By-Laws of the Engineers’ Club

Article I: Duties of the Officers

Section 1. The members of the Executive Team shall be President, Vice President, Secretary, Treasurer, and Historian.

Section 2. It shall be the duty of the President to preside over all meetings of the Engineers’ Club and to direct all activities of the Engineers’ Club. The President shall be an ex-officio member of all committees of the Engineers’ Club. The President, with assistance from the advisor(s), will be responsible for keeping in contact with sponsors and companies as well as sponsorship for Engineers’ Club events. The President shall be responsible for applying for a new office in the REPF Leadership Lounge every year. The President shall also be in charge of taking inventory of said office. The President shall be in charge of assuring that Engineers’ Club is always a Registered Student Organization. The President shall be accountable for all officers and chairs. The President will approve all publicity items made on behalf of Engineers’ Club before posting and printing. The President will also have signatory power on behalf of the Engineers’ Club checking account and shall approve reimbursement forms in a timely manner.

Section 3. It shall be the duty of the Vice President to act as assistant to the President and to preside during the absence of or at the request of the President. The Vice President shall be responsible for and coordinate all general meetings and make arrangements for food at general meetings. The Vice President shall be responsible for taking inventory of Engineers’ Club tables and chairs twice a semester. The Vice President shall have the privilege to appoint committee members as deemed necessary in consultation with the related officer. The Vice President is responsible for making sure all of the chairs are meeting deadlines and keeping up with their events. Vice President shall be responsible for maintaining and improving relationships with all engineering related organizations.

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 on the Engineers’ Club website within a week of each officer meeting. The secretary shall keep a record of attendance at all Engineers’ Club events. The Secretary shall take record of votes at any general meetings where a vote is occurring. The Secretary shall have access to the website and assist the Historian with website maintenance. The Secretary shall be in charge of maintaining the OrgSync and sending out weekly emails regarding Engineers’ Club events or updates. The Secretary shall also revise and enforce relevant involvement regulations to be considered an Active Member as needed, all of which are subject to the approval of the Engineers’ Club officers.

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. It shall also be the duty of the Treasurer to keep up with the Engineers’ Club finances and present a budgetary report at the beginning and end of every semester and help plan the budgets for all Engineers’ Club events, excluding the events planned by the Engineers’ Week Coordinator. The Treasurer must compile and submit an SGA Budget for Engineers’ Club each year as required. The Treasurer shall count the money received from tailgates with two (2) other officers within forty-eight (48) hours of the tailgate. The Treasurer will also have signatory power on behalf of
the Engineers’ Club checking account and shall approve reimbursement forms in a timely manner.

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. The Historian shall be the primary person responsible for maintaining the website. The Historian is responsible for coordinating all of the publicity of the Engineers’ Club including but not limited to, Facebook, Twitter, Instagram, Snapchat filters, and flyers for events. The Historian is expected to attend as many Engineers’ Club events as possible, and to help provide photographs of events when needed by other officers. The Historian shall work with the officers to make sure that all events are advertised on the site as well as with the Secretary to make sure involvement points are visible.

Section 7. It shall be the duty of the Tailgate Coordinator to coordinate the Tailgates and/or any other similar fundraising enterprise(s). The Tailgate Coordinator must work closely with the Treasurer and President to coordinate financial matters related to their position. The Tailgate Coordinator must also prepare a financial report on each tailgate to be presented at the next applicable officer meeting. The Tailgate Coordinator shall coordinate all tailgates, including, making arrangements for food and ensuring that food is delivered prior to the event. Other duties include arranging everything on the day of tailgates including set-up and clean-up as well as organization and cleanliness of the kitchen and inventory of everything in kitchen. The kitchen responsibilities are to be academic year-long, not just during tailgate season.

Section 8. It shall be the duty of the Events Coordinator to plan, organize and execute all events of Engineers’ Club, excluding General Meetings and Engineers’ Week, with the assistance of the committee members and the advisor(s). This officer is in charge of reserving spaces and shall ensure all events are in compliance with University policies. The Events Coordinator shall take inventory of all items related to event planning and management. Before each event, the Events Coordinator must create and propose a budget to the advisor(s) and executive officers. It shall also be the duty of the Events Coordinator to coordinate the involvement of Engineers’ Club in Intramurals, and manage and maintain a set inventory of jerseys.

Section 9. It shall be the responsibility of the Engineers’ Week Coordinator to determine and coordinate the activities and duties of Engineers’ Week. The Engineers’ Week Chair shall create and maintain a budget for the activities; they shall also serve as a liaison between Engineers’ Club and organizations within the Gallogly College of Engineering and the Mewbourne College of Earth and Energy in recruiting organizations to host events; they shall work with the advisor(s) to find sponsorships from corporations for events; they shall work to reserve spaces on campus for the various events; create publicity items; and they shall ensure all events are in compliance with University policies.

Section 10. It shall be the responsibility of the Willoughby Lounge Manager to make reservations for use of Willoughby Lounge. It shall further be the duty of the Willoughby Lounge Manager to enforce the Willoughby Lounge rules approved by the Gallogly 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 11. It shall be the duty of the Immediate Past President to assist the and guide the President. The immediate Past President position will be based on the graduation and
availability of the Immediate Past President. The Immediate Past President shall not be a voting member of the officer team.

**Section 12.** It shall be the duty of the Officers to support Engineers’ Club through attendance of Engineers’ Club meetings, events hosted by Engineers’ Club, Officers’ meetings, and tailgates. The expectation of officers shall be to attend at least seventy-five percent of events, and seventy-five percent of tailgates. Any officer who fails to attend at least seventy-five percent of the aforementioned events, and and/does not uphold the standards of decorum of Engineers’ Club, may be subject to Recall as outlined in Article IV, Section V of the Constitution. Absences at events, shall be discussed prior to the planned absence with the President and then approved by the Executive Team with approval of the advisor(s).

**Section 13.** It shall also be the responsibility of the Officers of the Engineers’ Club to work together and to represent the Gallogly College of Engineering and Mewbourne College of Earth and Energy whenever the opportunity or need arises. Any officer who does not represent the organization well may be subject to Recall as outlined in Article IV, Section V of the Constitution.

**Article II: Appointed Chairs**

**Section 1.** Appointed chairs may be appointed and dismissed by the President together with a simple majority (51%) of other officers in attendance at a scheduled officer meeting, if deemed necessary in the best interests of Engineers’ Club.

**Section 2.** The President shall prepare the rules and procedures for performing the office in consultation with the appointed chair.

**Section 3.** Appointed chairs are non-voting members of the officer team.

**Article III: Committees**

**Section 1.** Committees shall be created at the discretion of the officers, with advisor(s) approval.

**Section 2.** Required committees shall be:

- A. Events Committee - chaired by the Events Coordinator
- B. Homecoming Committee - chaired by Engineering King and Queen (Engineering Royalty)

**Section 3.** Other officers may create a committee as deemed necessary by the Vice President, with advisor(s) approval.

**Section 4.** Each committee shall consist of the following structure:

- A. Minimum five (5) members, not including the chair(s).
- B. Each member must have at least a 2.75 overall GPA and be in good academic standing with their college with the exception of incoming freshman in their first semester.
- C. Each member must be considered a member of Engineers’ Club at time of application and appointment.
- D. Each committee must have at least one (1) junior or senior, and one (1) freshman or sophomore.
Section 5. Applications for required committees members will be made available within one (1) week following general elections, and will be open for two (2) weeks. Applications for other committees will be made available immediately after the need for the committee is decided.

Section 6. Interviews for committee members will happen after the close of applications within two (2) weeks after the close of applications.

Article IV: Meetings
Section 1. The Engineers’ Club shall have no less than four (4) general meetings per academic year.
Section 2. The Officers of Engineers’ Club shall meet bi-weekly or as the President deems necessary.

Article V: 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 By-Laws. The outgoing Officer, or President, shall also read the Officer descriptions from the By-Laws 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 (2) minutes.
   C. The nominees shall then leave the voting area and nomination speeches shall proceed.
   D. Each nominee shall have a maximum of three (3) nomination speeches. Two (2) nomination speeches may be given by any Active Member for a period of one (1) minute each. A final nomination speech may be given by any Member for a period of one (1) minute.
   E. There shall be a chance for two (2) Active Members to give a speech against any nominee without directly supporting the other nominees. These speeches shall be limited to one (1) minute in length.
   F. A winner shall be declared if a nominee receives a simple majority (51%) of the votes from Active Members. If no nominee receives a simple majority (51%), the two nominees with the highest number of votes shall be placed in a runoff election, which shall occur immediately without any speeches.
   G. If the newly elected officer does not meet the GPA requirements of their position, as stated in Article IV, Section III of the Constitution of the Engineers’ Club, the officer will immediately be removed from their position by the advisor(s). Vacancies shall be filled according to Article IV, Section IV of the Constitution.
   H. In the instance where only one (1) individual is nominated for a position, a vote must still proceed, following the same guidelines.
   I. If no individual is nominated for a position, it will be considered a vacancy and will be filled according to Article IV, Section IV of the Constitution.
J. In the event of a tie in the runoff election, the advisor(s) shall cast the single deciding vote.

**Article VI: Willoughby Lounge**

**Section 1.** All rules and regulations governing Willoughby Lounge shall be approved by Engineers’ Club officers and advisor(s).

**Section 2.** The elected Willoughby Lounge Manager may appoint and dismiss a Willoughby Lounge Assistant if necessary in consultation with the officers.

**Section 3.** If any individual abuses the privilege of using Willoughby Lounge, their access may be revoked by the Lounge Manager, in consultation with the executive team and advisor(s). In addition, such an individual may be fined to repair any damages incurred.

**Section 4.** 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.

**Section 5.** Willoughby Lounge shall not be reserved for any group the first week of any semester unless authorized by the Engineers’ Club advisor(s).

**Article VII: Engineering King and Queen**

**Section 1.** Any active member identifying, or expressing, as male or nonbinary shall be eligible to be King and any active member identifying, or expressing, as female or nonbinary shall be eligible to be Queen if the member meets the qualifications stated in the Rules and Regulations of the Engineers’ Royalty Race and is in good standing with their college. No person shall be eligible to run for both Royalty positions the same election cycle.

**Section 2.** The Rules and Regulations of the Engineers’ Royalty Race shall be:

A. Member of the Gallogly College of Engineering or Mewbourne College of Earth and Energy.
B. Not graduating before the end of their term.
C. Willing and eligible to run for OU Homecoming King and/or Queen, including having at least a 3.0 GPA overall.
D. Not on Academic Probation.
E. Willing to attend and participate in Engineers’ Club meetings and functions during the academic year of their term, especially game-day tailgates.
F. Willing to represent and speak promoting the Engineers’ Club whenever necessary.
G. Must attend at least one (1) Engineers’ Week event.
H. Must be considered an Active Member by Engineers’ Club at the beginning of candidacy.

**Section 3.** Royalty shall be elected during Engineers’ Week by a simple majority (51%) of the voting of Members.

**Section 4.** The Term for Royalty shall commence upon election and shall continue until the next election of that position. The term shall immediately end if the student ceases to meet the qualifications stated.
Section 5. The Responsibilities of Royalty include:
   A. Royalty shall attend all meetings of the Engineers’ Club as required by other
      Engineers’ Club offices. 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 Gallogly College of Engineering, Mewbourne College of Earth and
      Energy, Engineers’ Club, and their activities.
   B. Royalty shall be the official chairpersons of the following year’s Royalty Race and
      shall head the Election committee. Royalty shall speak promoting the Gallogly College of
      Engineering and/or the Mewbourne College of Earth and Energy when asked by a Dean.
      Royalty shall direct the construction of the Homecoming Parade float and other
      Homecoming events.

Section 6. Procedures for Recall of Royalty are the same as described in the Engineers’ Club
Constitution, Article IV, Section V.

Section 7. In the event of a Vacancy of either Royalty position, 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 simple majority (51%) vote of engineering
students present at the next regularly scheduled Engineers’ Club meeting.