester.
2. All Committees shall SUBMIT a report to the President before the deadlines set by the President.
 - A. The following suggested committees shall be appointed by the President with the approval of the Council:
 - a. **Engineers Week Committee** – It shall be the responsibility of this committee to plan NMSU College of Engineering in all Engineers Weeactivities. This shall include: scheduling activities with the Campus Activities Office, judging and supervising various events, and communicating between committees (such as working closely with the Publicity and Newsletter Committee).
 - b. **Publicity and Newsletter Committee** – It shall be the responsibility of this committee to publicize events scheduled by the Council, prepare and publish the newsletter for the College of Engineering, and bridge communications with other councils, student organizations, and/or campus resources.
 - c. **Socials Committee** – It shall be the responsibility of this committee to schedule and coordinate all Council activities which can be defined (even loosely) as “social” to be determined by the President and/or Executive Board member.
 - d. **College Events Committee(s)** – It shall be the responsibility of this (or these) committee(s) to schedule and coordinate all events assigned to the Council by the College of Engineering. This may include but is not limited to: Order of the Engineer Banquet, Homecoming Parade, and Alumni Cookout.
 - e. **Constitution/Bylaws Committee** - It shall be the responsibility of this Committee to maintain the Constitution and Bylaws up to date.

Section 3-2 Council Decorum

- A. Except when designated by the Constitution and the Bylaws of the Engineers Council, Robert's Rules of Order shall govern all procedure during meetings of the Council.
- B. A simple majority vote is sufficient to pass any motion in the Council except when otherwise specified herein.
- C. One more than 1/2 of the voting membership of the Council shall constitute a quorum for transacting the business of the Council.
- D. Operational rules of Order for the Council:
 - 1. An agenda shall be made available at the beginning of each meeting; the suggested order of business shall be:
 - a. Call meeting to order
 - b. Roll Call
 - c. Executive Reports
 - d. ASNMSU Senate Report
 - e. Committees Report
 - f. Old Business
 - g. New Business
 - h. Announcements
 - i. Dean's Minutes
 - j. Other
 - k. Adjournment
 - 2. Recognition
 - a. All persons must be recognized by the chair before speaking.
 - b. All questions must be directed to the chair unless permission is granted by the chair for a question to be directed to a member of the body.

Section 3-3 Attendance, Meetings, and Terms of Office

- A. Voting members of the Council shall hold office immediately after being appointed and shall remain in office if considered due paying representatives by member organizations.
- B. Regular meeting dates will be sent in accordance with the wishes of the Council and the Dean. Changes may be agreed upon from time to time, and emergency meetings may be called by the President as needed.

Chapter IV: Election Process

Section 4-1 Terms & Agreements

- A. The minimum term of any Executive Board member shall be 3 semesters unless a position must be filled due to absence.
- B. A maximum of 2 terms can be held for Executive Board positions.
- C. Nominations for all members of the Executive Board will be made by the first meeting of March.

Section 4-2 Elections

- A. All elections will be closed ballot.
- B. General Elections will take place within three weeks of the closing of nominations.

Section 4-3 Special Elections

A special election will be held if an officer is unable to complete the term.

- A. Nominations for the vacant office will be made at the meeting in which the vacancy is announced.
- B. The special election will be held within two weeks of the closing of nominations, in which the vacancy will be filled at that time.

Chapter V: Financial Bylaws

Section 5-1 Appropriation Limits and Guidelines

All appropriations are reimbursements. No member organization represented in the Council shall receive an appropriation exceeding \$500.00 per fiscal year from Council funds.

Member organizations represented in the Council must do the following to be eligible for appropriations:

- A. Be an approved Council organization as per Chapter I Section IV- Council Membership
- B. Have completed the ASNMSU Funding Procedures Workshop by the required ASNMSU Deadlines.

Section 5-2 Council Requirements for Appropriations

A student organization must meet a **minimum of 40 points per semester** to be eligible for funding.

- A. Each member organization must have a minimum of one council representative at every Council meeting.
- B. Each student organization must have a minimum of one organization member participate in 90% of the Council Events.
- C. The Council shall implement the following incentives for funding purposes:
- D. Council funding for Student Organizations will be available per the following schedule and terms:
 1. All member organizations will be eligible for a \$250.00 disbursement in the **Fall** semester provided they have met all funding requirements set forth above and/or signed a Letter of Agreement between the Council and the member organization.

Note: If these funds are not claimed during the Fall semester, they will be rolled into the general organizational available funding for the Spring semester; i.e. If an organization does not request funds in the Fall, they may not be available to that organization in the Spring.
 2. Student Organizations can apply for an additional \$250.00 disbursement in the Spring semester on a prioritized basis with funding priority based on points earned and event participation levels.

<p>1. Director of Internal Affairs Report organization point count.</p>	<p>2. Director of Finance Report on Council budget.</p>	<p>3. President Makes decision to entertain a general vote at the following general meeting.</p>
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- a. After an appropriation request form is received by the Council from the member organization, the **Spring Process** for Deciding disbursements during executive board meeting will proceed as follows:
- b. Based on the organization's point count and the Council budget, the executive board will decide whether to bring the request to the general meeting

E. In all cases, funding for Student Organizations will be predicated on funds having been provided to E-Council from ASNMSU as well as internal funds availability within E-Council. Nothing herein shall remove Presidential or Executive Board prerogative or authority to grant funding on a case-by-case basis due to special circumstances.

F. Failing to meet the Letter of Agreement, the E-Council Board and the Council's advisors shall decide penalties at their own discretion.

Section 5-3 Events, Points, and Descriptions

EVENT	POINTS	MAXIMUM POINTS PER SEMESTER
1. MEETINGS	2 per representative	24 points
2. COUNCIL EVENTS		30 points
Weenie Roast	2 per volunteer	10 pts
Homecoming Float Construction	5 per volunteer	25 pts
Alumni Cookout	2 per volunteer	10 pts
Spring Engineer's Week	5 per volunteer	25 pts
3. COMMITEES	2 per meeting	8 pts
4. BONUSES		20 pts
Action Photos/Group Shots	1 per photo	12 pts
STEM Community Service	1 per hour, 10% of group	10 pts
Survey's (Online)	1 per survey	10 pts

1. Council General Meetings

For Council representatives to effectively serve as liaisons for their organization to the Council, ASNSMU, and the CoE, every meeting must be attended by at least one representative from each member organization.

2. Council Events

- a. Weenie Roast event participation may be accomplished by:
 - i. Membership in a College Events Committee outlined by Chapter III Section 3-1 B. e. Or in representing your student organization. Each organization will be provided with a table to advertise at this event.

- b. ASNMSU Fall Annual Homecoming Parade event participation may be accomplished by one of the following:
 - i. Membership in the College Events Committee(s) outlined by Chapter III Section 3-1 B. e.
 - ii. Contributing a project/prototype and/or required float decorations required by E-council.
 - iii. Volunteering in the homecoming float set-up and/or float decoration in the Student Project Center.
 - iv. Mandatory participation in the homecoming parade by walking and displaying the float.

- c. National Engineers Week event participation requirements may be accomplished by:
 - i. Participating in a minimum of **2** events during E-Week.

3. Committees

Committees will be awarded 2 points per meeting and are not limited to the committees described in Chapter III, Section 3-1, but all committees must adhere to the responsibilities listed in Chapter III, Section 3-1 A.

4. Bonus Point Opportunities

The Bonus Points shall be a way for Student Organizations to earn extra points, primarily from community outreach activities within the NMSU community as well as the larger local/state/national community.

- a. Event Action Photos/Group Shot
 - i. Photos submitted in this category should be an action shot of organization members at an event.

- ii. Group shots are encouraged to be photos from competitions and conferences that the organization attended
 - iii. Each submission is worth 1 point per photo with a maximum of 12 pts per semester
 - iv. Bi-weekly Canvas Polls will determine the winners, awarded with an extra point
- b. Community service hours shall be awarded points for STEM outreach/service at the rate of one point per group hour if 10% of the group, as an average, participates in said outreach/service to a maximum as specified in the Table below

Section 5-4 Appeals and Processes

- A. Any student organization who requests funding from the council and cannot meet the criteria stated in Chapter V shall submit an appeal letter addressed to the Council Executive Board and the College of Engineering to E-council@nmsu.edu, stating the reasons for not satisfying the criteria and how the student organization will make-up the requirements.
- B. The Executive Board and Council Advisors will review the letter and decide on whether to accept the organization's appeal letter.
- C. If the organization is unhappy with the outcome, The President of the Council shall then take this matter to the Council voting members. They will vote to deny or pass the appeal. The non-participative organization shall not be present during the vote.
- D. Appeals will require a 2/3 majority vote of Council voting members.
- E. A newly chartered organization will only be required to meet fifty percent (50%) of the service hours/points required for the semester in which they are chartered.
- F. Additional service hours/points may be added or deducted at the discretion of the Executive Board. All changes in service hours/points totals must be approved by a simple majority vote of the Council.

Section 5-5 Prioritized Funding

- A. Any student organization that submits their membership forms by the deadlines, participates in all Council events, attends the required council meetings and/or they have an approved council appeal letter stating the reasons for not attending during an event shall have their funding prioritized and allocated first.

Section 5-6 ASNMSU Guidelines

- A. The Council President and the Director of Finance shall be responsible for overseeing financial appropriations and checking to see that all appropriations are spent correctly as per ASNMSU Law. The council shall abide by all ASNMSU laws and financial procedures with respect to moneys received from ASNMSU.

Section 5-7 Role of Director of Finance

- A. The Director of Finance of the Engineers' Council shall oversee, track and record all E-Council appropriations forms making sure they follow both ASNMSU and E-Council guidelines. The Vice President of the Engineers' Council shall have authority to:
 - 1. Oversee all E-council appropriations from ASNMSU/Council and Council/College.
 - 2. Track and monitor all organizations appropriations.
 - 3. Facilitate an E-Council Representative Orientation including E-Council and ASNMSU Funding Information
 - 4. The Director of Finance shall receive notifications from the President of any expenses made using the ASNMSU/Council Executive accounts

The Director of Finance shall have the authority to notify an ASNMSU Senator, the President of ASNMSU and the Dean's Advisors if he/she feels the President is misusing any council funds.

Section 5-8 President of the Council

- A. The President of the Council shall have full authority to monitor, control, allocate, and spend the ASNMSU/Council Executive Account, which is given by ASNMSU to improve E-council and its activities. The President of the Council shall abide by the following restrictions:
 - 1. The President shall notify the Director of Finance of expenses made using the ASNMSU/Council Executive account.
 - 2. The President shall notify Council advisors of expenses made using the ASNMSU/E-Council Executive account only to make sure local and state laws and NMSU business procedures are being followed.

Chapter VI: Miscellaneous

Section 6-1 Constitution Amendment Procedure

- A. The proposed amendment may be introduced in the New Business section of any meeting.
- B. Typewritten copies of the proposed amendment must be available to each representative at the Council general meeting.
- C. The proposed amendment may be voted upon at the next or any succeeding meeting of the Council.
- D. If three-quarters (3/4) of the votes cast are in favor of the proposed amendment, it shall go into effect at the next meeting.
- E. It shall be the duty of the Director of Internal Affairs to add changes to the Constitution and distribute copies to each member of the executive Council and to the Dean of Engineering.

Section 6-2 Engineering Technology Fee (E-Fee) Advisory Board

- A. Student Appointments to the Engineering Technology Fee Advisory board
 - 1. The Board will consist of a representative from each department in the College of Engineering and the President and Director of Finance of the Council.
 - 2. Appointments will be a joint decision made by all professional and honorary societies within that department. This only includes traditionally departmental organizations. The method of appointment will be left to the individual departments.
 - 3. The appointment term will be one academic year beginning in the fall semester.
 - 4. If a member of the committee should step down, each department will have in place an emergency appointment procedure to elect a temporary representative until a formal appointment can be made.
- B. Advisory Board approval
 - 1. E-Fee Committee must approve all future increases or decreases of the student fee by simple majority.