

CALIFORNIA STATE POLYTECHNIC  
UNIVERSITY, POMONA

AMERICAN SOCIETY OF CIVIL ENGINEERS  
STUDENT CHAPTER

CONSTITUTION AND BYLAWS



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## ARTICLE I – PREAMBLE

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### 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 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, social events and scholarships.

- 1. Competitions.** Members will have opportunities to compete in the events facilitated at the Pacific Southwest Conference (PSWC) including, but not limited to, Concrete Canoe, technical paper, 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 National Concrete Canoe Competition, the National ASCE Convention and the Annual Donald G. Wells Alumni Golf Tournament. 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.
- 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.



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**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 the official position of the California State Polytechnic University, Pomona.

**Section 5 – Campus Policies.**

This organization and its members, when conducting organizational business, on or off campus, recognize and will uphold the University’s Alcohol & Other Drugs Policy.

**ARTICLE II – NAME**

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**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**

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**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, the Executive Orders 648 and 731 state 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.

**Section 2 – Usage.**

All monies of this organization shall be deposited into, and disbursed from, this account following procedures outlined by ASI Financial Services. All monies raised and collected will be used solely by the Student Chapter and the Civil Engineering Department.



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**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 describe 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**

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**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 Conference (PSWC); the eligibility to hold Office by election or appointment; and the right to vote in Student Chapter elections.
  - 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.



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**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](http://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](http://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, OSLCC, the University, the CSU or Industry.
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**

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**Section 1 – Categories of Officers.**

The Student Chapter Officer Board shall be composed of Elected, Appointed and Honorary 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.





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2. **Appointed Officers.** Appointed Officers shall be the Alumni Relations Chairs, Conference Chairs, Event Chairs, Membership Chair, Outreach and Community Service Chairs, Publicity Chairs and First-Year Representative(s).
3. **Honorary Officers.** Honorary Officers shall be the Past President and Concrete Canoe Project Manager(s)

### 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 Conference (PSWC), 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, OSLCC, University and CSU paperwork within two (2) Officer Meetings for affairs, events and programs falling under their jurisdiction; AND
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 11:59 PM the Tuesday 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 by April 30th.

### Section 3 – Specific Duties.

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 and manage the Venmo Account 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





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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 VPI and Secretary to submit the Annual Report to the ASCE Committee on Student Members (CSM) by February 1st; overseeing the election and application process of new officers; and holding a Constitutional Amendment meeting by the twelfth (12) 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; serving as the designated ASI and OSLCC Scheduler by scheduling room reservations and taking preparative measures for all on campus affairs, events and programs; collaborating with the President and Secretary to submit the Annual Report to the ASCE Committee on Student Members (CSM) by February 1st; and maintaining relations with other Civil Engineering and Construction Clubs.
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; coordinating with the Publicity Chair to post internship, job and scholarship opportunities on the Student Chapter Website; and submitting reports to any ASCE Branch, Section, Region and Society-Level jurisdiction, as needed.
4. **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 and manage oversight of the Venmo Account 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; submitting a detailed financial report with all income and expenses to the President and Faculty Advisor at the end of each semester; preparing the preliminary Annual Budget and submitting it to ESC by March 30th.



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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 and VPI. 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 Thursday to the Department; coordinating with others clubs to ensure all events are inputted into the Joint Department Calendar; collecting write-ups for all events as an Annual Report Slide and a Newsletter Submission; collaborating with the Publicity Chair create, producing and distributing Officer Business Cards by the sixth (6) week of the Fall Semester; 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.
6. **Alumni Relations Chairs.** The Alumni Relations Chairs shall develop events that promote involvement with alumni, including planning, organizing and executing the Annual Donald G. Wells Alumni Golf Tournament, CPP Annual Giving Day and Alumni Mentorship Program. 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; encouraging and fostering participation of alumni in all events; and updating and maintaining the Alumni Database.
7. **Conference Chairs.** The Conference Chairs shall manage all efforts related to the Pacific Southwest Conference (PSWC) on behalf of the Student Chapter. These duties include, but are not limited to: acting as the liaisons between the host school and the Student Chapter; promoting PSWC to all members; recruiting, registering and organizing all conference participants, Project Managers and Competition Teams; encouraging and fostering participation in events; 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.
8. **Events Chairs.** The Events Chairs shall plan, organize and execute all social and professional events hosted on behalf of the Student Chapter. The Events Chairs shall be jointly responsible for the Annual Officer Retreat(s), Annual Kick-Off BBQ, Annual Bowling Social, ASCE vs. XE Broomball Social, Professional Development Workshop (PDW), Order of the Engineer (OTE), and the Civil Engineering Department Banquet along with semesterly Social and Professional Events. These duties shall include, but are not limited to: publicizing and attending all social and professional events; drafting an analysis of the outcome for each social and professional event; collaborating with other clubs and organizations, including local ASCE Student Chapters, YMF Groups, and Branches, to develop joint events; and working within specified budgets as provided by the Treasurer.
9. **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 Drive during weeks two (2) and three (2) of the Fall Semester; working over the summer to create and order all Membership Merchandise, including t-shirts, bags, stickers, lanyards and Membership Discount Cards 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 Point System within two (2) Office Meetings of any event; reporting accurate membership statistics for the Annual Report (AR) by January 30th; developing innovative and valuable membership benefits and awards for Active Student Chapter Members; and distributing the Annual Membership Survey by the twelfth (12) week of Spring Semester.

- 10. 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 and the Annual Seismic Day. These duties include, but are not limited to: chairing the OCS Committee, in the event one is formed; developing innovative outreach and community service efforts; 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.
- 11. Publicity Chairs.** 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; maintaining 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; collaborating with the Secretary to design Officer Business Cards by the sixth (6) week of the Fall Semester; coordinating with the President to submit the Outstanding Student Chapter Award to LA YMF by January 1st; creating and distributing the Student Chapter Newsletter by the fourteenth (14) week of each semester; managing Building 9 and 17 publicity (banner, trophies, display cases); assisting all officers with promotion of their programs and events by making flyers, ads and posters; and coordinating with the VPE to post internship, job and scholarship opportunities on the Student Chapter Website.
- 12. 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 the Annual Student vs. Faculty/Alumni Soccer Game and an Engineering Week Event; attending Student Chapter programs and events; and shadowing Officers to assisting 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.

- 13. 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.
- 14. 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. They shall maintain relations and provide continuous updates regarding their progress.

#### 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 units (undergraduate students) / 3 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 2.5 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, or Secretary for another club or organization on campus; and cannot be Project Manager of any technical team 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.

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 Conference (PSWC), Alumni Golf Tournament and the Department Banquet.
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

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### 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.

### Section 2 – Time of Elections.

1. **Elected Officers.** Elections for Elected Offices 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. **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.
  - 1.2. **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.
  - 1.3. **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, 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 need 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 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 time 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 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**

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#### **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**

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### **Section 1 – General Meetings.**

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**

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### **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, Vice President Internal, Vice President External, Treasurer, and Secretary. 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 Student Chapter Alumni Relations Chairs shall chair and preside over the Annual Donald G. Wells Alumni Golf Tournament Student and Professional Committees. 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.

## Article X – DUES

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### 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

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### 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. Part-time staff, faculty, and administrators are permitted to advise an organization upon university approval. Advisors shall not be employees of auxiliary organizations.

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 Director of The Office of Student Life & Cultural Centers. If the Advisor is the Department Head, then the immediate supervisor shall approve their nomination before final appointment is made by the Director of The Office of Student Life & Cultural Centers.

### Section 3 – Duties.

The Advisor shall attend and participate in as many Student Chapter events and activities as is practical; is authorized to sign all ASI, OSLCC, 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.



California State Polytechnic University, Pomona  
American Society of Civil Engineers Student Chapter  
Constitution and Bylaws



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**

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**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 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 Office of Student Life and Cultural Centers 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 Director of Student Life at the Office of Student Life and Cultural Centers 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.

**Section 3 – Compliance.**

These Bylaws 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 registered organizations made by the University shall be considered to be immediately enforceable, whether contained in these Bylaws or not.



**Article XIII – RATIFICATION**

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**Section 1 – Approval.**

These Bylaws shall become effective immediately upon approval by the Director of Student Life at the Office of Student Life and Cultural Centers. They shall remain effective until amended according to procedures prescribed herein.

The Student Chapter Officer Board approved these Bylaws on Tuesday, May 4, 2021.

**Approved By:**

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**Colby Wong, ENV SP, S.M.ASCE**  
ASCE Student Chapter President

05/04/2021  
Date

**Approved By:**

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

05/04/2021  
Date