

Purdue School of Engineering and Technology Student Council, IUPUI Constitution

Preamble

The members of the Purdue School of Engineering and Technology Student Council, IUPUI do hereby establish this Constitution as the governing document of the body described herein. The purpose of this body is to serve as:

- Student advisors to the Dean of the Purdue School of Engineering and Technology, IUPUI.
- A means by which students' concerns may be adequately represented.
- Evaluators of requests made by student organizations regarding the disbursement of the Student Activity Fee allocated to the Purdue School of Engineering and Technology, IUPUI (hereafter referred to as the "School").
- Assistants to the students and faculty to enhance their experience at IUPUI.

Article 1: Name

The body governed by this Constitution shall be known as the Purdue School of Engineering and Technology Student Council, IUPUI (hereafter referred to as the "Council" or "ETSC").

Article 2: Membership

Section 1. Basic Guidelines

Subsection 1: ETSC will not participate or condone hazing in any way. 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."

Subsection 2: Participation in ETSC and prerogatives of membership will 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. We will continue to promote and provide diversity, equality, and understanding in accordance with our school's core values and policies.

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. Student Organization Representative

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 3: Officers

The student body of the School shall elect officers of this body annually. The positions are President, Vice President, President Elect, Secretary, Treasurer, two USG Senators and one GPSG Senator. These officers shall be elected in accordance with the rules presented in the Undergraduate Student Government Constitution. Additionally, the positions of Coordinator for Student Success Initiatives and Webmaster will be appointed and the additional responsibilities of Reservationists and Risk Manager will be delegated by the president among these officers.

A. President

- a. The President must be a student of the School in good academic standing and must meet a minimum GPA requirement of 2.75 in the semester preceding their election.
- b. 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).
- c. The duties of the President shall include:
 - i. Presiding over business meetings.
 - ii. Acting as official Council spokesperson.
 - iii. Serving as chair of the Executive Committee.
 - iv. Directing the activities and delegating tasks to members of the executive committee.
 - v. Working to ensure the success of all events and activities.
 - vi. Representing the Student Council on the Innovation Fund Committee.

- vii. Representing the Student Council on the Innovation Fund Committee.
- viii. Representing the student body on the ET Alumni Board or appointing such a representative.
- ix. 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

- a. The Vice President must be a student of the School in good academic standing and must meet a minimum GPA requirement of 2.75 in the semester preceding their election.
- b. 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).
- c. The duties of the Vice President shall include:
 - i. Serving as a member of the Executive Committee.
 - ii. 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.
 - iii. 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

- a. The President Elect must be a student of the School in good academic standing and must meet a minimum GPA requirement of 2.75 in the semester preceding their election. They must be at least two academic years from intended graduation at the time of their election.
- b. 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.
- c. 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).
- d. The duties of the President Elect shall include:
 - i. Serving as a member of the Executive Committee.
 - ii. Shadowing President to gain an understanding of council structure and council relations.
 - iii. Serving as presiding officer of the National Engineering Week planning unless a different officer is decided upon by the president.

- iv. Files any paperwork required by other university departments to continue the active status of the Council.
- v. Fulfilling the duties of President if he/she is unavailable.
- vi. All other duties prescribed by this Constitution, the Council and any additional duties necessary.

D. Secretary

- a. The Secretary must be a student of the School in good academic standing and must meet a minimum GPA requirement of 2.75 in the semester preceding their election.
- b. 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).
- c. The duties of the Secretary shall include:
 - i. Maintaining and distributing internal council communications.
 - ii. Keeping a current list of representatives and organizations, with contact information.
 - iii. 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.
 - iv. Taking attendance at meetings and determining if a quorum is met.
 - v. Serving as a member of the Executive Committee.
 - vi. Ordering food for all for all monthly meetings and other events throughout the year term.
 - vii. All other duties prescribed by this Constitution, the Council, the traditional duties of the office of Secretary, and any additional duties as necessary.

E. Treasurer

- a. The Treasurer must be a student of the School in good academic standing and must meet a minimum GPA requirement of 2.75 in the semester preceding their election.
- b. 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).
- c. The duties of the Treasurer shall include:
 - i. Accounting of Council assets.
 - ii. Compiling the Council budget.
 - iii. Seeing the payment of all Council financial obligations.
 - iv. Distributing funds as budgeted or approved by the Council.
 - v. Recommending any necessary or appropriate changes to the ETSC Funding Criteria or Guidelines.
 - vi. Serving as a member of the Executive Committee.

- vii. All other duties prescribed by this Constitution, the Council, the traditional duties of the office of Treasurer, and any additional duties as necessary.

F. Undergraduate Student Government (USG) Senators

- a. Two Senators shall be elect in each general election.
- b. A Senator must be an undergraduate student of the School in good academic standing and must meet a minimum GPA requirement of 2.75 in the semester preceding their election.
- c. 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).
- d. The duties of a Senator shall include:
 - i. Representing the School at all scheduled meetings of the Undergraduate Student Government Senate.
 - ii. Reporting on USG Senate meetings to the Council at all Council meetings.
 - iii. Taking concerns of the Council to the Undergraduate Student Government Senate.
 - iv.
 - i. 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.

G. Graduate Professional Student Government (GPSG) Senator

- a. One Senator shall be elected in each general election.
- b. A Senator must be a graduate student of the School during the term of service and be in good academic standing, meeting a minimum GPA requirement of 2.75 in the semester preceding their election.
- c. If the office of Senator becomes vacant, the President's designee shall serve as Senator until a special election can be held (see special election guidelines).
- d. The duties of the GPSG Senator shall include:
 - ii. Representing the School at all scheduled meetings of the Graduate and Professional Student Government.
 - iii. Reporting on Senate meetings to the Council at all Council meetings.
 - iv. Taking concerns of the Council to the Graduate and Professional Student Government.
 - v. 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.

H. Coordinator for Student Success Initiatives (CSSI)

- a. The Coordinator for Student Success Initiatives (herein identified as CSSI) must be a student of the School in good academic standing and must meet a minimum GPA requirement of 2.75 in the semester preceding their election.
- b. The CSSI is an appointed position that will be chosen by the president and the Faculty Advisor for ETSC.
- c. 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).
- d. The duties of the CSSI shall include:
 - i. Meet with Associate Deans and Faculty to identify courses with decreased student performance.
 - ii. Identify and Implement programs to increase student success.
 - iii. Support leadership within current Success Initiative programs (i.e. PLTL).
 - iv. Serve as a support for other officers within ETSC
 - v. All other duties prescribed by this Constitution, the Council, the traditional duties of the office of CSSI, and any additional duties as necessary.

I. Webmaster

- a. The Webmaster must be a student of the School in good academic standing and must meet a minimum GPA requirement of 2.75 in the semester preceding their election.
- b. The Webmaster is an appointed position that will be chosen by the president and the Faculty Advisor for ETSC.
- c. 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).
- d. The duties of the Webmaster shall include:
 - i. Updates ETSC website with new officers, student organizations and other pertinent information.
 - ii. 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.
 - iii. In charge of marketing for events, though other positions may help with this when needed.
 - iv. All other duties prescribed by this Constitution, the Council, the traditional duties of the office of Webmaster, and any additional duties as necessary.

J. Reservationist(s)

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

K. Risk Manager

- a. The President will designate one Risk Manager within the first month of the school year.
- b. The Risk Manager must be chosen from among executive committee officers.
- c. If the office of Risk Manager becomes vacant, the President's shall designate a new Risk Manager for the rest of the term.
- d. The duties of the Risk Manager shall include:

- i. Assessing Risk of all ETSC activities in accordance with school, and government requirements.

Article 4: Committees

Section 1. Executive Committee

- a) The Executive Committee shall meet weekly.
- b) 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.
- c) 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. National Engineers' Week Committee

- a) If deemed helpful, the President can appoint a National Engineer's Week Committee.
- b) The National Engineers' Week Committee shall meet as necessary.
- c) Membership shall consist of the President Elect or the officer in charge of ET Week along with at least three other ET Students.
- d) 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. Ad Hoc Committees

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 6: Advisor

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

Article 7: Meetings and Voting

Section 1. Meetings

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. Quorum

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 in cases when a prompt decision needs to be reached.

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.

Section 5. Rules

All meetings shall be conducted in accordance with “Robert’s Rules of Order, Newly Revised,” wherein they do not conflict with this Constitution.

Article 8: 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:

- a. Has had a Student Organization Representative in attendance at a minimum of $\frac{3}{4}$ of the Business Meetings.
- b. 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.
- c. 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.
- d. After receiving funding approval, a Student Organization must supply all required paperwork promptly and completely.
- e. In order to receive funding, organizations must save all receipts and submit them to the ETSC advisor for reimbursement.
- f. After completion of event, a presentation with pictures must be presented at a Business Meeting describing the event/trip and the impact it had.
- g. Preference will be given to funding requests which benefit students who have not previously benefited from ETSC funding that year.
- h. 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.
- i. 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).
- j. Any other requirements deemed necessary by the council at the time of voting.
- k. The Executive Committee and ETSC Advisor can choose to forego these requirements if deemed appropriate.

Section 2. Special Election Guidelines

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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 8: Amendments

This Constitution may be amended as deemed necessary. When amendments are to be voted on, all voting members shall be given at least a one-week notice. Before an amendment may take effect, it shall be passed by a two-thirds vote of voting members present in two (2) separate Council meetings convened at least 48 hours, but no more than 40 days apart within the academic year. The amendment must not change between the first and second votes.