Engineering Student Council Bylaws

Article I. Preamble

Section A Intent of Council

1. We the people of the College of Engineering, in order to form a more perfect industry-student union, establish club relations, insure interdepartmental tranquility, provide for the common final study sessions, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish these Bylaws for the Engineering Student Council of California Polytechnic State University, San Luis Obispo.

2. It is the intent of this council to abide by the pertinent State laws, University Regulations, and ASI policies.

Article II. Purpose

Section A Purpose

1. Serve as a channel of communication between engineering students, the College of Engineering, and University in order to facilitate the voicing of the student opinion.

2. Enhance the student experience within the College by providing cohesion and cooperation between the diverse student organizations and clubs within the College of Engineering.

3. Provide access to opportunities for personal growth and experience pertaining to education and post-educational goals.

4. Promote access to and interaction with industry and the Cal Poly community.

Article III. Identification

Section A Affiliations

1. We operate under the consent of the dean’s office of the College of Engineering.

Article IV. Membership
Section A  Membership Classifications

1. There are three membership classifications:
   a. Officers
   b. General Members
   c. Club Representatives
2. In addition to member organizations, ad hoc membership may be established at the council’s discretion.

Section B  Membership Requirements

1. All student organizations associated with the college of engineering are required to have a representative at council meetings.
2. The executive board will determine the frequency of meeting attendance to meet membership requirements
3. All member organizations and ad hoc members have equal rights and privileges within the council.

Section C  Membership Restrictions

1. Only members of active member organizations and ad hoc members may participate in council meetings, be elected to office, vote, debate, or represent the council.
2. This council or any of its member organizations and ad hoc members cannot conspire to commit any act which causes or is likely to cause, bodily danger or physical or emotional harm to any member of the campus community.

Section D  Meetings

1. The executive board will determine the frequency of meetings.

Article V. Nondiscrimination and Hazing

Section A  Discrimination

1. There must be no membership discrimination or rules that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section B  Hazing

1. In regards to all conduct, including adherence to the prohibition of hazing and nondiscrimination, students organizations must operate within the laws of the State of California and the policies and procedures of the California Polytechnic State University and the Associated Students, Inc. as states in the Campus Administrative Policies (CAP).
Article VI. Officers

Section A  Officer Requirements

1. There must be a minimum of two officers on the Club Council Charter at all times.
2. Officers must have at least a 2.0 Cal Poly cumulative GPA at the time of nomination and election, and must maintain at least a 2.0 GPA while in office.
3. Officers must be current, full-time Cal Poly undergraduate or graduate students and must be available to hold officer position for entire length of term.
4. Officers must attend all executive and general meetings and participate in 80 percent of all council activities. Exceptions may be made for class conflicts.
5. Officers cannot hold position if on Academic Probation.
6. Officer positions are composed of executive and director positions.
7. Officers may only hold one executive or director position at a time.

Section B  Officer Positions

1. President
   a. Qualifications
      i. Must have previously served in an Executive or Director position within the council for a minimum of one term.
   b. Duties
      i. Must complete executive application following acceptance of nomination.
      ii. Conduct general, executive, and/or director meetings as needed to maintain council functionality.
      iii. Represent the council in all matters pertaining to or affecting the College of Engineering.
      iv. Act as liaison between the Office of the Dean of Engineering and the council.
      v. Oversee council activities.
      vi. Attend Dean of Engineering Council Meetings.
      vii. Appoint a proxy to preside over meetings during absence.
      viii. Holds two votes.
2. Vice President of Events
   a. Qualifications
      i. No additional qualifications.
   b. Duties
      i. Must complete executive application following acceptance of nomination.
      ii. Oversee the eWeek and Social Committees.
iii. Oversee planning of all council events, including submittal of all council ePlans.
iv. Submit status reports to the President.
v. Holds two votes.

3. Vice President of Finance
   a. Qualifications
      i. No additional qualifications.
   b. Duties
      i. Must complete executive application following acceptance of nomination.
      ii. Maintain all financial reports and records.
      iii. Work in conjunction with the Office of the Dean of Engineering and Associated Students, Inc. to prepare budgets and process all reimbursements, payments, and other financial considerations.
      iv. Oversee the Fundraising Committee.
      v. Present recommended budget for following year to incoming officers near end of term.
      vi. Submit status reports to the President.
      vii. Holds two votes.

4. Vice President Internal Affairs
   a. Qualifications
      i. No additional qualifications.
   b. Duties
      i. Must complete executive application following acceptance of nomination.
      ii. Oversee the Corporate Director and Website and Social Media Director.
      iii. Oversee the Corporate Committee and Branding and Marketing Committee.
      iv. Maintain all Council social media accounts.
      v. Record and archive executive, director, and general meeting minutes.
      vi. Maintain physical and digital records of member attendance at all meetings.
      vii. Maintain a council email alias and distribute all pertinent information.
      viii. Submit status reports to the President.
      ix. Holds two votes.

5. Vice President External
   a. Qualifications
      i. No additional qualifications.
   b. Duties
      i. Must complete executive application following acceptance of nomination.
      ii. Oversee major commissioners and club representatives.
iii. Oversee the Philanthropy, Student Life, and Personal Advancement Committees.
iv. Submit status reports to the President.
v. Holds two votes.

6. Vice President of Recruitment
   a. Qualifications
      i. No additional qualifications.
   b. Duties
      i. Must complete executive application following acceptance of nomination.
      ii. Oversee all recruitment and retention efforts.
      iii. Oversee the Leaders in Freshman Engineering Program.
      iv. Submit status reports to the President.
      v. Holds two votes.

Section C  Director Positions

1. Corporate Relations
   a. Qualifications
      i. No additional qualifications.
   b. Duties
      i. Must complete director application following acceptance of nomination.
      ii. Create a corporate sponsorship packet for both general use and eWeek.
      iii. Seek and make reasonable effort to obtain corporate sponsorship for both general use and eWeek.
      iv. Develop working relationships with corporate representatives in the interest of the council.
      v. Oversee the Corporate Committee.
      vi. Submit status reports to the Vice President Internal.
      vii. Holds two votes.

2. Technology
   a. Qualifications
      i. No additional qualifications.
   b. Duties
      i. Must complete director application following acceptance of nomination.
      ii. Maintain accurate web content.
      iii. Manage website administrative user activity.
      iv. Implement requested features in the website.
      v. Maintain and maximize website up-time.
      vi. Exploring new options to meet technological requirements of the Engineering Student Council and the executive board.
      vii. Submit status reports to the President.
Article VII. Advisor

Section A Duties of the Advisor
1. Oversees the council.
2. Ensures that University policy is followed.
3. Provides continuity from year to year and during transition periods.
4. Assists in developing and reaching the council’s short and long-term goals, while providing guidance to help reach those goals.
5. Encourages leadership development.
6. Oversees the expenditures of the council, including the planning of the budget, and the monitoring of financial reports.
7. Reviews and approves paperwork, such as E-Plans, PRFs, Cash Securities Forms, etc., in a timely manner.
8. May overrule council decisions should health, safety, or legal issues arise if decision is implemented.

Section B Advisor Requirements
1. The advisor must be a Cal Poly State faculty or staff member.

Article VIII. Finances

Section A Requirements
1. Funds must be administered through ASI Club Services or College of Engineering Dean’s Office and must be within University and ASI policies and procedures.
2. No club funds can be used towards the purchase of alcohol.
3. The Advisor listed on the current Club Council Charter must sign all requests for payment.
4. An officer with financial authorization on the current Club Council Charter must sign all requests for payment.
5. Council officers are not authorized to sign PRFs for their own reimbursement(s).

Article IX. Discipline of Members

Section A Complaints
1. All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on
protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this council shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

2. Complaints may also be brought to the attention of Student Life & Leadership. A written charge may be filed with Student Life & Leadership. Student Life & Leadership shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, Student Life & Leadership shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. Student Life & Leadership staff shall determine whether misconduct occurred. If it determines that misconduct did occur, Student Life & Leadership shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section BVoting

1. The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

2. The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

3. By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

Article X. Extended Membership Positions

Section AGeneral Members

1. Qualifications
   a. No additional qualifications.

2. Duties
   a. Must attend at least 80 percent of council general meetings.
   b. Must actively fulfill responsibility within council committees.
   c. Hold one vote.

Section BClub Representatives
1. Qualifications
   a. Must be an active member of the represented club. Club is not required to consistently send the same individual as the club representative.

2. Duties
   a. Club must be represented at 70 percent of council general meetings.
   b. Act as liaison between student organization and the council.
   c. Attend and participate in council general meetings and events.
   d. Holds one vote.

Article XI. Elections

Section A  Nominations
1. Shall take place in Spring Quarter.
2. Must be initiated by a voting member and seconded by a separate voting member.
3. Must be accepted by the individual being nominated.
4. Nominees must not be on council probation or within one calendar year of a council termination.

Section B  Applications
1. Executive members shall review all applications.
2. An applicant cannot participate in the review of his or her own application.
3. Applications shall be used as supplementary information only and cannot disqualify a candidate from the election.

Section C  Election Process
1. Each nominee shall deliver a candidacy speech prior to the vote for the respective position.
2. Following the speech, the council has a right to question the candidate.
3. The council has the right to deliberate privately following a candidate’s speech and questioning.
4. Candidates may not vote in the election in which he or she is running.
5. Votes shall be conducted by ballot.
6. The President and at least one other executive member shall count ballots.
7. The President may implement ad hoc voting procedures on an individual basis if two-thirds of the voting members approve.

Section D Quorum
1. Quorum is defined as a simple majority of eligible voting members.
Article XII. Termination and Resignation

Section A Termination of Executives and Directors

1. Executives or directors may impeach executives and directors.
   a. Once a move for impeachment has been called it must be approved by a two-thirds majority of non-general voting members.
   b. Following approval, a timely meeting shall be held in which non-general voting members shall interview the impeached individual.
   c. Following the interview, non-general voting members shall deliberate and vote to terminate the impeached individual.
      i. If a two-thirds majority approves termination, the impeached individual shall be terminated. He or she shall be relieved of his or her title, duties, powers, and voting rights. The individual is prohibited from being nominated or applying for a position for one calendar year from the date of termination. The individual maintains the right to be a general member.
      ii. If a two-thirds majority is not reached, the impeached individual shall be placed on probation for 60 days. Executive members shall supervise the impeached individual and conduct periodic performance reviews. Voting rights of the impeached individual shall be suspended for the first 30 days of probation.

Section B Resignation of Executives and Directors

1. Executives and directors may resign from their positions at any time by submitting a Resignation Form to the Executive Board.
2. Resignation becomes official upon receipt of the Resignation Form by the Executive Board.
3. Upon receipt of Resignation Form, the resigned may not hold a position for the entirety of the following academic quarter, not including summer.

Article XIII. Amendments

Section A Amendments to Bylaws

1. The Executive Board may propose amendments to these bylaws to the council with a two-thirds majority vote.
2. Proposed amendments shall be ratified by a two-thirds majority of all eligible voters.