

WSU Engineering Club Constitution and By-Laws

ARTICLE I: MISSION STATEMENT

The WSU-Everett Engineering Club strives to promote a friendly and competitive learning environment to practice professional engineering standards and critical thinking through team-oriented engineering-related projects, allowing club members to develop strong communication and hands-on skills in a variety of engineering disciplines.

ARTICLE II: NAME & PURPOSE

Section A: Name – The name of this club shall be WSU-Everett Engineering Club.

Section B: Purpose – The purpose of this club shall be to:

1. Compete and participate in engineering related events and activities.
2. Promote teamwork and leadership opportunities.
3. Practice and apply skills and knowledge developed in course work to meet goals and objectives.

ARTICLE III: GOALS

The goal of the WSU-Everett Engineering Club is to promote a friendly and competitive learning environment, functional communication between members, and to facilitate and practice team-oriented cooperative opportunities in the pursuit of engineering-related projects and exercises.

ARTICLE IV: MEMBERSHIP

Section A: Eligibility – Members must meet the following criteria to be eligible for participation:

1. Be a student at WSU-Everett.
2. Maintain a minimum 2.5 GPA.
3. Regularly attend scheduled meetings.
4. Be an active participant in club activities.
5. Strive to meet the goals listed in Article II.

ARTICLE V: OFFICERS

Section A: Officers – Officer positions will include a President, Vice-President, Senior Secretary, Junior Secretary, and Treasurer.

Section B: Eligibility – Officers must be enrolled at least half-time and meet the criteria listed in Article III.

Section C: Election – The President for the next school-year (fall and spring semesters) shall be elected by vote at the last meeting of the spring semester by a simple majority. All other officer positions shall be elected by simple majority at the second meeting of the fall semester. All officer candidates must be self-nominated, or nominated by proxy, and cannot otherwise be nominated without their express consent.

Section D: Term – The officers shall serve for one school-year (fall and spring semesters) and their term of office shall begin upon the time of their election, with the exception of the President, who will serve a term of one standard year, beginning at the time of election and ending with the election of the subsequent President.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

Section F: Replacement of Officers - Any officer not meeting criteria or fulfilling the responsibilities of their respective office will be replaced by majority vote and approval of club advisor.

ARTICLE VI: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings.
- Vote only in case of a tie.
- Represent the club.
- Appoint committee chairpersons subject to the approval of the Executive Committee.
- Serve as an ex-officio member of all committees.
- Perform or delegate such other duties as may arise.

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President.
- Assist as necessary with the duties of all other officer positions.

Section C: Secretaries – It shall be the duty of the Secretaries to:

- Record the minutes of all meetings.

- Keep a file of the club's records.
- Maintain a current roster of membership.
- Issue notices of meetings and conduct the general correspondence of the club.

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed.

ARTICLE VII: MEETINGS

Section A: Meetings – Regular meetings shall be held weekly during the regular school year. The regular meeting time must be established and announced to the students of WSU-Everett during the first week of each semester.

Section B: Executive Meetings – Executive meetings shall be held weekly at a time agreed upon by the elected officers, as outlined in Article VII, Section C.

Section C: Team Meetings – Team meetings will be planned and conducted by the members of the individual project teams. A member of the team will be elected Project Manager by his-or-her fellows to represent the team and report the project status at the regular club meetings.

Section D: Special Meetings – Special meetings may be called by the President with the approval of the Executive Committee.

ARTICLE VIII: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE IX: ADVISOR

Section A: Selection – There shall be a faculty/staff advisor who is available at the specified meeting times to oversee activities.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office at WSU campus located in Pullman, WA.
- Provide direction in the area of parliamentary procedure, meeting facilitation, team-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE X: COMMITTEES

Section A: Constitution Committee – A committee shall be formed at the second meeting of fall semester by club members who volunteer to review and propose changes to the club constitution. These changes will then be reviewed by the Executive Committee, who will then draft a revised club constitution to be submitted at the next regular club meeting for deliberation and vote. If the consensus at the club meeting is to implement further changes, a new draft containing these changes will be submitted by the Executive Committee at the subsequent meeting until majority approval is achieved.

Section B: Special Committees – The majority vote shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE XI: AMENDMENTS

Section A: Selection – These bylaws may be amended by a majority vote of the chapter membership beyond the process outlined in Article IX, Section A.

Section B: Notice – All members on the official club roster and mailing list shall receive advance notice of the proposed amendment at least one week prior to the regular meeting.

ARTICLE XII: VOTING

Section A: Voting procedure

- Two officers and a simple majority vote must approve suggested project/proposals for it to take in effect.
- Club advisor must approve of suggested project/proposals for it the decision take effect.