

## Constitution

### Purdue School of Engineering and Technology Student Council at IUPUI

#### Article I - Name of Registered Student Organization

The official name of this registered student organization shall be known as the Purdue School of Engineering and Technology Student Council at IUPUI (hereafter referred to as the “Council” or “ETSC”).

#### Article II - Purpose of Registered Student Organization

**Section 1.** The purpose of this registered student organization is to serve as student advisors to the Dean of the Purdue School of Engineering and Technology for which the students’ concerns may be adequately represented. ETSC also grants disbursement of the Student Activity Fee allocated to the Purdue School of Engineering and Technology, at IUPUI (hereafter referred to as the “School”). ETSC will also serve as assistants to students and faculty to enhance their experience at IUPUI.

#### Article III - Membership

##### Section 1. Basic Guidelines

Participation in the proposed registered student organization and prerogatives of membership must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, gender identity, gender expression, marital status, national origin, race, religion, sexual orientation, or veteran status.

##### Section 2. Voting Membership

While Council meetings are open to any member of the student body, voting membership is limited to Student Organization Representatives, unless designated elsewhere in this Constitution. Any member, voting or nonvoting, may be recognized by the presiding officer of the meeting to make statements during the meeting.

##### Section 3. Voting Membership

Each Engineering and Technology related Student Organization sanctioned by the School may have one Student Organization Representative on the Council. Student Organization Representatives must be enrolled in the School and shall have full voting privileges on all matters except activity fee requests. Student Organization Representatives shall also be responsible for submitting funding requests on behalf of their organization in accordance with

the current ETSC Funding Guidelines. To be eligible for funding, a student organization representative must attend three-fourths of council meetings each semester. Each respective organization's president, executive committee, or faculty advisor shall handle selection of Student Organization Representatives.

#### **Article IV – Officers**

**Section 1.** Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the following academic requirement: **2.75 G.P.A. in the semester preceding the election and be enrollment in at least 6 credit hours at IUPUI. Student Organization Representatives must be enrolled in the Purdue School of Engineering and Technology.** One person can hold up to two positions with one exception: one person cannot serve as President and Treasurer in the same registered student organization.

**Section 2.** The officers shall be elected by ballot to serve for one year (April to April) until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

**Section 3.** All officers shall comprise the Executive Committee of the student organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organizational goals. The officers and individual duties shall be:

##### A. President

- Preside over all meetings.
- Prepare the agenda for each meeting.
- Call on members to speak.
- Act as a mediator when necessary.
- Make the final decision in the case of a tie vote.
- Ensure that the student organization is operating in conformity with the standards set forth by IU, IUPUI, CCSE, and Student Activities.
- Cosign student organization checks with Treasurer.
- Complete all required trainings as dictated by Student Activities by the assigned deadline.

- Submit semester and annual reports to Student Activities by the assigned deadline
- If the office of President becomes vacant, the Vice President shall serve as President until a special election can be held (see special elections guidelines).
- The duties of the President shall include:
  - Presiding over business meetings.
  - Acting as official Council spokesperson.
  - Serving as chair of the Executive Committee.
  - Directing the activities and delegating tasks to members of the executive committee.
  - Working to ensure the success of all events and activities.
  - Representing the Student Council on the Innovation Fund Committee.
  - Representing the student body on the ET Alumni Board or appointing such a representative.
  - All other duties prescribed by this Constitution, the Council, the traditional duties of the office of President, and any additional duties necessary to ensure the effectiveness of the Council.

#### B. Vice President

- Preside over meetings in the absence of the President.
- Preside over all committee heads.
- Schedule meetings/events with appropriate University offices.
- Coordinate student organization promotion and publicity of events.
- Complete all required trainings as dictated by Student Activities by the assigned deadline.
- If the office of Vice President becomes vacant, the Secretary shall serve as Vice President until a special election can be held (see special elections guidelines).
- The duties of the Vice President shall include:
  - Serving as a member of the Executive Committee.
  - Oversees all funding request interactions with student organizations. This requires ensuring that all proper paperwork is completed, and all funding requirements are met before and after funding is approved.
  - Communicates with President on when funding presentations (both in executive committee and business meetings) are to be made.
- All other duties prescribed by this Constitution, the Council, the traditional duties of the office of Vice President, and any additional duties necessary.

#### C. President-Elect

- Complete all required trainings as dictated by Student Activities by the assigned deadline.
- The President Elect shall assume the office of President the academic year following his or her term if approved by a three-fourths majority vote of the Council at the meeting preceding the regularly scheduled general elections.
- If the office of President Elect becomes vacant, the Vice President shall serve as President Elect until a special election can be held (see special elections guidelines).
- The duties of the President Elect shall include:
  - Serving as a member of the Executive Committee.
  - Shadowing President to gain an understanding of council structure and council relations.
  - Serving as presiding officer of the National Engineering Week planning unless a different officer is decided upon by the president.
  - Files any paperwork required by other university departments to continue the active status of the Council.
  - Fulfilling the duties of President if he/she is unavailable.
- All other duties prescribed by this Constitution, the Council and any additional duties necessary.

#### D. Treasurer

- Maintain accurate record of student organization transactions.
- Cosign student organization checks with President.
- Complete all required trainings as dictated by Student Activities by the assigned deadline.
- If the office of Treasurer becomes vacant, the Vice President shall serve as Treasurer until a special election can be held (see special elections guidelines).
- The duties of the Treasurer shall include:
  - Accounting of Council assets.
  - Compiling the Council budget.
  - Seeing the payment of all Council financial obligations.
  - Distributing funds as budgeted or approved by the Council.
  - Recommending any necessary or appropriate changes to the ETSC Funding Criteria or Guidelines.
  - Serving as a member of the Executive Committee.
- All other duties prescribed by this Constitution, the Council, the traditional duties of the office of Treasurer, and any additional duties as necessary.

#### E. Secretary

- Maintain an accurate record of all student organization meetings and post for members
- Notify members of the place and time of upcoming meetings
- Maintain accurate records of meeting attendance and membership and alumni directories
- Correspond when necessary with University administration and other registered student organizations
- Complete all required trainings as dictated by Student Activities by the assigned deadline
- If the office of Secretary becomes vacant, the Vice President shall serve as Secretary until a special election can be held (see special elections guidelines).
- The duties of the Secretary shall include:
  - Maintaining and distributing internal council communications.
  - Keeping a current list of representatives and organizations, with contact information.
  - Recording and distributing council meeting minutes to all members, the Undergraduate Student Government office, and any other interested parties at the discretion of the Council. This task is most easily accomplished by uploading all meeting minutes (both executive and member) to the Den.
  - Taking attendance at meetings and determining if a quorum is met.
  - Serving as a member of the Executive Committee.
  - Ordering food for all for all monthly meetings and other events throughout the year term.
- All other duties prescribed by this Constitution, the Council, the traditional duties of the office of Secretary, and any additional duties as necessary.

#### F. Risk Manager

- Assess and identify the potential risks that may hinder the reputation, safety, and security of the student organization, its officers, and its membership
- Implement processes and procedures to ensure the student organization is fully prepared to deal with any risks
- Correspond with Student Activities regarding risk management policies and procedures
- Complete all required trainings as dictated by Student Activities by the assigned deadline
- The President will designate one Risk Manager within the first month of the school year.

- The Risk Manager must be chosen from among executive committee officers.
- If the office of Risk Manager becomes vacant, the President's shall designate a new Risk Manager for the rest of the term.
- The duties of the Risk Manager shall include:
  - Assessing Risk of all ETSC activities in accordance with school, and government requirements.

#### G. USG Senator

- Two Senators shall be elected in each general election.
- If the office of Senator becomes vacant, the President's designee shall serve as Senator until a special election can be held (see special elections guidelines).
- The duties of a Senator shall include:
  - Representing the School at all scheduled meetings of the Undergraduate Student Government Senate.
  - Reporting on USG Senate meetings to the Council at all Council meetings.
  - Taking concerns of the Council to the Undergraduate Student Government Senate.
- All additional duties prescribed by this Constitution, the Council, the USG Constitution, the traditional duties of the office of GPSG Senator, and any additional duties as necessary.

#### H. Graduate Professional Student Government (GPSG) Senator

- One Senator shall be elected in each general election.
- If the office of Senator becomes vacant, the President's designee shall serve as Senator until a special election can be held (see special elections guidelines).
- The duties of the GPSG Senator shall include:
  - Representing the School at all scheduled meetings of the Graduate and Professional Student Government.
  - Reporting on Senate meetings to the Council at all Council meetings.
  - Taking concerns of the Council to the Graduate and Professional Student Government.
- All additional duties prescribed by this Constitution, the Council, the GPSG Constitution, the traditional duties of the office of GPSG Senator, and any additional duties as necessary.

#### I. Coordinator for Student Success Initiatives (CSSI)

- The CSSI is an appointed position that will be chosen by the president and the Faculty Advisor for ETSC.

- If the office of CSSI becomes vacant, the Vice President shall serve as CSSI until a new student is identified and appointed (see special election guidelines).
- The duties of the CSSI shall include:
  - Meet with Associate Deans and Faculty to identify courses with decreased student performance.
  - Identify and Implement programs to increase student success.
  - Support leadership within current Success Initiative programs (i.e. PLTL).
  - Serve as a support for other officers within ETSC.
- All additional duties prescribed by this Constitution, the Council, the GPSG Constitution, the traditional duties of the office of GPSG Senator, and any additional duties as necessary.

#### J. Reservationist(s)

- The President will designate at least one Reservationist(s) within the first month of the school year.
- The Reservationist(s) must be chosen from among executive committee officers.
- If the office of Reservationist becomes vacant, the President's shall designate a new Reservationist for the rest of the term.
- The duties of the Reservationist shall include:
  - Attends any meeting required by the Division of Student Affairs (i.e. Nuts and Bolts Meetings).
  - In charge of scheduling events for the council in the Den, though this task can be distributed to other officers when necessary.
  - Fulfills any other Division of Student Affairs Requirements (other than reapplying for Student Organization status, which is done by the incoming President).

#### K. Webmaster

- The Webmaster is an appointed position that will be chosen by the president and the Faculty Advisor for ETSC.
- If the office of Webmaster becomes vacant, the President's designee shall serve as Webmaster until a new student is identified and appointed (see special election guidelines).
- The duties of the Webmaster shall include:
  - Updates ETSC website with new officers, student organizations and other pertinent information.
  - In charge of managing social media accounts, Canvas page, and all other council

technology and electronic communications with event information. Other positions may also help with this when needed.

- .In charge of marketing for events, though other positions may help with this when needed.
- All other duties prescribed by this Constitution, the Council, the traditional duties of the office of Webmaster, and any additional duties as necessary.

**Section 5.** Officers may be removed from office by  $\frac{1}{2}$  vote of the other officers and  $\frac{3}{4}$  of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. In the event of an officer vacancy, a special election will be held at the next meeting to fill the open position.

#### **Article V - Advisor**

The Council shall have an Advisor appointed by the Dean of the School. The advisor has no voting privileges in the Council meetings.

Responsibilities of the Advisor are as follows:

- Serve as the organization's Campus Security Authority.
- The Advisor is not to sign into any contractual agreement on behalf of the organization; however, they should be made aware of all agreements taking place.

#### **Article VI – Meetings and Voting**

**Section 1.** Regular business meetings shall be held at least once a month during the academic year. Special meetings may be called on an as-needed basis by the President, by consensus of the Council, or by the Dean. Normal meeting times shall be determined by the Executive Committee.

**Section 2.** Attendance at student organization meetings is expected. If a member must miss a meeting, correspondence with the secretary/reservationist is expected.

For Business Meetings, a Quorum shall be defined as a minimum of five (5) student organization representatives and three Executive Committee members.

For Executive Committee Meetings, a Quorum shall consist of a minimum of six Executive Board Members and the President. A Quorum can also be met through the same number of



responses to an electronic vote incases when a prompt decision needs to be reached. Robert's Rules of Order (newly revised) shall govern all meetings.

### **Section 3. Voting**

The Executive Committee will determine guidelines and priorities for funding at the beginning of each academic year, which will be presented to the full Student Council for approval at the first meeting. When funding requests from the Student Activity Fee are submitted, the Executive Committee of the Engineering and Technology Student Council will have voting power on approving or denying the submitted requests. A  $\frac{3}{4}$  majority must be reached in order for a Funding Request to pass. Webmaster and Coordinator for Student Success Initiative positions will have no vote in funding request decisions but can provide their input to the rest of the Executive Committee during the voting process.

### **Section 4. Innovation Fund Request and Voting**

Innovation Fund Requests can be made by any ET Student (regardless of affiliation with a Student Organization or not) and should be sent to the ETSC Advisor for review. If required, an Innovation Fund committee meeting should then be organized, consisting of at least three Executive Committee Officers, ETSC's Advisor and any individual who provides funds to the Innovation fund. A presentation then must be made to this committee detailing the need for funding the impact it may have. A vote then must receive a  $\frac{3}{4}$  majority for funding approval.

## **Article VII - Finances**

**Section 1.** The treasurer will be required to update members of the status of the budget at each monthly meeting during the semester. This should include a summary of expenditures and credits during the past semester.

## **Article VIII - Committees**

Special committees shall be appointed by the President at a given time as the Executive Committee sees necessary. The Vice-President shall oversee and support committee heads.

### **Section 1.**

- The Executive Committee shall meet weekly.
- Membership shall consist of President, Vice President, President Elect, Secretary, Treasurer, Senators(two USG and one GPSG), Coordinator for Student Success Initiatives, Webmaster and Advisor.

- Any previous president still an E&T student shall be invited to serve as an advisory member and not required to hold office hours.

## **Section 2.**

- If deemed helpful, the President can appoint a National Engineer's Week Committee.
- The National Engineers' Week Committees shall meet as necessary.
- Membership shall consist of the President Elect or the officer in charge of ET Week along with at least three other ET Students.
- The committee shall be responsible for assisting the Executive Committee with brainstorming events, coordinating, and publicizing the events and activities related to National Engineers' Week.

## **Section 3.**

- When deemed necessary, the Council President may create Ad Hoc committees.
- Ad Hoc committees shall complete such tasks or consider such issues as directed by the President.
- An Ad Hoc committee is dissolved when it has presented its final report to the Council or when the Council votes to discharge the committee of all issues under the committee's consideration.
- All committees should be chaired by one executive officer designated by the President and should contain at least three ET students.

## **Article IX - Hazing**

The Purdue School of Engineering and Technology Student Council in keeping with Indiana University's expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

The Purdue School of Engineering and Technology Student Council opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual or recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individuals' freedom of thought and choice.

**The Purdue School of Engineering and Technology Student Council understands that it is**

unlawful for any student to engage in hazing or to aid or abet any other student in the commission of this offense. Hazing will interfere with the status of the students involved and may result in their expulsion from the University. In addition, hazing could hinder a group from remaining a registered student organization through the temporary or permanent removal of the group. This could prevent the registered student organization from ever returning to IUPUI's campus. In extreme cases, lawsuits against students can occur in to the millions of dollars. For the purposes of this section hazing is defined as follows: "forcing or requiring another person, with or without the consent of the other person; and as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury. Class B misdemeanor; Class A misdemeanor if includes the use of a vehicle; Class D felony if it is committed while armed." Hazing activities are defined as "any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule."

It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and The Purdue School of Engineering and Technology Student Council if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of The Purdue School of Engineering and Technology Student Council to educate the membership of this policy.

#### **Article X – Event Activity Registration Process**

For risk management and liability purposes, all registered student organizations at IUPUI are required to submit and register their **ON AND OFF campus** organizational events through The Den. In order for student organizations to hold these events, they must be approved by the appropriate campus partners and ultimately, be successfully registered through The Den. The registered student organization's secretary/reservationist is the designated officer responsible in ensuring the completion of this requirement. Failure to register a student organization event will lead to conduct procedures being taken against a registered student organization.

#### **Article XI – Amendments**

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary.

#### **Article XII - Method of Dissolution of Registered Student Organization**

Requirements and procedures for dissolution of the registered student organization should be stated. Should any organization assets and debt exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally.

**Section 1.** In the event that this registered student organization dissolves, it is the responsibility of the Executive Committee to notify Student Activities via email ([StuAct@iupui.edu](mailto:StuAct@iupui.edu)) within 10 business days of the organization's dissolution.

## **Article XIII: Special Guidelines**

### **Section 1. Funding Request Guidelines**

In order for a Student Organization or Student to receive funding they must meet the following requirements and the Vice President shall be responsible for making sure all requirements are properly met:

- Has had a Student Organization Representative in attendance at a minimum of  $\frac{3}{4}$  of the Business Meetings.
- A completed funding request form is submitted to the council and includes a faculty signature, the names and id numbers of all the involved students (if applicable) along with all other required information. Requests requiring travel funding need to be submitted at least 30 days in advance of travel in order to allow adequate time for the extra paperwork.
- At least one Student Organization member must briefly (~5 minutes) present the request to the Executive Committee in an Executive committee Meeting and be available to answer questions.
- After receiving funding approval, a Student Organization must supply all required paperwork promptly and completely.
- In order to receive funding, organizations must save all receipts and submit them to the ETSC advisor for reimbursement.
- After completion of event, a presentation with pictures must be presented at a Business Meeting describing the event/trip and the impact it had.
- Preference will be given to funding requests which benefit students who have not previously benefited from ETSC funding that year.
- It is preferable that any students attending a conference have at least a 2.5 GPA and have their resume reviewed by career services if a career fair is involved.

- Any team using ETSC funds to compete in a competition or any research presented with the help of ETSC funds should recognize the council's contribution in some way (i.e. placing ETSC's logo on a research poster or competition vehicle).
- Any other requirements deemed necessary by the council at the time of voting.
- The Executive Committee and ETSC Advisor can choose to forego these requirements if deemed appropriate.

## **Section 2. Special Election Guidelines**

- An officer who leaves the council before the completion of their term may be subject to having part or all of their scholarship revoked as deemed appropriate by both the Advisor and President.
- When a permanent vacancy in an Executive Committee occurs, a special election should be held within a month to find a suitable replacement. However, if there is less than 8 weeks left in the school year, the President may choose to forego an election and delegate the required tasks to the remaining officers for the remaining of the year.
- Special Elections should be publicly announced and application available to any ET Student that fills the requirements laid out in this constitution for the position.
- There must be at least a Business Meeting and 2 weeks between the times that the election is publicly announced and when a final decision is made.
- A Special Election will be voted on by the voting members of the Executive Committee with input from the advisor and any candidate must receive a  $\frac{3}{4}$  majority in order to be elected. A quorum must be met for this vote to be held.
- Any scholarship included with the position, or a lack thereof, must be made known to applicants. This scholarship amount will be determined by the Advisor and President but cannot exceed the amount received by any other officer.

## **Article XIV – Ratification**

This constitution shall become effective upon approval by a  $\frac{3}{4}$  vote of the membership.

**Ratified constitutions must be submitted to Student Activities via email ([StuAct@iupui.edu](mailto:StuAct@iupui.edu)) within 10 business days for final approval.**