

By Laws of the Engineers' Club

Article I: Duties of the Officers

Section 1. It shall be the duty of the **President** to preside at all meetings of the Engineers' Club and to direct all activities of the Engineers' Club. It shall be the duty of the President to arrange the direct programs for the meetings of the Engineers' Club. The President shall have the privilege to appoint committee chair(s) as deemed necessary; these appointments are subject to the approval of the Engineers' Club officers. The President shall be responsible for reviewing the academic integrity of all officers and enforce consequences for instances of misconduct. The President shall be an ex-officio member of all committees of the Engineers' Club. The President will also have signatory power on behalf of the Engineers' Club checking account.

Section 2. It shall be the duty of the **First Vice President** to act as assistant to the President and to preside during the absence of or at the request of the President. The First Vice President shall be responsible for and coordinate the publicity for all Engineers' Club activities. The First Vice President shall chair the committee dedicated to maintaining and improving relationships with all engineering related organizations.

Section 3. It shall be the duty of the **Second Vice President** to coordinate the Hamburger Feeds and/or any other similar fundraising enterprise(s). The Second Vice President shall also make arrangements for food and refreshments at all General Engineers' Club meetings. The Second Vice President must work closely with the Treasurer and President to coordinate financial matters.

Section 4. It shall be the duty of the **Secretary** to keep a record of all meetings of the Officers of Engineers' Club. These minutes shall be posted both online and physically within three days of each meeting and shall remain posted until the next meeting.

Section 5. It shall be the duty of the **Treasurer** to keep accounting records of the Engineers' Club finances, including check distribution, according to generally accepted principles. The Treasurer must compile and submit a SGA Budget for Engineers' Club each year as required. In addition, the Treasurer must maintain an inventory of all Engineers' Club property.

Section 6. It shall be the duty of the **Historian** to keep a history of all Engineers' Club activities and compile a scrapbook displaying the year's activities. It is the Historian's responsibility to help provide photographs of events when needed by other officers and to compile the annual slide show to be shown at the Engineers' Week Banquet.

Section 7. It shall be the duty of the **Webmaster** to build and maintain the Engineers' Club website. The Webmaster shall see that the site is kept up to date and that all information posted on the site is accurate. The Webmaster shall work with the First Vice President to make sure

that all events are advertised on the site as well as with the Points Chair to make sure organization's points are visible.

Section 8. It shall be the duty of the **Fall Festival Chair** to coordinate the activities, duties, rules, and regulations of Fall Festival. The Fall Festival Chair shall have the privilege to create committees and name chair(s) of these committees to oversee different aspects of Fall Festival all of which are subject to the approval of the Engineers' Club officers.

Section 9. It shall be the responsibility of the **Career Fair Chair** to determine and coordinate the activities, duties, rules, and regulations of the Engineering Career Fair. The Career Fair Chair has the power to create committees to oversee different aspects of the Engineering Career Fair, all of which are subject to the approval of the Engineers' Club officers.

Section 10. It shall be the responsibility of the **Engineers' Week Chair** to determine and coordinate the activities, duties, rules, and regulations of Engineers' Week. The Engineers' Week Chairman has the power to create committees to oversee different aspects of Engineers' Week and to name chairmen of these committees, all of which are subject to the approval of the Engineers' Club officers.

Section 11. It shall be the responsibility of the **Williams Student Leadership Retreat Chair** to determine and coordinate the activities, duties, rules, and regulations of the Williams Student Leadership Retreat. The Williams Student Leadership Retreat Chair has the power to create committees to oversee different aspects of the Williams Student Leadership Retreat Chair, all of which are subject to the approval of the Engineers' Club officers.

Section 12. It shall be the responsibility of the **Winter Ball Chair** to determine and coordinate the activities, duties, rules, and regulations of the Winter Ball. The Winter Ball Chair has the power to create committees to oversee different aspects of the Winter Ball, all of which are subject to the approval of the Engineers' Club officers.

Section 13. It shall be the responsibility of the two (2) **Willoughby Lounge Managers** to enforce the Willoughby Lounge rules approved by the College of Engineering and Engineers' Club. The Willoughby Lounge Managers shall see that the Lounge is kept in a neat, clean, and orderly manner. See Article VI of the By Laws for further duties.

Section 14. It shall be the duty of the **Points Chair** to keep a record of all points accumulated by all related Technical and Honor Societies while participating in Engineers' Club events. The Points Chair shall be responsible for providing the Webmaster with monthly updates on point totals for publication on the Engineers' Club website. The Points Chair shall also revise and enforce relevant point regulations as needed, all of which are subject to the approval of the Engineers' Club officers.

Section 15. It shall be the responsibility of the **Intramural Chair** to determine and coordinate the activities, duties, rules, and regulations of the Intramural. The Intramural Chair has the power to create committees to oversee different aspects of the Intramural, all of which are subject to the approval of the Engineers' Club officers.

Section 16. It shall be the duty of the **Officers** to support Engineers' Club through attendance of Engineers' Club meetings, Officers' meetings, office hours, and hamburger feeds. Any officer who fails to attend at least seventy-five percent of the aforementioned events may be subject to Recall as outlined in Article IV, Section IV of the Constitution.

Section 17. It shall also be the responsibility of the **Officers** of the Engineers' Club to work together and to represent the College of Engineering whenever the opportunity or need arises.

Article II: Appointed Chairmen

Section 1. The person in charge of finances for Engineers' Week shall not be the Treasurer of Engineers' Club.

Section 2. Appointed chair may be dismissed by the President and officers if deemed necessary in the best interests of Engineers' Club.

Section 3. Each chairman shall prepare the rules and procedures for performing his/her office.

Article III: Meetings

Section 1. The Engineers' Club shall meet on the first week of every month as scheduled by the President.

Section 2. The Officers of Engineers' Club may meet once a week or as the President deems necessary.

Article IV. Election Procedure

Section 1. Nominations for each elected office shall be made from the Active Members present at the elections.

Section 2. The following shall be established as the Election Procedure:

a. At the onset of the meeting, the President shall read the election procedures from the Bylaws. The outgoing Officer, or President, shall also read the Officer descriptions from the bylaws prior to each election.

b. After nominations for an office are closed, each nominee shall be given the opportunity to speak. The nominee's speaking time shall be limited to two minutes.

c. The nominees shall then leave the voting area and nomination speeches shall proceed.

- d. Each nominee shall have a maximum of three nomination speeches. A nomination speech may be given by any Active Member for a period of one minute.
- e. A winner shall be declared if a nominee receives a majority of the votes. If no nominee receives a clear majority, the two nominees with the highest number of votes shall be placed in a runoff election, which shall occur immediately without any speeches.
- f. In the event of a tie in the runoff election, the newly elected President shall cast the deciding vote, except in the case of the Presidential election, where the outgoing President shall cast the deciding vote.

Article V: Activities

The activities of the Engineers' Club shall consist of Fall Festival, Engineering Career Fair, Engineers' Week, and any other activities approved by the Engineers' Club officers.

Article VI: The Engineers' Club Used Spaces

- A. All rules and regulations governing Willoughby Lounge shall be approved by Engineers' Club officers.
- B. The elected Willoughby Lounge Manager may appoint and dismiss a Willoughby Lounge Assistant if necessary.
- C. If any individual abuses the privilege of using Willoughby Lounge, his/her access may be revoked by the Lounge Manager or an Engineers' Club Officer. In addition, such an individual may be fined to repair any damages incurred.
- D. If the lounge is damaged while being used by any group, that group may be fined to repair the damage. In addition, that group may be prohibited from using and reserving Willoughby Lounge for an academic year.
- E. Willoughby Lounge shall not be reserved for any group the first week of any semester unless authorized by the Engineers' Club President.

Article VII: Engineering King and Queen

Section 1. Any active male member shall be eligible to be King and any active female member may be eligible to be Queen if the member meets the qualifications stated in the Rules and Regulations of the Engineers' King and Queen Race and is in good standing with their college.

Section 2. The King and Queen shall be elected during Engineers' Week by a plurality of the voting of Active Members.

Section 3. The Term for the King and Queen shall commence upon election and shall continue for one year or until the next election of that position. The term shall immediately end if the student ceases to meet the qualifications stated.

Section 4. The Responsibilities of the King and Queen include:

- A. The King and Queen shall attend all meetings of the Engineers' Club as required by other Engineers' Club office. In addition they are to assist the carrying out of all official activities

and social functions of the Engineers' Club whenever possible, and to convey a positive image of the College of Engineering, Engineers' Club, and their activities.

B. The King and Queen shall be the official chairpersons of the following year's King and Queen Race and shall head the Election committee. The King and Queen shall speak promoting the College of Engineering when asked by the Dean of the College of Engineering. The King and Queen shall direct the construction of the Homecoming Parade float and other Homecoming events.

Section 5. Procedures for Recall of the King or Queen are the same as described in the Engineers' Club Constitution, Article IV, Section 4.

Section 6. In the event of a Vacancy of either the King or the Queen positions, the next available runner up shall be crowned at the next regularly scheduled Engineers' Club meeting. If no runner up is available, a new King or Queen shall be elected by a majority vote of engineering students present at the next regularly scheduled Engineers' Club meeting.

Article VIII: Amendments

Section 1. Amendments to these By-Laws shall be approved in the manner described in the Engineers' Club Constitution, Article VII, except in Section 4, where adoption of amendments to the By Laws requires only a majority vote of Active Members present at the Engineers' Club meeting, instead of the two thirds vote required for Constitutional amendments.

Section 2. Every three years, these By-Laws shall be reviewed and revised if necessary and all changes and amendments shall be incorporated into all copies.

Section 3. All By Laws ratified and/or amended before July 13, 2014 are null and void.

Article IX: Conditions of Adoption

The adoption of these By-Laws shall proceed as stipulated in the current By-Laws, except that these By-Laws shall not take effect until the same revision date of the Engineers' Club Constitution is adopted.