

CONSTITUTION
OF THE
ROSE-HULMAN INSTITUTE OF TECHNOLOGY
CECIL T. LOBO STUDENT CHAPTER
OF THE
AMERICAN SOCIETY OF CIVIL ENGINEERS
Adopted 10-19-04

MISSION STATEMENT:
TO EXPOSE STUDENTS AND THE COMMUNITY
TO CIVIL ENGINEERING
THROUGH SERVICE AND EDUCATION

ARTICLE I. NAME

1. The name of this organization shall be the Rose-Hulman Institute of Technology Cecil T. Lobo Student Chapter of the American Society of Civil Engineers, hereafter abbreviated as RHIT ASCE, and hereinafter referred to as Chapter.

ARTICLE II. OBJECTIVE

1. The objective of this Chapter shall be to encourage the development of a professional consciousness, to afford civil engineering students an opportunity to become acquainted and to practice working together effectively, to promote a spirit of congeniality among them, and to provide friendly contact with engineering professions.

ARTICLE III. RELATIONSHIPS

1. The Chapter shall be under the jurisdiction of the American Society of Civil Engineers (ASCE).
2. Specifically, the Chapter lies in Zone II, District 9, falls under the jurisdiction of the Indiana Section of the American Society of Civil Engineers, the Metro Indy Branch, and is a member of the Great Lakes Region.
3. The Chapter will subscribe to the Constitution, Bylaws, Rules of Policy and Procedure and the Code of Ethics as adopted by the American Society of Civil Engineers.

ARTICLE IV. MEMBERSHIP

1. Active Members of this Chapter shall be undergraduate and graduate students enrolled in the university who are interested in civil engineering and who are in good standing as evidenced by the payment of Chapter dues.
2. All members of the Chapter must subscribe to the Constitution, Bylaws, Rules of Policy and Procedure and the Code of Ethics of the Chapter.
3. The following are the grades of membership in the Chapter:
 - Freshman
 - Sophomore
 - Junior
 - Senior
 - Graduate
 - Associate
4. Membership in the Chapter does not imply automatic admission as a Student Member to the American Society of Civil Engineers. Separate application, in accordance with the National ASCE Constitution, must be made by the individual.
5. A Chapter Member shall have the right to serve on committees and participate in the affairs of the Chapter and shall have the right to vote and to hold office except as noted in Article IV, Section 6.
6. Associate Member. An Associate Member shall be a person who, because of the field of study or particular interest, wishes to cooperate with civil engineering students in the advancement of professional knowledge and practice. An Associate Member, at the time of admission, shall be an undergraduate or graduate student enrolled in the Institute. Associate Members shall have the right to serve on committees and participate in the affairs of the Chapter, but shall not have the right to vote or hold office.

ARTICLE V. OFFICERS

1. The Executive Committee of the Chapter shall consist of one President, one Vice President, one Secretary, and one Treasurer. All officers are to be in good standing with the Chapter.
2. Officers represent both the Chapter and the Institute and, as such, are expected to act with the utmost professionalism.
3. The President shall be enrolled in at least the Junior curriculum at the time of election, as recommended by the RHIT Civil Engineering Department.
4. The election of officers shall be as follows:
 - (a) Five weeks prior to the election, all Active Members shall be notified of the upcoming election and asked to speak to a member of the Executive Board if interested in holding office.
 - (b) All Active Members shall be reminded of the election three days prior and shall be provided with the candidates names and biographical information.
 - (c) Officer elections shall begin no later than the first week of the Winter Academic Quarter.

- (d) Officers shall be elected by email ballot. Each email ballot shall be distributed by the Faculty Advisor to all Active Members. The ballot shall be sent out by 10 a.m. on the first day of the election and all Active Members will be given 18 hours to respond. After 18 hours has expired, the Faculty Advisor shall determine which candidate received the highest number of votes and declare him/her elected. In the event of a tie, the Faculty Advisor shall send out another ballot by 10 a.m. of the second day of the election with the two candidates who tied. After 18 hours has expired, the Faculty Advisor shall determine which candidate received the highest number of votes declare him/her elected. The process shall continue until all officers have been elected. Weekend days will not be counted in the 18 hour period.
 - (e) The order of the election shall be as follows: President, Vice-President, Secretary and Treasurer.
 - (f) If a candidate is defeated, he or she may choose to be added to a subsequent ballot.
- 5. The terms of the office of the elective officers shall be one calendar year (January 1st through December 31).
 - 6. In the event that elections are not held in a timely fashion or no nominee is found for a particular office, officers shall hold office until their successors are duly elected and qualified or until graduation from the Institute.
 - 7. A vacancy occurring in an elective office of the Chapter during the term of an Officer shall be filled for the unexpired term as follows:
 - (a) President. By the Vice-President.
 - (b) All other presiding officers. By appointment of the President.
 - (c) Officers-Elect. By nomination and election in the same manner as provided in Section 4 of Article V, except that the Executive Committee shall set the date for the opening and closing of the balloting for such an election. Seniority between persons holding similar offices shall be determined by priority of admission to membership; and when these dates are identical, the selection shall be made by lot. In the case of disability of any Officer of the Chapter, or neglect in the performance of the duties of an office, the Executive Committee shall have the power to declare the office vacant.

ARTICLE VI. FEES AND DUES

- 1. The schedule of annual dues shall be established, and when established may be modified, by a three-fourths favorable vote by the Executive Committee. The schedule of fees and dues shall be set forth in the Bylaws.

ARTICLE VII. MEETINGS

- 1. The Chapter shall hold as many general Chapter meetings throughout each academic quarter as is deemed practical by the Executive Committee. At least one meeting must be held during each month that school is in session. All general Chapter meetings shall be held at such times and places within the Institute campus as shall be

determined by the Executive Committee, and designated in a notice to the membership as provided for in the Bylaws.

2. Chapter meetings are open to all students and faculty of the university, alumni or others who may care to attend.
3. Meetings of the Executive Committee shall be held at such times and places as may be determined by the Executive Committee to be necessary for the discharge of its duties.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

1. The Executive Committee shall determine appropriate parliamentary authority for the Chapter; however, *Robert's Rules of Order Revised* shall be used as a basis and also as a reference whenever any procedural questions arise.

ARTICLE IX. AMENDMENTS

1. An Amendment to this constitution may be proposed by a member by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of at least thirty- percent (30%) of the Active Members of the Chapter.
2. Petitions for the proposed amendment shall be presented to the Chapter Secretary not less than five days in advance of the next regularly scheduled Chapter meeting. A proposed amendment in accordance with the intent of the petitions shall be drafted by the Chapter Secretary and posted as to be conspicuous to Chapter Members. The petition shall be read at the next regularly scheduled Chapter meeting. The proposed amendment shall be in order for discussion at the Chapter meeting and may be amended in any manner pertinent to the petitions by a majority vote of the said meeting, provided a quorum is present. The proposed amendment shall be voted upon by letter ballot at the next regularly scheduled Chapter meeting following the original meeting where it was discussed and amended.
3. For the adoption of any amendment to the constitution, two-thirds of the valid ballots cast shall be in the affirmative. An amendment that has been adopted shall become effective immediately.

BYLAWS
OF THE
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CECIL T. LOBO STUDENT CHAPTER
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Adopted 10-19-04

ARTICLE I. NAME

1. Abbreviation. The approved abbreviation of the Chapter, where an abbreviation is proper, shall be RHIT ASCE.
2. Emblem. The design, specification, and the guidelines for the use of the emblem of the Chapter shall be as prescribed by the American Society of Civil Engineers.

ARTICLE II. MEETINGS

1. The general Chapter meetings shall be held at least once per month at a time determined by the Executive Board each and every academic quarter except during the week of finals or if the Institute is closed.
2. The order of business for these general Chapter meetings shall be as follows:
 - Introduction and Welcome
 - Minutes of the previous general meeting given by the Chapter Secretary
 - Treasurer's Report
 - Announcements and general concerns
 - Old Business
 - New Business
 - Introduction of the Guest Lecturer by the program coordinators
3. A schedule of general Chapter meetings shall be decided upon and posted conspicuously during the first week of each academic quarter. Other meetings may be scheduled as opportunities present themselves.
4. Meetings of the Executive Board and Executive Committee (see Article V., Section 1) shall be held at such times and places as is necessary, or business may be conducted by email or personal contact in lieu of meetings at the discretion of the President.

ARTICLE III. OFFICERS DUTIES

1. Duties of the President.

The President shall:

- have general supervision over the affairs of the Chapter.
- preside over Chapter meetings and Executive Committee meetings.
- represent the Chapter at all appropriate meetings at the Chapter, Section, Zone and National levels.
- assume overall responsibility for the Chapter and its activities.
- be ex officio a member of all committees and projects to ensure goals are met and group rapport is maintained.
- be available to officers and other Chapter members in need of assistance.
- maintain good rapport and frequent contact with the Faculty Advisor(s), Practitioner Advisor(s) and Civil Engineering Department Head

2. Duties of the Vice President.

The Vice-President shall:

- perform the duties of the President in the President's absence in addition to the following.
- assist the President in monitoring Chapter activities and committee accomplishments.
- assist the President in decision making.
- record, consolidate, and assemble into an Annual Report all information reflecting Chapter activities of the year during which office was held with the assistance of the past officers.
- organize the Winter Banquet
- be available to officers and Chapter members in need of assistance.

3. Duties of the Secretary.

The Secretary shall:

- be parliamentarian for the Chapter
- record proceedings of general membership meetings and Executive Committee meetings, including a record of members, faculty, and guests present, brief outline of talks and presentations by guest speakers, committee reports and appointments, all business and other items of note.
- maintain Chapter correspondence and records in order.
- keep rosters of all committees' and their members.
- send letters of appreciation to speakers on behalf of the Chapter following their lectures.

4. Duties of the Treasurer.

The Treasurer shall:

- keep and maintain an annual census of all members and record of dues paid
- be responsible for preparing the operating budget of the Chapter, take charge of all receipts of the Chapter, keep liaison with the Civil Engineering Department concerning funds, manage the prompt payment of bills, keep accurate records of Chapter expenditures.
- submit a detailed accounting of the Chapter's expenditures and credits to the Executive Committee on a quarterly basis.
- exercise good business sense in general and perform all other duties normally ascribed to the office.

ARTICLE IV. FEES AND DUES

1. Entrance fee.

There shall be no entrance fee for any grade of membership to which an applicant is subscribing.

2. Payment of Dues.

Dues shall be payable annually in advance of January 15. If a member fails to pay annual dues by January 15, they will be given one reminder and an extension until January 20. If the member fails to pay dues by January 20, they will be dropped from the membership roster and lose all membership privileges until they renew. Dues paid entitle each person to full member privileges for Jan. 1 – Dec. 31 of the year during which dues were paid.

3. Dues.

The annual dues payable by membership shall be as follows:

Freshman - Aug.-Dec. - FREE

Freshman/Sophomore (and any first time members) - Jan.-Dec. - \$15.00

Sophomore/Junior - Jan.-Dec. - \$10.00

Junior/Senior - Jan.-Dec. - \$10.00

Senior - Jan.-May - FREE

Graduate \$15.00

Associate \$10.00

*A Senior only qualifies for free membership if they have been a member for at least one calendar year.

*Class standing shall be determined according to the CE Curriculum

ARTICLE V. COMMITTEES AND CHAIRMANSHIPS

1. The Executive Committee shall be formed of the persons elected by the Chapter as officers and the Faculty Advisor(s). The Executive Board shall consist of the Executive Committee and Committee Chairmen.
2. The Executive Committee shall appoint the following Chairmen:
 - a. Community Service
 - b. Fundraising
 - c. Golf Tournament
 - d. Web Page and Publicity
 - e. Moment (As defined in Article VIII.)
3. The Executive Committee has the power to appoint committees as necessary, such as: Concrete Canoe Team, Steel Bridge Team, etc.
4. All committees shall be governed by the Constitution, Bylaws, Rules of Policy and Procedure and the Code of Ethics adopted by the Chapter.

ARTICLE VI. POLICY AND PROCEDURE

1. Activities and actions undertaken by the Chapter shall be consistent with the policies of the American Society of Civil Engineers.
2. The Chapter and all members shall act in accordance with the RHIT Code of Conduct, as presented in the RHIT Student Handbook. Misconduct will be brought to the attention of the Faculty Advisor, who will take necessary action in accordance with the Handbook.
3. A quorum of the membership shall be present for voting on any amendment to the Chapter's Constitution; a quorum shall consist of one-third (33%) of the active Chapter membership.
4. An Executive Committee quorum shall consist of one hundred percent (100%) of the committee present. An Executive Board quorum shall consist of seventy-five percent (75%) of the entire board.
5. A majority vote shall be sufficient to carry any motion, but not including amendments to the Constitution or Bylaws which are considered separately under Article VI, Section 3 and Article VII.
6. The counting of votes on any item of business shall be carried out by a member of the Executive Committee, provided there exists no conflict of interest.

ARTICLE VII. AMENDMENTS

1. At any meeting of the Executive Board, a quorum being present, the Executive Board, by an affirmative three-fourths vote, may amend the Bylaws in conformity with the Constitution.
2. In the event that a quorum is not present, vote may be held in abeyance until the next meeting.
3. Amendments may be initiated by any member of the Chapter, but shall not be put to vote until the following Executive meeting.

ARTICLE VIII. OFFICIAL PUBLICATION

1. The name of our publication shall be "The Moment," for the purpose of informing members, faculty, and alumni/ae of the Chapter's activities and accomplishments.
2. "The Moment" shall be distributed three times during each academic quarter to all active members and faculty members via email, and shall also be posted on a bulletin board in the Civil Engineering Department.
3. All Moment editions from the quarter shall be sent out to the President of RHIT, the Dean of Faculty, the Dean of Student Affairs, and the Practitioner Advisors upon the completion of every academic quarter.