

ASME STUDENT ORGANIZATION CONSTITUTION

Adopted on November 4, 2009

Article I - Name

The name of this organization is the American Society of Mechanical Engineers (ASME). This is a student organization (chapter) at The University of Arizona.

Article II - Objectives

The objectives of this organization are listed in general terms below: to network and communicate with fellow engineers within the community and within the club/college, to participate in competitions hosted by the national ASME organization, to further develop our skills as engineering students, and to interact and volunteer in the community.

Article III - Membership

The ASME University of Arizona Chapter is a student controlled group. Any student, faculty, or staff currently enrolled or employed at The University of Arizona is eligible to be an active member.

Non-students and other community members not otherwise associated with The University of Arizona may act as associate members, but may not vote in elections or hold office.

There is a \$10 annual membership fee due in addition to ASME dues. If a member joins after September, the fee is due upon joining.

Article IV - Elected Officers

The elected officers of the organization shall be a President, Vice-President, Treasurer, Scribe and Webmaster. To be eligible for an elected position the student must be a current student in good standing at the UA, must be a registered national ASME member and a current member of the student chapter.

Section 1 - President

The duties of the President include but are not limited to the following: coordinate all activities of the organization, be a liaison to the University

community, be the official representative of the organization, call regular and special meetings, preside at meetings and to prepare the agenda for meetings.

Section 2 - Vice-President

The duties of the Vice-President include but are not limited to the following: assume the duty of the President in the latter's absence, schedule organization activities and organize those events with the help of the other elected officers.

Section 3 - Treasurer

The duties of the Treasurer include but are not limited to the following: handle all organization funds in accordance with ASUA regulations, maintain the organization's bank account along with the help of the advisor, head all fundraising activities and process approved requests for reimbursement for organization member activities.

Section 4 - Scribe

The duties of the Scribe include but are not limited to the following: record all meeting minutes and submit them to the Webmaster, coordinate with the Webmaster and other officers on official organization correspondence especially any correspondence not done in a digital format, develop/maintain any organization documents such as the organization constitution, member directory, activity calendar, etc

Section 5 - Webmaster

The duties of the Webmaster include but are not limited to the following: develop and/or maintain the organization's website, post accurate information on the organization's activities, handle all email communications as directed by the other organization officers and advisor.

Article V - Ad Hoc Officers

Ad hoc officers will be decided upon by the team or committee when needed, and must be approved by the Advisor and organization President.

Section 1 - Team Coordinator(s)

The duties of the Teams Coordinator(s) include but are not limited to the following: act as committee or activity leads on a technical level, to advise on organization projects or competitions, direct possible tutoring events for organization members.

Article VI—Voting

All officers except for the Technical Coordinator(s) shall be elected annually; in the end of the spring semester the officers shall be elected by 50% +1 of eligible present members at a regularly scheduled meeting (announced one meeting prior). The voting will be by secret ballot.

Article VII – Term Conditions

Each elected officer will serve for the remaining school year. Officers may continually serve for as long as they are voted into the position by eligible present members at the Spring semester elections.

Article VIII – Officer Removal

In the event an officer can no longer perform the required tasks for his/her position, or should they not be performing those same tasks adequately, the remaining officers may vote to remove that person from his or her position. For this vote to pass, a majority must be reached as well as having the approval of the faculty advisor.

Article IX - Meetings

Regular meetings shall be held every other week during the school year, to bring together students and faculty and staff members, to transact organization business, and to propose and discuss organization activities.

Article X - Amendments

This constitution and by-laws may be amended by a two-thirds majority vote of a quorum of regular members at a regular meeting; changes may be submitted by any organization member, officer or advisor.

The quorum is 50% +1 of our eligible members.

Article XI- Not-for-Profit Statement

This is a non-profit organization.

Article XII – Statement of Non-Discrimination

This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office.

Article XIII - Statement of Non-Hazing

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal

degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Article XIV - Financial Obligations

A majority of voting members of the organization may determine the reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

Article XV- Statement of Campus Regulation Compliance

This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws.

Article XVI – Statement of General Compliance

The ASME University of Arizona chapter is willing to work in a democratic manner within the framework of University policies and procedures. In addition, the chapter grants the University the ability to reserve the right to examine the record of our parent organization, the American Society of Mechanical Engineers, or of affiliates on other campuses.

Bylaws

1. Dues are \$10 upon joining, and returning members must renew in September. This is in addition to the national ASME student membership fee.
2. Any expenses incurred by members of this organization beyond any deposits made must be paid immediately by those individuals. Reimbursement of eligible expenses must be arranged in a timely manner and requests should be submitted to the organization Treasurer and approved by the organization advisor.
3. If any elected officer resigns or is unable to complete their term, the organization shall hold a special election. The elected officer will serve for the rest of the term.
5. Any decision of an officer(s) can be overturned by either a majority vote of the other elected officers or the members.
6. Members interested in running for office must be a student of the UA in good standing, must be a registered national ASME member and a current member of the student chapter.