

Bold Italic Text indicates statements required by the Office of Student Life and the Associated Students of the University of California.

Constitution

Article 1 – Name

The name of this Chapter shall be the Berkeley Student Chapter of the American Society of Civil Engineers.

Article 2 – Purpose

The objective of this Chapter shall be to act as a student chapter of the American Society of Civil Engineers and to serve the civil engineering community on the UC Berkeley campus.

Article 3 – Membership

Section 1 – *Only currently registered students, faculty and staff may be active members in a registered student organization. Only active members may vote or hold office.* The Berkeley Student Chapter restricts active membership to registered students at the University of California, Berkeley.

Section 2 – The non-active membership shall consist of any community members who pay applicable membership fees to this chapter and who do not meet the requirements of active membership. All members are required to complete a Chapter membership application form and pay dues.

Section 3 – *We will not haze according to California State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).*

Article 4 – Officers/Elections

Section 1 – The Executive Officers of this Chapter shall be: a President, an Internal Vice President, an External Vice President, and a Treasurer.

Clause I – Executive Officers shall act as a standing Executive Policy Committee to deliberate on policy issues affecting the Chapter that are beyond the scope of regular Officer Meetings.

Clause II – The President shall preside at all General and Officer Meetings of the Chapter; shall act as primary spokesperson for the Chapter; shall delegate responsibilities to the Chapter officers; shall represent the Chapter at all Engineers' Joint Council meetings and Joint Fundraising Financial Committee meetings; and shall discharge all duties incumbent to the execution of the Chapter's objective. Those duties shall be approved by a majority of the Executive Officers.

Clause III – The Internal Vice President shall assist the President when the latter is unable to discharge the duties of the office related to internal administration on campus. The Internal Vice President shall oversee the Activities Chairs, the Membership Chair, and the Publicity Chair.

Clause IV – The External Vice President shall assist the President when the latter is unable to discharge the duties of the office related to administration with the other divisions of the American Society of Civil Engineers and other outside entities, and shall organize professional events. They shall work with the Civil and Environmental Engineering department's Advisory Board to organize the Professional Development Certification Program. The External Vice President shall oversee the Industry Liaison, Webmaster, the Outreach Chair, and the Secretary.

Clause V – The Treasurer shall take charge of all Chapter funds; shall ensure proper disbursement of funds; shall maintain the relationship between the Chapter and the Associated Students of the University of California.

Clause VI – Executive Officers shall act as official signatories for the Chapter with the Office of Student Life and shall be jointly and severally responsible for the actions of the Chapter.

Clause VII – The President and the Treasurer shall act as Agents for the Chapter to the Associated Students of the University of California.

Section 2 – The Committee Officers of this Chapter shall be: a Secretary, one or two Activities Chairs, an Industry Liaison, a Membership Chair, an Outreach Chair, a Publicity Chair, and a Webmaster.

Clause I – The Secretary shall prepare and submit the Annual Report of the Chapter to the American Society of Civil Engineers and archive materials necessary for submission of the following year's Annual Report. They shall additionally take minutes at all Chapter meetings.

Clause II – The Activities Chairs shall be responsible for the primary planning and implementation of Chapter events and shall delegate tasks to Chapter Officers as necessary.

Clause III – The Industry Liaison shall sit on the Career Fair and Info-session Committees of the Joint Fundraising Financial Committee and shall report back to the rest of the officer team regarding their fundraising responsibilities. They shall additionally work with the External Vice President to organize any other industry events that the Chapter chooses to provide.

Clause IV – The Membership Chair shall maintain a roll of current Chapter members and shall be responsible for handling membership requests and recruiting. They shall additionally maintain a database of civil engineering department alumni and shall work to keep alumni informed of Chapter events.

Clause V – The Outreach Chair shall plan and implement civil engineering outreach events within UC Berkeley and the surrounding community and shall coordinate events with the Engineers' Joint Council.

Clause VI – The Publicity Chair shall be responsible for publicizing Chapter events.

Clause VIII – The Webmaster shall generate and update a public website for the Chapter.

Section 3 – Additional Committee Officer Positions may be added or eliminated by majority vote of all Officers.

Section 4 – Only elected officers shall be permitted to cast votes at Officers' meetings.

Section 5 – Officers shall be elected for a term of one year by a plurality of ballots cast by the Active Members. Additional qualifications for officer positions may be recommended by any active member and shall be approved by a majority vote of the Officers.

Section 6 – Elections of Officers shall take place at the last General Meeting prior to the Spring banquet in the spring semester of the academic year. An Officer term shall begin at the last General Meeting of the academic year.

Section 7 – By plurality vote, Officers may select Interns from an applicant pool of active members. Majority vote of Officers shall determine the number of Interns selected, with a maximum of four.

Clause I – An Intern shall not vote in Officer Meetings.

Clause II – An Intern shall attend Officer Meetings and shall assist with Officer Duties under the supervision of the President.

Article 5 – Meetings

Section 1 – General Meetings shall be held not less than three times each fall and spring semester. Attendance at General meetings shall be open to the public, free of charge.

Section 2 – Special Events shall be held at the discretion of the Officers. Attendance may be open to the public or limited to active members.

Section 3 – Officers’ Meetings shall be held not less than once per month during the fall and spring semesters. Attendance is limited to current Officers and guests allowed at the discretion of the Officers. A quorum of eight officers is necessary for an Officer Meeting to occur and continue.

Section 4 – Executive Policy Committee meetings shall be held at the discretion of the President. Attendance is limited to current Executive Officers and guests allowed at the discretion of the Executive Officers. A quorum of three Executive Officers is necessary for an Executive Policy Committee meeting to occur.

Section 5 – Public Notices shall be posted in advance of all General Meetings and Special Events.

Section 6 – An emergency Officers’ Meeting shall be called by any Officer when necessary. Officers shall be notified via email or phone. A quorum of 5 Officers is required. An emergency General Meeting may be called by any Executive Officer. Members shall be notified via email.

Article 6 – Constitutional Amendments

Section 1 – Amendments to this constitution may be proposed by presenting a petition to the Officers stating the desired amendment. Proposals approved by majority vote of all Officers or by signature of 30% of the Active Members shall be read at the next General Meeting and voted upon by the Active Members.

Section 2 – A majority vote of Active Members who vote is required for an amendment proposal to take effect.

Section 3 – *All amendments, additions or deletions must be filed with the Office of Student Life, 102 Sproul Hall. All amendments, additions or deletions must be filed with the ASUC Office of Student Affairs, 400 Eshleman Hall within one week of adoption.*

Article 7 – Dissolution

Section 1 – Dissolution shall be determined by a ¾-majority vote of all Officers.

Section 2 – Unspent funds shall be given to the Department of Civil and Environmental Engineering for scholarships.

Section 3 – *All unspent ASUC funds shall remain the property of ASUC, all Graduate Assembly funds shall remain the property of the Graduate Assembly. Remaining privately obtained funds may be donated to another nonprofit organization with prior approval of the ASUC Senate Finance Committee.*