

CALIFORNIA STATE POLYTECHNIC
UNIVERSITY, POMONA

AMERICAN SOCIETY OF CIVIL ENGINEERS
STUDENT CHAPTER

CONSTITUTION AND BYLAWS



Founding Date
September 1, 1965

Approved
April 28, 2026



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American Society of Civil Engineers Student Chapter
Constitution and Bylaws



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ARTICLE I – PREAMBLE

Section 1 – Purpose (General).

The California State Polytechnic University, Pomona American Society of Civil Engineers Student Chapter exists for the betterment of the California State Polytechnic University, Pomona.

Section 2 – Purpose (Specific).

The California State Polytechnic University, Pomona American Society of Civil Engineers Student Chapter (CPP ASCE) provides essential value to our members and partners, advances the profession of civil engineering, and serves the public good by offering opportunities through competitions, industry exposure, leadership & professional development, networking, philanthropy, and social events and scholarships.

- 1. Competitions.** Members will have opportunities to compete in the events facilitated at the Pacific Southwest Symposium (PSWS) including, but not limited to, Concrete Canoe, Steel Bridge, Technical Paper, Surveying, Timber-Strong Design Build, Sustainable Solutions, Geowall, Environmental Design, PCI Prestressed Mini Beam, Transportation Design, additional technical events and intramural competitions. The civil engineer must be able to engage in a variety of activities and teamwork efforts.
- 2. Industry Exposure.** Members will gain industry exposure through various mediums including, but not limited to, professional guest speakers at general meetings, opportunities to learn about various civil engineering disciplines and technical tours hosted at various civil engineering agencies, departments, firms and projects. The civil engineer must be exposed to current industry practice.
- 3. Leadership and Professional Development.** Members will have leadership and professional development opportunities including, but not limited to, election or appointment to various positions, leadership training, workshop attendance, engagement in activities with local ASCE Younger Member Forums and Branches, communication opportunities with professionals and attendance at both local and Society-Level ASCE events. The civil engineer must be prepared for industry and professional leadership.
- 4. Networking.** Members will be provided with networking opportunities through General Meetings, networking events, workshops, and programs including, but not limited to, the Workshop for Student Chapter Leaders (WSCL), the ASCE Civil Engineering Student Championships, the National ASCE Convention and the Annual CPP CE Alumni Golf Tournament Founder Emeritus Donald G. Wells PE, MS. The civil engineer must be able to cultivate diverse professional relationships.
- 5. Philanthropy.** Members will have opportunities to aid our local community through a variety of outreach and community service programs, focused on humanitarian efforts. The civil engineer shall hold paramount the safety, health and welfare of the public.
- 6. Social Events.** Members will have opportunities to attend social events geared at promoting sociability amongst members, department faculty, alumni and professionals. The civil engineer must be sociable in a variety of settings.



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7. **Scholarships.** Members will be aware of all relevant scholarships, fellowships and job opportunities. Opportunities offered from a variety of sources including, but not limited to, the Department, the College of Engineering, the University, ASCE and other industry opportunities. The civil engineer must be concerned with financial matters.

Section 3 – Nondiscrimination.

The California State Polytechnic University, Pomona American Society of Civil Engineers Student Chapter shall not be discriminatory in terms of race, ethnicity, religion, color, age, sexual orientation, national origin, citizenship, gender, physical or mental ability, marital status, financial or social status.

Section 4 – Off-Campus Issues.

This organization and its members, when taking stands on issues, recognize and will fulfill the obligation to make clear that they in no way represent(s) the official position of the California State Polytechnic University, Pomona.

Section 5 – Campus Policies.

This is a recognized student organization at Cal Poly Pomona and is bound by all campus policies as set forth in the Student Organization Guidebook which can be found at <https://www.cpp.edu/blc/student-leaders/club-org-handbook.shtml>.

ARTICLE II – NAME

Section 1 – Official Name and Abbreviation.

The official name of the organization shall be the California State Polytechnic University, Pomona American Society of Civil Engineers Student Chapter, hereafter abbreviated as the Student Chapter.

Article III – TRUST ACCOUNT

Section 1 – Maintenance.

This organization, pursuant to its charter obligation, shall maintain a trust account with the ASI Financial Services Office. Pursuant to the California State University Board of Trustees, Executive Order 1068 and Cal Poly Pomona Presidential Order 4.3 “Administration of Student Organization Funds – Interim Policy” states that all funds received on behalf of the University, its auxiliaries or affiliated organizations are required to be administered through the campus’ Chief Financial Officer, the Vice President of Administrative Affairs. Student clubs and organizations are identified as affiliated organizations. The policy further states that any account with a bank or financial institution not approved by the campus’ Chief Financial Officer is strictly prohibited. (No modifications allowed.) This also applies to all mobile banking



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applications, including but not limited to: Apple Cash/Wallet/Pay, CashApp, Google Pay/Wallet, Samsung Pay/Wallet/Cash, Square, Venmo, Zelle).

Section 2 – Usage.

All monies of this organization shall be deposited into, and disbursed from, this account following procedures outlined by the ASI Financial Services. All monies raised and collected will be used solely by the Student Chapter or student competitions that directly support the Student Chapter.

Section 3 – Dispersal of Funds.

Should this organization become inactive by failing to apply for charter renewal, the trust account will be held as an inactive account for two (2) academic years. In the event this organization does not become active during the two (2) year period, it is hereby declared that any funds remaining in said account are to be transmitted to the mailing address below, an educational, charitable organization to aid this organization in carrying out its objectives. If said organization is no longer functioning at that time, or if its objectives are no longer consistent with its original educational, charitable purposes, then the funds of this organization shall be transferred to the Associated Students, Inc., California State Polytechnic University, Pomona, General Fund.

- 1. Mailing Address.** Should this organization become as described above, transfer funds to:
Civil Engineering Department
3801 West Temple Avenue
Pomona, CA 91768

Section 4 – Exemption Status.

As a chartered organization through the Associated Students, Inc. and belonging to the California State University System focused on education and the advancement of civil engineering, this organization shall have all powers now or hereafter available to non-profit public benefit corporations formed pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986 and Part I of Division 2 of Title 1 of the Corporations Code of the State of California, as amended, and the Articles of Incorporation.

Article IV – MEMBERSHIP

Section 1 – Categories of Membership.

- 1. Active Student Chapter Member.** Active Student Chapter Members are eligible to receive all membership benefits including, but not limited to: ASCE Society-Level Student Membership; membership merchandise; participation in events; General Meetings and some Officer Meetings; food at General Meetings; becoming a committee member; the Pacific Southwest Symposium (PSWS); the eligibility to hold Office by election or appointment; and the right to vote in Student Chapter elections. By California



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State University policy, no more than 20 percent of the membership shall be individuals who are not CPP students (e.g., faculty, staff, community members, students at other colleges, etc.). Such members have all membership privileges except for the right to vote or hold office.

1.1. ASCE Society-Level Student Member (SM). ASCE Society-Level Student Members possess dual membership in both the Student Chapter and the Society-Level American Society of Civil Engineers. ASCE Society-Level Student Members are eligible to receive additional recognition and benefits granted by the Society-Level American Society of Civil Engineers.

2. Associate Student Chapter Member. An Associate Student Chapter Member shall be a person who, because of their field of study or particular interest, wishes to collaborate with civil engineers in their advancement of professional knowledge and practice. Associate Student Chapter Members are eligible for all Active Student Chapter Membership benefits but shall not have the right to vote or hold office.

Section 2 – Eligibility Requirements.

Membership may be obtained during Fall and Spring semesters during the regular academic session. Any person who possesses the qualifications as prescribed below may apply for membership. No more than twenty percent (20%) of our membership will be non-CSU students.

- 1. Active Student Chapter Member.** To be eligible for Active Student Chapter Membership, an individual shall:
 - 1.1.** Be an enrolled undergraduate or graduate student at California State Polytechnic University, Pomona; AND
 - 1.2.** Be a member of the Associated Students, Inc. at California State Polytechnic University, Pomona; AND
 - 1.3.** Be an ASCE Society-Level Student Member via the completion of the Student Member application provided online at www.asce.org/students; AND
 - 1.4.** Pay their annual dues as outlined in Article X – Dues.
- 2. Associate Student Chapter Member.** To be eligible for Associate Student Chapter Membership, an individual shall:
 - 2.1.** Be an ASCE Society-Level Student Member via the completion of the Student Member application provided online at www.asce.org/students; AND
 - 2.2.** Pay their annual dues as outlined in Article X – Dues.

Section 3 – Suspension and Removal.

Any Student Chapter Member is subject to suspension and removal, following due process.

- 1. Grounds.** Grounds for suspension and/or removal include, but are not limited to:
 - 1.1.** Violating of the ASCE Code of Ethics or any unethical engineering practice; OR
 - 1.2.** Negligent misuse or destruction of ASCE, University or CSU property or funds; OR
 - 1.3.** Disorderly conduct, gross misdemeanor, or any other behaviors unacceptable to the Student Chapter, ASI, Bronco Leadership Center, the University, the CSU or Industry.



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2. **Procedure.** Following any first minor offense, a Member may be given a verbal warning or be written up at the discretion of the President and Faculty Advisor. Subsequent or severe first offenses are subject to immediate suspension and/or removal at the discretion of the President and Faculty Advisor. Notification of suspension and/or removal along with any consequences shall be delivered in writing by the Faculty Advisor.

Article V – OFFICERS

Section 1 – Categories of Officers.

The Student Chapter Officer Board shall be composed of Elected, Appointed, Honorary, and Special Projects Officers each comprised of the following:

1. **Elected Officers.** Elected Officers shall be the President, Vice President Internal, Vice President External, Treasurer, and Secretary to form the Executive Board.
2. **Appointed Officers.** Appointed Officers shall be the Chief of Staff, Director of Corporate Relations, Alumni Relations Chairs, Conference Chairs, Event Chairs, Membership Chair, Outreach and Community Service Chairs, Publicity Chair and First-Year Representative(s).
3. **Honorary Officers.** Honorary Officers shall be the Past President, Concrete Canoe Project Manager(s), Steel Bridge Project Manager(s), Surveying Project Manager(s), Timber-Strong Project Manager(s), and Sustainable Solutions Project Manager(s).
4. **Special Projects Officer(s).** In the event that the Student Chapter needs to add officers, the executive board can create a Special Projects Officer and develop the specific duties of that said position.

Section 2 – General Duties.

The Student Chapter Officer Board shall be responsible for planning, organizing and executing all Student Chapter affairs, programs and events while setting an example of professionalism and leadership. These duties include, but are not limited to the following:

1. **Attendance.** Must attend all Class I events, three-fourths (3/4) of Class II events, one-half (1/2) of Class III events and one-fourth (1/4) of Class IV events; AND
 - 1.1. **Annual Events.** Attend the Annual Officer Retreat, Pacific Southwest Symposium (PSWS), President-Elect, Alumni Golf Tournament and the Department Banquet; AND
 - 1.2. **Meetings.** Be available during U-Hour on even Tuesdays and Thursdays throughout the academic year in order to attend Officer and General Meetings; AND
 - 1.3. **Registration Booth.** Work a minimum of four (4) thirty-minute (30) booth shifts per week during any week a Registration Booth is present.
2. **Paperwork.** Submit ASCE, ASI, Bronco Leadership Center, University and CSU paperwork within two (2) Officer Meetings for affairs, events and programs falling under their jurisdiction; AND



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3. **Officer Meeting Minutes.** Complete Officer Meeting Minutes one (1) hour prior to any Officer or Special Meeting; AND
4. **General Meeting Slides.** Complete General Meeting Slides by 5:00 PM the Wednesday prior to any meeting in which they are presenting; AND
5. **Transition Notes and Meeting.** Complete Officer Transition Notes by the second to last Officer Meeting in the Spring Semester. Have a Transition Meeting with the incoming Officer for their position before the fifteenth (15) week of Spring Semester.
6. **CE/CEM Club Participation.** All Officers should be a member of at least ONE other CE/CEM club or competition team on campus.

Section 3 – Specific Duties.

Each Officer shall be responsible for the Specific Duties assigned to their Office. In the event of unforeseen circumstances, each Officer shall perform their Specific Duties to the best of their abilities.

1. **President.** The President shall have supervision over all Student Chapter affairs, programs and events, as well as assume overall responsibility for the Student Chapter. These duties include, but are not limited to: calling and presiding over Regular General, Officer and Special Meetings; representing the Student Chapter at all ASCE Branch, Section, Regional, and Society-Level meetings and events; serving as the main contact for and communicate regularly with members, Faculty Advisors, Practitioner Advisor(s), Engineering Student Council (ESC), Civil Engineering Department, and the College of Engineering; having the authority to expend Student Chapter funds in coordination with the Treasurer; developing and maintaining the Master Events Calendar; maintaining the integrity and preventing the destruction of Student Chapter equipment, supplies and technology, including all Official Student Chapter Social Media, Email and Google Drive Accounts; being knowledgeable in all Student Chapter, ESC, ASI, University and CSU deadlines, guidelines, and procedures; serving as an ex officio member of all committees and programs to ensure goals are met and group rapport is maintained; drafting Student Chapter Goals and Policy Agenda as well as working with all Officers to make sure goals are met throughout the year; developing a task list for Officers, outlining specific goals and objectives to be completed within their office; coordinating with the Publicity Chair to submit the Outstanding Student Chapter Award to LA YMF by January 1st; collaborating with the Secretary to submit the Annual Report to the ASCE Committee on Student Members (CSM) by February 1st; assist in planning the Annual CPP CE Alumni Golf Tournament; overseeing the election and application process of new officers; and holding a Constitutional Amendment meeting by the fourteenth (14) week of Spring Semester.
2. **Vice President, Internal.** The Vice President, Internal (VPI) shall assume the duties of President in their absence, incapacity or resignation. The VPI shall have supervision over all internal Student Chapter affairs, programs and events: including Officers, Members and the Annual Report. These duties include, but are not limited to: monitoring all internal Student Chapter affairs, programs and events; organizing the Student Mentorship

Program; planning, organizing and executing the Civil Engineering and Construction Department Graduation photo; organizing and executing the Civil Engineering Department Senior Celebration & Order of the Engineer Ceremony; serving as the designated ASI and Bronco Leadership Center Scheduler by scheduling room reservations and taking preparative measures for all on campus affairs, events and programs; ordering ASCE Student Chapter merchandise; assisting in planning the Annual CPP CE Alumni Golf Tournament; coordinating with others clubs to ensure all events are inputted into the Joint Department Calendar; and maintaining relations with other Civil Engineering and Construction Clubs; ensuring that all events under their purview are accurately documented and uploaded to the ASCE Annual Report Portal.

3. **Vice President, External.** The Vice President, External (VPE) shall assume the duties of President in the absence, incapacity or resignation of both the President and Vice President Internal. The VPE shall act as a liaison on behalf of the Student Chapter for all industry-related affairs, programs and events. These duties include, but are not limited to: inviting and welcoming guest speakers for General Meetings; acquiring donations for General Meeting food costs; coordinating and attending technical tours; organizing industry-related Student Chapter events; maintaining relations and communicating regularly with the Practitioner Advisor(s); managing external fundraising efforts including the oversight of the Annual Alumni Golf Tournament; assist in planning the Annual CPP CE Alumni Golf Tournament; regularly attending SB/R and LA YMF Monthly Branch Meetings; and assist the secretary in submitting reports to any ASCE Branch, Section, Region and Society-Level jurisdiction, as needed; ensuring that all events under their purview are accurately documented and uploaded to the ASCE Annual Report Portal.
4. **Chief of Staff.** The Chief of Staff shall be appointed by the President, with the discretion of the President and Faculty Advisor to determine the role of the Chief of Staff based on the needs of the Student Chapter. Duties include but are not limited to: evaluating the quality of the Student Chapter and implementing support; welcoming guest speakers for General Meetings; improving member value through collaboration with other Officers; ensuring consistent communication with the Practitioner and Faculty Advisors; support all ASCE activities in the President's absence; accompany VPE in attending SB/R and LA YMF meetings.**Treasurer.** The Treasurer shall be responsible for all Student Chapter financial matters. These duties include, but are not limited to: monitoring all Student Chapter funds, preparing and submitting the Student Chapter's Preliminary, Mid-Year and Annual Budgets; having the authority to expend Student Chapter funds in coordination with the President; keeping independent, accurate and updated records of Student Chapter expenditures including all ASI, Agency, Foundation and cash accounts; processing Disbursement Requests within two (2) Officer Meetings; reviewing and finalizing budgets for all Student Chapter affairs, programs and events; scheduling financial presentations and/or meetings as needed with ASI or ESC; paying Student Chapter bills including, but not limited to, Annual Society-Level Dues paid by February 1st, Website Domain and Flickr Account Subscriptions; assist in planning the Annual CPP CE Alumni Golf Tournament; submitting a detailed financial report with all income and expenses to the President and Faculty Advisor at the end of each semester; reporting

accurate financial statistics for the Annual Report (AR) by January 25th; preparing the preliminary Annual Budget and submitting it to ESC by March 10th; and coordinating the endowment of the CPP ASCE Scholarship.

5. **Secretary.** The Secretary shall manage all correspondence on behalf of the Student Chapter; maintain accurate administrative recordings; be responsible for writing and submitting the Annual Report (AR) to the ASCE Committee on Student Members (CSM) by February 1st under the direction of the President. These duties include, but are not limited to: recording the proceedings of all Officer, General and Special Meetings; sending out Meeting Minutes to Officers for completion forty-eight (48) hours before any Officer or Special Meeting; planning Officer Outings; sending bi-weekly emails every Tuesday and/or Thursday to the Department; assisting the President to draft Student Chapter Goals; coordinating with others clubs to ensure all events are inputted into the Joint Department Calendar; collecting write-ups for all events through AR/Plus-Delta and Newsletter Google Form Submissions; assisting in planning the Annual CPP CE Alumni Golf Tournament; collaborating with the President to provide student chapter updates to Practitioner Advisors and Faculty Advisors via monthly Status Reports; announcing upcoming ASCE Branch, Section, Region and Society-Level opportunities; being able to make meeting minutes or any other documents available as necessary or upon request; and maintaining relations with the Department Administrative Support Coordinator. Should no Conference Chair(s) be appointed, the Secretary will assume responsibility for that position when CPP is the host school .
6. **Director of Corporate Relations.** The Director of Corporate Relations shall be the professional liaison and communicator for the Chapter. These duties include: the development of a comprehensive fundraising plan in collaboration with the Director of Technical Projects and Vice President External; the development of a corporate sponsorship package for all of the Chapter's fundraising efforts including the CE Department Banquet & Job Fair, Annual Golf Tournament, etc.; the support of all competition teams through the development of Crowdfunding Websites; regular meetings with companies to share information about the Chapter and how they can support student success; serving as the professional liaison for the CE Department Banquet & Job Fair, Annual Golf Tournament, and other professional fundraising efforts; the coordination of all corporate events on behalf of the Chapter.
7. **Alumni Relations Chairs.** The Alumni Relations Chairs shall develop events that promote involvement with alumni, including planning, organizing and executing the CPP ASCE Alumni Reunion Event, CPP Annual Giving Day and various alumni programing. These duties include but are not limited to: chairing the Professional and Student Golf Tournament Committees; collaborating with University Advancement to develop corporate sponsorship packages; recruiting and registering companies and alumni to attend the Golf Tournament; organizing and executing the Civil Engineering Department Senior Celebration & Order of the Engineer Ceremony; collaborate with the Events Chair(s) to organize and execute additional alumni/professional events; encouraging and fostering participation of alumni in all events; coordinating the mentorship program and hosting the Mentorship Program Kickoff; supporting the development of the CE



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Department Alumni Association and acting as liaison for the organization once chartered; and updating and maintaining the Alumni Database.

- 8. Conference Chairs.** The Conference Chairs shall manage correspondence for all ASCE Competition Teams. This duty includes: identifying Project Managers and recruiting members for all ASCE Competition Teams not yet formed by the Fall semester; working with teams to consolidate schedules/deadlines into one comprehensive schedule to ensure all critical deadlines are met; supporting Project Managers in executing all deliverables; working with the Director of Corporate Relations to develop a comprehensive fundraising plan; meeting with companies, organizations and other Chapter supporters to share information about ASCE Competition Teams and how they can support student success; and meeting with Project Managers regularly to collect progress reports.ensuring all appropriate ASI paperwork is completed; coordinating travel arrangements and rooming accommodations; creating, ordering and distributing all conference paraphernalia, including t-shirts, bags and gear; and working within specified budgets provided by the Treasurer.
- 9. Professional Events Chairs.** The Professional Events Chairs shall plan, organize and execute all professional events hosted on behalf of the Student Chapter. The Professional Events Chairs shall be responsible for the Professional Development Workshop (PDW), the Marketing Yourself Workshop, and a minimum of two professional development events that emphasize civil engineering licensure.
- 10. Social Events Chairs.** The Social Events Chairs shall plan, organize and execute all social events hosted on behalf of the Student Chapter. The Social Events Chairs shall be responsible for at minimum two social events per semester. In addition, each semester the social events chair should establish a minimum of one ASCE intramural team to compete at the BRIC, which will support PSWS intramural sports.
- 11. Banquet Chair.** The Banquet Chair shall plan, organize, and execute the CE Department & Job Fair. This includes additional duties such as but not limited too the formation of the Banquet Planning Committee, holding regularly-scheduled meetings for the Planning Committee, and reserving the venue . The Banquet Chair should work directly with the Director of Corporate Relations to ensure company participation.
- 12. Membership Chair.** The Membership Chair shall be responsible for all Student Chapter Membership inquiries, registration and renewal. These duties include, but are not limited to: updating and reviewing the Membership Application; planning, organizing and executing the Membership Booth during weeks two (2) and three (3) of the Fall Semester; working over the summer to create and order all Membership Merchandise, including t-shirts, bags, stickers, and lanyards to be ready for distribution at the beginning of the fall semester; receiving payments Membership Dues; maintaining the Student Chapter and myBAR Membership Databases; promoting and explaining the Society-Level Student Membership to Students; serving as a liaison between the Student Chapter Members and Officers updating the Membership Attendance System within two (2) Officer Meetings of any event; work with Publicity Chair to maintain the Student Chapter Website so that all information is current, accurate and positive; creating and distributing the Student Chapter Newsletter by the fourteenth (14) week of each semester; reporting accurate membership statistics for the Annual Report (AR) by January 25th;

manage the ASCE Student Chapter Discord server; developing innovative and valuable membership benefits and awards for Active Student Chapter Members; create new designs for each event for the Passport system; posting internship, job and scholarship opportunities on the Student Chapter Website; and distributing the Annual Membership Survey by the twelfth (12) week of Spring Semester.

- 13. Outreach & Community Service Chairs.** The Outreach & Community Service (OCS) Chairs shall develop outreach and community service events that promote the profession of civil engineering including the planning, organizing and executing the Annual Civil Day. These duties include, but are not limited to: chairing the OCS Committee, in the event one is formed; creating and presenting the ASCE Richard H. Scranton Award for Community Service for the PSWS competition, in the event it is hosted; developing innovative outreach and community service efforts; conducting at minimum two outreach visits to K-12 schools, community colleges, and/or universities per semester; having a passion for civil engineering and a desire to share it with others; working with external organizations to provide assistance with outreach and community service events; and collaborating with local ASCE Student Chapters, YMF Groups, and Branches to develop and support joint events.
- 14. Publicity Chair.** The Publicity Chairs shall be responsible for publishing all Student Chapter correspondence; updating and maintaining all social media accounts (Instagram, Facebook, Twitter, etc.); and photographing and recording all Student Chapter affairs, programs and events. These duties include, but are not limited to: continuously updating social media accounts with content; work with Membership Chair to maintain the Student Chapter Website so that all information is current, accurate and positive; uploading photos and videos to the Student Chapter's Flickr Account within two (2) Officer Meetings; creating a Student Chapter Promo Video over the summer to be used for publicity purposes in the Fall; coordinating with the President to submit the Outstanding Student Chapter Award to LA YMF by January 1st; updating Building 9 and 17 publicity (banner, trophies, display cases); creating the CPP ASCE Officer Board Poster by September 1st of each academic year (to be updated with First-Year Representatives once they are chosen); assisting all officers with promotion of their programs and events by making flyers, ads and posters; creating the annual Pacific Southwest Symposium Recap Video; preparing the necessary publications for the Annual CPP CE Alumni Golf Tournament; and chairing the Pacific Southwest Symposium (PSWS) Photo Committee.
- 15. First-Year Representative(s).** The First-Year Representative(s) shall act as liaisons between their class and the Student Chapter. This position gives First-Year Students the opportunity to gain valuable leadership experience, as related to managing the Student Chapter. These duties include but are not limited to: promoting ASCE events and relaying Student Chapter information to their classmates; planning, organizing and executing one event per semester and assisting in the planning of the CE Department Banquet/Job Fair and the Annual CPP CE Alumni Golf Tournament, attending Student Chapter programs and events; and shadowing Officers to assist them with Student Chapter affairs, events, and programs. In addition, the First-Year Representative shall act as the Student Chapter delegate at all ESC meetings. These responsibilities include but are not limited to:

attending all ESC Meetings, communicating all pertinent ESC information to Officers; making relevant announcements to ESC on behalf of the Student Chapter.

- 16. Past President.** The Past President shall be an advisor to the Student Chapter, aid in the Student Chapter transition process and serve a one (1) year term immediately following their administration in Office as President. These duties include, but are not limited to: assisting in the Officer Election and Appointment process; advising Student Chapter Officers, attending General, Officer and Special Meetings when available; serving as a liaison on behalf of the Student Chapter when requested; aiding in Student Chapter affairs, events and programs as requested; and remaining available for communication.
- 17. Concrete Canoe Project Manager(s).** The Concrete Canoe Project Manager(s) shall attend all General, Officer and Special Meetings to represent the Concrete Canoe Team. Project Manager(s) may designate one other team member to be representatives at ASCE events. They shall maintain relations and provide continuous updates regarding their progress. Promote participation of ASCE Student Chapter events to their officers.
- 18. Steel Bridge Project Manager(s).** The CPP Steel Bridge Project Manager(s) shall attend all General, Officer and Special Meetings to represent the Steel Bridge Team. Project Manager(s) may designate one other team member to be representatives at ASCE events. They shall maintain relations and provide continuous updates regarding their progress. Promote participation of ASCE Student Chapter events to their officers.
- 19. Timber-Strong Design Build Project Manager(s).** The Timber-Strong Design Build Project Manager(s) shall attend all General, Officer and Special Meetings to represent the Timber-Strong Design Build Team. Project Manager(s) may designate one other team member to be representatives at ASCE events. They shall maintain relations and provide continuous updates regarding their progress. Promote participation of ASCE Student Chapter events to their team.
- 20. Surveying Project Manager(s).** The Surveying Project Manager(s) shall attend all General, Officer and Special Meetings to represent the ASCE Surveying Team. Project Manager(s) may designate one other team member to be representatives at ASCE events. They shall maintain relations and provide continuous updates regarding their progress. Promote participation of ASCE Student Chapter events to their officers.
- 21. Sustainable Solutions Project Manager(s).** The Sustainable Solutions Project Manager(s) shall attend all General, Officer and Special Meetings to represent the ASCE Sustainable Solutions Team. Project Manager(s) may designate one other team member to be representatives at ASCE events. They shall maintain relations and provide continuous updates regarding their progress. Promote participation of ASCE Student Chapter events to their officers.

Section 4 – Eligibility.

Officers shall maintain the following qualifications during their tenure to remain eligible for their respective Office.

- 1. University Standard.** At the time of assuming office and during tenure in Office, Officers must meet all of the eligibility requirements as stated by the University: Officers must meet a minimum 2.0 term and cumulative GPA; be enrolled in at least 6 semester



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units (undergraduate students) / 3 semester units (graduate students) during office; and be in good judicial standing with the University.

1.1. Additional Standard. The Student Chapter will enforce an additional minimum 2.75 term and cumulative GPA that is to be monitored by the Faculty Advisor. If an Officer's academic performance suffers during their tenure, the Faculty Advisor has the right to suspend and/or remove said Officer at their discretion.

2. Additional Requirements. Student Chapter Officers must be paid registered Active Student Chapter Members and Society-Level Student Members.

2.1. Officer Board. Student Chapter Officers may only have one (1) additional board position for another club or organization on campus. Prior to accepting a second board position for another club or organization on campus, the Officer must have a consultation meeting with the current President, President-Elect and Faculty Advisor.

2.2. Executive Board. The Executive Board may not serve as a President, Vice President, Treasurer, Secretary for another club or organization on campus; and cannot be Project Manager of any technical team or senior project at Cal Poly Pomona.

2.3. President. The President may not have any position for another club or organization on campus during their tenure in Office.

Section 5 – Suspension and Removal.

Any Student Chapter Officer is subject to suspension and removal, following due process. An officer may be removed from office if that person neglects the duties of their position or violates the organization's Bylaws. In order to remove an officer from an elected position, an officer must recommend the removal from office at an officer meeting or a special meeting, following the club meeting Bylaws, Article VII. A minimum of one week must pass before the vote can be cast to remove the officer. The officer in question will be notified in writing of the removal from office recommendation, and will be invited to defend their position. A vote will be taken at this meeting; all officers are allowed one vote. Majority vote decisions are final and non-reversible. Once an officer is removed from office, the procedure for filling a vacancy, Article VI, Section 5, entitled Vacancies, will be implemented. It is strongly recommended that the Executive Board seek advising from advisor.

1. Grounds. Grounds for suspension and/or removal include, but are not limited to:

1.1. Neglecting the duties of their Office or violates the Student Chapter Bylaws; OR

1.2. Violating the ASCE Code of Ethics or any other unethical engineering practice; OR

1.3. Negligent misuse or destruction of ASCE, University or CSU property or funds; OR

1.4. Disorderly conduct, gross misdemeanor, engages in any unacceptable behavior on or off campus that would jeopardize the organizations standing or relationship with ASCE, the University, the CSU or Industry; OR

1.5. Failing to maintain satisfactory academic standing; OR

1.6. Having greater than two (2) excused or unexcused absences at any General, Officer or Special Meetings within one (1) semester; OR

1.7. Failing to attend the four (4) mandatory annual events: Summer Officer Retreat, Pacific Southwest Symposium (PSWS), Alumni Golf Tournament and the Department Banquet.



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2. **Procedures.** Following any first minor offense, an Officer may be given a verbal warning or be written up at the discretion of the President and Faculty Advisor. Subsequent or severe first offenses are subject to immediate suspension and/or removal at the discretion of the President and Faculty Advisor. Notification of suspension and/or removal along with any consequences shall be delivered in writing by the Faculty Advisor. Once an Officer is removed from Office, the procedure for filling a vacancy, Article VI Section 5 Vacancies, will be implemented.

Article VI – ELECTIONS AND APPOINTMENTS

Section 1 – Applications and Nominations.

Any application, nomination, election and appointment procedures not covered herein shall be expressed in writing to the Faculty Advisor for a decision. Applicants shall complete and submit an Officer Application to the current President along with their unofficial transcripts to the Faculty Advisor by the prescribed deadlines in the Officer Application or their nomination will be nullified. Applicants must meet all eligibility requirements as outlined in Article V, Section 4 in order to apply. Applicants must meet all requirements to hold Office and will discharge all duties and responsibilities ascribed to the Office in which they are applying for.

1. **Elected Officers.** Nominations for Elected Offices shall occur at the 3rd General Meeting of the Spring Semester, two weeks before the Election Meeting, OR in a written response to the Officer Application Email.
 - 1.1. **Nomination Meeting.** Only Active Student Chapter Members in attendance at the Nomination Meeting may nominate candidates. Candidates cannot nominate themselves for Elected positions at the Nomination Meeting. The current Executive Board shall not nominate candidates. In the event the current President is seeking nomination, the next highest-ranking officer, determined by the Faculty Advisor, who is not seeking election shall conduct the Nomination Process. Candidates must accept or decline the nomination for Office at the meeting. If a nominated candidate is not at the meeting, they must accept or decline the nomination via email within twenty-four (24) hours to the President.
 - 1.2. **Self-Nomination.** Candidates may self-nominate themselves after the Nomination Meeting by submitting an Officer Application by the prescribed deadline to the President.
2. **Appointed Officers.** Nominations for Appointed Offices shall only be made through a self-nomination process by submitting an Officer Application by the prescribed deadline to the President.
3. **Honorary Officers.** Honorary Officers may not be nominated.
4. **Special Projects Officers.** Nominations for Special Projects Officers shall only be made through a self-nomination process by submitting an Officer Application by the prescribed deadline to the President or Special Project Lead.



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Section 2 – Time of Elections.

1. **Elected Officers.** Elections for Elected Officers shall occur on the 4th General Meeting of the Spring Semester OR two (2) weeks following the Nomination Meeting but shall occur no later than April 1st.
2. **Appointed Officers.** Appointments for Appointed Officers shall occur via an interview process conducted at an arranged date, place and time occurring before April 30th.
3. **Honorary Officers.** Honorary Officers are predetermined.

Section 3 – Procedure.

1. **Elected Officers.** Each Candidate for an Elected Officer position shall be given time for speeches based on the number of Candidates at the Election Meeting. Following each Candidate's speech there will be a time for questions. At the conclusion of all speeches and questions, voting shall be conducted electronically via a Google Form. All ballots will be inspected to verify Active Student Chapter Membership. Collectively the Faculty Advisor and standing President shall supervise and oversee all voting procedures, including voting, handling of ballots, final tallying and publication of results. Winners will be notified via email within five (5) business days following the Election Meeting. Candidates who lose an election can still apply for Appointed Officer Positions.
 - 1.1. **Candidate Code.** The purpose of the Candidate Code is to establish set rules to promote a fair and just election of CPP ASCE Officers. The rules set forth herein apply to all candidates running for an elected position.
 - 1.1.1. **Campaign Period.** The official campaign period, including active and passive campaigning, is to be between the Nomination General Meeting and the Election General Meeting. Campaigning shall not begin until after the Nomination Meeting.
 - 1.1.2. **Types of Campaigning.** Passive Campaigning is defined as the act of wearing campaign paraphernalia, carrying signs, and the usage of other non-verbal methods. Active Campaigning is defined as the act of posting campaign materials, passing out campaign materials, interacting with students, and the usage of other physical and verbal methods. Examples include but are not limited to: banners, flyers, posters, t-shirts, buttons, and pens.
 - 1.1.3. **Types of Campaign Material.** Printed Campaign Material is defined as any printed material, advertisement, or activity, written or verbal, used to promote or oppose either candidate or issue. Electronic Campaign Material is defined as any printed material, advertisement, or activity, written or verbal, used to promote or oppose either a candidate or issue.
 - 1.1.4. **Printed and Electronic Materials and Resources.** All campaign material, whether print or election, shall be submitted to the President or Faculty Advisor or approval prior to distribution. All printed and marketing on campus shall be in accordance with any University posting and any ASI posting policy, any housing policies, and college/departments policies. No campaign material soliciting a vote shall be posted until the official campaign period begins. No campaign material shall cover another Candidate's campaign material. All campaigning must be positive and cannot be negative

towards other candidates. No inappropriate language may be used on campaign posters or used during campaign speeches.

- 1.1.5. University Faculty and/or Staff Involvement.** Candidates may not solicit or accept any material, funds, assistance, or endorsement from any faculty, staff, or administrative personnel. Active campaigning during class is not allowed. Passive campaigning is allowed if it does not disrupt class.
- 1.1.6. Campaign Expenses.** The maximum amount of money that may be used for campaign expenses is \$100.
- 1.1.7. Disqualification.** Any Candidate found in violation of the Candidate Code may be disqualified at the discretion of the Faculty Advisor.
- 1.2. Two Candidates.** When two candidates are running for a position, an affirmative vote of at least fifty-one percent (51%) of ballots casted by Active Student Chapter Members shall be required to elect a candidate to their respective Office.
- 1.3. Three or More Candidates.** When three or more candidates are running for a position, an affirmative plurality vote (number of votes obtained that is greater than any other option) of ballots casted by Active Student Chapter Members shall be required to elect a candidate to their respective Office.
- 1.4. Ties or No Plurality.** If at least fifty-one percent (51%) of the votes between two candidates or a plurality vote amongst three or more candidates is not achieved by any one candidate, then the current President, Faculty Advisor and graduating Executive Board Members shall convene to discuss the candidates and elect by a majority vote.
- 2. Appointed Officers.** Appointed Officers are selected through an application review process and subsequent interview. A recently Elected Officer may not subsequently apply to simultaneously serve as an Appointed Officer. A Panel consisting of the standing President, incoming Executive Board, Past-President, and Faculty Advisor will meet and conduct interviews to select the Appointed Officers. Candidates will be selected and appointed to positions based on their skills, experience and qualifications along with the needs of the Student Chapter. The Panel reserves the right not to appoint a position if they feel no candidate fits the skills, experience and qualifications needed to fill such a position. All officer appointments are assigned at the discretion of the Panel. First-Year Representative Candidates will be interviewed and appointed at a date, place and timed in the Fall Semester determined by the Panel.
- 3. Honorary Officers.** Honorary Officers are predetermined.

Section 4 – Assumption of Office.

- 1. Statement of Acceptance.** Newly Elected and Appointed Officers shall sign a Statement of Acceptance Form acknowledging they meet all requirements to hold Office and will discharge all duties and responsibilities ascribed to Office.
- 2. Administrative Tenure.** Newly Elected and Appointed Officers shall assume the duties of their Office following a Transition Meeting with the current position Officer(s) and after the final General Meeting of Spring Semester. Once this transition occurs, their



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administrative tenure will proceed for one (1) calendar year. In any event where a proper Transition Meeting fails to occur or a final General Meeting is unable to be held, Officers tenure will begin for one (1) calendar year beginning May 1st until April 30th.

3. **Dismissal.** Any Officer who fails to maintain any eligibility requirements, standards and qualifications from the beginning Officer Application period through their assumption of Office is subject to review by the Faculty Advisor. A final grade check will be conducted by the Faculty Advisor following the conclusion of the Spring Semester. Failure to maintain eligibility may result in being unable to assume Office, suspension and/or removal at the discretion of the Faculty Advisor.

Section 5 – Vacancies.

1. **Student Chapter President.** In the event of vacancy in the Office of President, the Vice President Internal shall assume all duties of President for the unexpired term of office.
2. **Line of Succession.** In the event of simultaneous vacancies in the Office of President and Vice President Internal, the line of succession shall be the Vice President External, Treasurer, Secretary. In the event of no succession to the Office of President, the Faculty Advisor shall select an acting President who shall meet all eligibility requirements.
3. **Officer Board.** In the event of vacancy in an Officer position other than the President, the President and Faculty Advisor shall appoint, with approval from the Executive Board, an Officer or Active Student Chapter Member to fill the vacancy.

Article VII – MEETINGS

Section 1 – General Meetings.

General Meetings shall be held on even Thursdays throughout the Fall and Spring Semesters at the time concurrent with the University Hour.

Section 2 – Officer Meetings.

Officer Meetings shall be held on even Tuesdays throughout the Fall and Spring Semesters at the time concurrent with the University Hour.

Section 3 – Special Meetings.

Special Meetings shall be called at the discretion of the President. Notice of Special Meetings and their agendas shall be posted at least forty-eight (48) hours prior to the meeting. A quorum must be present at all Special Meetings and only the business for which a special meeting is called may be transacted at the meeting.

Article VIII – QUORUM

Section 1 – General Meetings.



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General Meetings quorum shall consist of one-quarter or more (> 25%) of all Active Student Chapter Members in good standing.

Section 2 – Officer and Special Meetings.

Officer and Special Meetings quorum shall consist of three-quarters or more (> 75%) of all Student Chapter Officers in good standing.

Article IX – COMMITTEES

Section 1 – Eligibility.

At the time of assuming responsibility for a Committee and during their tenure, a Committee Chair must meet all the eligibility requirements as stated by the University.

Section 2 – Standing Committees.

The following standing committees shall exist for the groups and events identified below.

1. **Executive Board.** The Executive Board shall be comprised of the President, Chief of Staff, Vice President Internal, Vice President External, Treasurer, Secretary, and Director of Corporate Relations. The Executive Board shall have the authority to make rules to regulate and govern the affairs of the Student Chapter. These rules shall be called the Rules for Policy and Procedure. Shall have the authority to delegate, plan, organize, execute and review all Student Chapter affairs, programs and events. The Executive Board shall have the authority to establish and disband Student Chapter Committees as well as define their jurisdiction, function and budget.
2. **Banquet Committee.** The Student Chapter Events Chairs shall chair and preside over the Banquet Committee. The Committee shall consist of Student Chapter Officers, Club Events Chair(s) from all Department Clubs, and Active Student Chapter Members. The Committee shall be in charge of planning, organizing and executing the Civil Engineering and Construction Department Banquet.
3. **Alumni Golf Tournament Committees.** The Director of Corporate Relations shall chair and preside over the Annual CPP CE Alumni Golf Tournament's Professional Committees. The Vice President Internal and Vice President External shall chair and preside over the Annual CPP CE Alumni Golf Tournament's Student Committee. The Committees shall be in charge of planning, organizing and executing the Annual Donald G. Wells Alumni Golf Tournament.
 - 3.1. The Professional Committee shall consist of Student Chapter Alumni Relations Chairs, Officers, Faculty Advisor, University Advancement Staff and Alumni.
 - 3.2. The Student Committee shall consist of Student Chapter Alumni Relations Chairs, Officers, Members, and Project Managers from technical civil competition teams.
4. **Pacific Southwest Symposium (PSWS) Photo Committee.** The Student Chapter Publicity Chair shall chair and preside over the PSWS Photo Committee. The Committee shall consist of Student Chapter Officers and Active Student Chapter Members. The



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Committee shall be in charge of collecting photos and videos at all Pacific Southwest Symposium (PSWS) events.

- 5. Pacific Southwest Symposium (PSWS) Volunteer Committee.** Various members from the PSWS Officer Board shall chair and preside over the PSWS Volunteer Committee. The Committee shall consist of Student Chapter Officers, willing Cal Poly Pomona students, faculty, industry professionals, and more. The Committee shall be in charge of carrying out and facilitating the various events of the Pacific Southwest Symposium when Cal Poly Pomona is the Host School.
- 6. CPP ASCE Scholarship Selection Committee.** The Student Chapter Treasurer shall chair and preside over the CPP ASCE Scholarship Selection Committee. The Committee shall consist of the Student Chapter Treasurer, Faculty Advisors and Practitioner Advisors. The Committee, with the exception of the Student Chapter Treasurer, shall be in charge of reviewing scholarship applications and selecting qualified recipients by the applicable deadlines.

Article X – DUES

Section 1 – Amount.

Membership Dues shall be paid annually and are valid for one (1) academic year beginning in the Fall and ending in the Spring. The Executive Board shall establish, by majority vote, the dollar amount to be charged for the academic year prior to the start of the Fall Semester.

Section 2 – Exceptions.

The Executive Board shall establish, by majority vote, a prorated fee schedule for new and returning members along with any exemptions that shall be enforced for the academic year.

Article XI – ADVISOR

Section 1 – Eligibility.

The Student Chapter shall have at least one (1) Advisor over 21 years of age who shall be a member of the faculty, administration, or staff of the California State Polytechnic University, Pomona. The advisor may not be on leave of absence at any time during their term of appointment.

- 1. Additional Standard.** The Advisor must be Society-Level ASCE Member.

Section 2 – Selection and Appointment.

After an Advisor has been nominated by the organization and approved by their Department Head, final approval and actual appointment will be made by the Bronco Leadership Center.

Section 3 – Duties.



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The Advisor's responsibilities include attendance and participation in as many organizational meetings and activities as agreed with the executive board, signing all forms related to the scheduling of activities and the disbursement of funds, and the other duties outlined by the Bronco Leadership Center. The Advisor shall attend and participate in as many Student Chapter events and activities as is practical; is authorized to sign all ASI, Bronco Leadership Center, University and CSU paperwork forms related to affairs, events, programs and finances, including, but not limited to, Authorization to Travel (AT); Release of Liability (ROL); Estimated Travel Expense (ETE); Travel Expense Claims (TEC); Disbursement Requests (DR); and Sign Memorandums.

1. Additional Duties. The Advisor shall have an additional obligation to:

- 1.1.** Encourage all civil engineering students to become Active Student Chapter Members as a foundational step into their professional development; AND
- 1.2.** Ensure that the affairs, events and programs of the Student Chapter stimulate interest in the profession of civil engineering; AND
- 1.3.** Create awareness of the benefits of ASCE post-graduation inspiring them to maintain an active and continuous membership in ASCE throughout their professional career.

Section 4 – Suspension and Removal Privileges.

The Advisor shall have the authority to suspend and/or remove an Officer from their Office for failing to: maintain satisfactory academic standing; complete duties ascribed to Office; or any other behaviors unacceptable to the Student Chapter. Candidates for Elected and Appointed Positions may have their candidacy revoked upon review of their transcript and academic record during the application process at the Advisor's discretion.

Article XII – AMENDMENT

Section 1 – Means of Amendment.

Any amendment(s) to this document shall be proposed in writing by any Student Chapter Officer(s) at an Officer Meeting or Special Meeting. Once an amendment is proposed, a Special Constitution Meeting will occur to evaluate proposed changes. At such meeting, Officer Quorum must be met for a vote to take place; all officers are allowed one vote. A two-thirds (2/3) majority vote in favor of the proposed amendment(s) must occur in order for them to be approved. Immediately upon approval of the amendment(s), updated Bylaws shall be submitted to the Student Chapter President and Faculty Advisor for ratification and adoption. Upon ratification and adoption, a final copy will be sent to the Bronco Leadership Center for approval.

Section 2 – Approval.

All amendments to the Bylaws shall be filed as a public document in the organization's myBAR page and the Executive Board will alert the Bronco Leadership Center via email within ninety (90) calendar days indicating the date and method of adoption. Any amendment(s) which change(s) the purpose or intent of the organization or substantively modify the Bylaws provisions shall be approved by the University before taking effect.



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Section 3 – Compliance.

This charter shall not conflict with the Bylaws of the Associated Students, Inc., or with the policies and regulations of the California State Polytechnic University, Pomona, the Trustees of the California State University and Colleges, or the State of California. Any stipulations applying to all chartered organizations made by the university shall be considered to be immediately enforceable, whether contained in these Charter Provisions or not.



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Article XIII – RATIFICATION

Section 1 – Approval.

These Bylaws shall become effective immediately upon approval by Bronco Leadership Center. They shall remain effective until amended according to procedures prescribed herein.

The Student Chapter Officer Board approved these Bylaws on Tuesday, April 28, 2026.

Approved By:

Alejandro Torres, S.M.ASCE
ASCE Student Chapter President

4-28-2026

Date

Approved By:

Seema C. Shah-Fairbank, Ph.D, P.E., M.ASCE
ASCE Student Chapter Faculty Advisor

4-28-2026

Date