

CONSTITUTION OF THE UNIVERSITY OF NEW ORLEANS STUDENT CHAPTER

ARTICLE I. NAME AND PURPOSE

- SECTION 1.** This organization shall be known as the University of New Orleans A.S.C.E. - Student Chapter. On the immediate campus of the University of New Orleans, this organization will simply be known as the U.N.O. - A.S.C.E.
- SECTION 2.** The purpose shall be the advancement and dissemination of knowledge of the theory and practice of civil engineering, as well as the furtherance of the professional and social development of the membership.

ARTICLE II. MEMBERSHIP

- SECTION 1.** Regular membership shall be limited to undergraduate and graduate students of U.N.O. participating in regular course of study in engineering. Membership shall be open to full-time, part-time, and co-op students.
- SECTION 2.** At least ten members shall be full-time students with an overall grade point average of "2.00" or better, and enrolled in the School of Engineering. Members fulfilling these requirements will simply be known as regular members.
- SECTION 3.** Honorary membership shall be limited to faculty members, previous club members, and all members of the A.S.C.E. (no matter what grade membership the A.S.C.E. member holds).
- SECTION 4.** Honorary members and privileges that shall be extended to them shall be determined by a simple majority vote of the members taken at an official meeting.

ARTICLE III. OFFICERS

- SECTION 1.** The officers of the Club shall be a President, a Vice-President, a Treasurer, and a Secretary.
- SECTION 2.** To be eligible to run for or to hold an office, a candidate must be enrolled, regular member of the Club, must be a civil engineering student, must maintain a "2.00" average or better while running for office.
- SECTION 3.** A candidate should be capable of serving a full term of office. Only co-op students shall be exempted from SECTION 2 of ARTICLE 3. This section allows co-op students to be eligible to hold an office in the Club.
- SECTION 4.** The term of office shall be one year.
- SECTION 5.** The President shall not serve two consecutive terms.
- SECTION 6.** At least one officer should be a member who is capable of serving two terms as an officer.

SECTION 7. Election of Officers shall be determined by a simple majority vote taken at the last official meeting of the Spring Semester.

SECTION 8. If an officer vacates his office or is removed from office the Executive Committee shall appoint an eligible member to the vacated office. The appointee shall retain this office until the next general election.

ARTICLE IV. DUTIES OF OFFICERS

SECTION 1. The President is responsible for the organization and successful operation of the Club. He should consult regularly with the Faculty Advisor.

SECTION 2. The President shall preside at all meetings of the Club and appoint all Committee Heads, and shall assume all other executive duties not otherwise delegated.

SECTION 3. The Vice-President shall perform all functions of the President in the latter's absence or at his request.

SECTION 4. The Secretary shall keep a record of all activities and other communications, he shall also keep a record of the names of members in attendance at the meetings.

SECTION 5. A record of the Secretary's notes of all official meetings of the Clubs shall be kept neatly in a file, filed in order of meeting dates.

SECTION 6. The Treasurer shall receive all money and pay all debts of the Club authorized by the Executive Committee and shall keep an exact account of all receipts, accounts and expenditures. The Treasurer shall also notify the Secretary of all updates in Membership.

SECTION 7. A complete annual report shall be submitted by the President, Secretary, and Treasurer at the last official meeting of the year in accordance with the guidelines set forth in the A.S.C.E. Student Chapter regulations.

ARTICLE V. FACULTY ADVISOR

SECTION 1. Each year a member of the faculty, who is a member of A.S.C.E., shall be elected by a simple majority vote taken at the last official meeting of the Spring Semester.

SECTION 2. The Dean of Engineering or the Head of the Civil Engineering Program should be consulted by the President to determine which faculty members are available to serve as Faculty Advisor.

SECTION 3. The Faculty Advisor may not serve for more than three years in succession unless he is the only A.S.C.E. member on the faculty.

ARTICLE VI. DUTIES OF THE FACULTY ADVISOR

SECTION 1. As a member of A.S.C.E., the Faculty Advisor has a threefold responsibility. First, he should encourage all engineering students to become Club members. Second, he should make certain that the activities and programs of the Club stimulate interest in the profession. Third, he should create a professional awareness in each member and offer assistance to each member as he enters industry.

ARTICLE VII. COMMITTEES

- SECTION 1.** The four Standing Committees shall be the Membership Committee, Public Relations Committee, Meetings Committee, and the Executive Committee.
- SECTION 2.** The Heads of the four Standing Committees shall be appointed by the President.
- SECTION 3.** The Heads of the four Standing Committees shall be either former officers or members who are experienced in U.N.O. - A.S.C.E. affairs.
- SECTION 4.** The Standing Committee Heads are subject to the conditions of ARTICLE IV, SECTION 7.
- SECTION 5.** It is the duty of the President to organize Ad Hoc committees where needed to carry out the programs and interest of the Club.
- SECTION 6.** See ARTICLE 9 for Executive Committee Descriptions and Data.

ARTICLE VIII. DUTIES OF COMMITTEES

- SECTION 1.** A complete annual committee report shall be submitted by each Standing Committee Head at the last official meeting of the year. All committee projects, expenditures, accomplishments and other committee activities shall be covered by said report.
- SECTION 2.** All Standing and Ad Hoc Committee annual reports shall be either written or an oral report. The President shall notify the committee heads whether their committee report shall be written or oral.
- SECTION 3.** It is the duty of the membership committee to solicit students to become members of the Club. The committee shall also keep the Club membership forms up to date and verify the eligibility of prospective members.
- SECTION 4.** It is the duty of the Public Relations Committee to work hand in hand with the Membership Committee to solicit membership for the Club. It is also their duty to adequately publicize all Club activities, projects, meetings, tours and events such that each member of the Club has been informed of all the above-mentioned club programs.
- SECTION 5.** It is the duty of the Meetings Committee to organize all Club meetings. It is the Committee's duty to inform the Public Relations Committee of the date and time of meetings for proper publication, and to invite or notify any non-members or special lecturers who are scheduled or needed at official club meetings.

ARTICLE IX. EXECUTIVE COMMITTEE AND ITS DUTIES

- SECTION 1.** The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and the Heads of the Standing Committees.
- SECTION 2.** The Executive Committee shall manage the affairs and be the governing body of the Club. The Executive Committee shall transact all business it deems advisable including authorization of expenditures.
- SECTION 3.** It is the duty of the Executive Committee to call meetings. The Committee shall notify the Head of the Meetings Committee so the details and organization of meetings can be

worked out. The Committee shall notify the Head of the Public Relations Committee so the proper meeting information can be adequately publicized.

ARTICLE X. DUES

- SECTION 1.** The fall and spring semester dues will be eight dollars (\$8.00) per semester. Dues will not be collected for the summer session.
- SECTION 2.** The dues per semester for members are payable at the beginning of the semester or whenever a student joins.
- SECTION 3.** Each continuing member shall have his dues paid one month from the beginning of the semester.
- SECTION 4.** Nonpayment of dues automatically results in suspension of membership in the club.
- SECTION 5.** The Executive Committee of the club shall have the power to levy special assessments upon endorsement by a two-thirds vote of the members of an official meeting.
- SECTION 6.** In order to change the amount of dues paid per semester by club members, a two-thirds vote of members of an official meeting is required.

ARTICLE XI. MEETINGS

- SECTION 1.** The Club shall hold regular and special meetings at such places and times as designated by the Executive and Meetings Committee.
- SECTION 2.** All meetings must be properly publicized by the Meetings and Public Relations Committees at least two days prior to the meeting.
- SECTION 3.** An official meeting shall be a meeting which consists of at least 10 members and at least one of the Club's elected officers.
- SECTION 4.** If it is impossible for the President to chair a Club meeting, the following order of succession for presiding officer will be followed: Vice-President, Treasurer, Secretary.
- SECTION 5.** If the Secretary is the presiding officer at a meeting or is absent from a meeting the presiding officer of the meeting will appoint a temporary secretary to record the minutes of said meeting.

ARTICLE XII. AMENDMENTS

- SECTION 1.** The Constitution may be amended by a two-thirds vote of the members taken at an official meeting; provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting.

ARTICLE XIII. UNIVERSITY AND COMMUNITY RELATIONS

- SECTION 1.** The Club shall respect all duly recognized laws, rules, and regulations of U.N.O., the State of Louisiana, and any local municipal authorities in all activities sponsored by the Club.

ARTICLE XIV. AWARDS

SECTION 1.

Within the last three weeks of school before the final examination period in the spring semester, an election will be held for the purpose of honoring the outstanding student of the U.N.O. - A.S.C.E. and the outstanding faculty member in Civil Engineering for that school year.

SECTION 2.

Nominations for outstanding student and outstanding faculty member will be made in the two-week period prior to the election.

SECTION 3.

The awards for outstanding student in the U.N.O. - A.S.C.E. and for the outstanding faculty member in Civil Engineering will be distributed at the Club's annual end-of-the-year banquet.