

# Constitution of the College of Engineering, Architecture and Technology Student Council

## VERSION HISTORY

Amended from the version adopted September 12, 2021

Adopted in full February 17, 2022

Active Amendments are **commented**

## Article I: Name

The name of this organization shall be “The College of Engineering, Architecture and Technology Student Council of Oklahoma State University” referred to hereafter as “the Council.”

## Article II: Purpose

*Section 1:* The purpose of the organization is to stimulate and coordinate the activities of the students of the College of Engineering, Architecture and Technology (hereafter referred to as CEAT) for the welfare and benefit of all the students and to promote unity between disciplines, doing so either directly or through its subsidiary organizations.

*Section 2:* The Council shall defend and advocate the interests of CEAT students in all relations with faculty, alumni, high schools, and companies.

*Section 3:* The Council shall assume all duties and powers hereafter delegated by the administration of CEAT.

*Section 4:* The Council shall not discriminate in its offices, services, or purpose, on grounds of age, creed, ethnicity, race, sex, or other protected classes in accordance with the purpose and standards of Oklahoma State University. This clause shall not be taken to prevent sex segregation in housing and bathroom accommodations, nor the offering of sex-segregated activities for minors in accordance with all applicable laws, policies, and standards.

## Article III: Membership

*Section 1:* Students pursuing a degree in CEAT, including graduate students will be eligible for membership on the Council. Active members of the Council shall consist of:

- A. The Executive Committee of officers as described in *Article IV*.
- B. Members-at-large selected from applications submitted to the Executive Committee.
  1. The quantity will be chosen by the Executive Committee.
  2. CEAT students who were eligible for admission to CEAT Freshman Council in the fall of the current year as described in Article VII Section 1 or have freshman standing are ineligible for membership as a member-at-large.
- C. The CEAT representatives to the Student Government Association Senate. (henceforth CEAT Senators)
- D. A duly elected Club Representative from those organizations admitted to the Council under the provisions of *Article III, Section 2, Part C*.

*Section 2:* Standard members of the Council shall consist of the Executive Committee and the members-at-large.

*Section 3:* Council members shall be inducted under the following regulations:

- A. Members-at-large will be selected in the first six weeks of the fall and spring semesters.
  1. All members-at-large will be selected through an application and interview process.
  2. The interviewers shall consist of Executive members and, if necessary, additional Council members who have served for at least 2 semesters.

3. New members-at- large will begin their terms at the meeting following selection.

4. Membership will last until completion of the member's final undergraduate degree at OSU and so long as he or she continues to meet the requirements of member-at-large membership outlined in this section and *Article III Section 4*.

*Section 4:* CEAT Senators will be members of the Council and will take office at the first regular meeting following their election in the fall and serve a term of one academic year. In the event of a vacancy within the allocated number of representatives, the Executive Committee will appoint a replacement. CEAT representatives are required to fulfill the following responsibilities:

- A. Attend 4 meetings a semester.
- B. Attend 4 meetings of the Policy Committee each semester.
- C. Council members who are also senators will only follow member-at-large point rules and will be allowed only one vote.
- D. If these requirements are not met by the end of each semester, he or she will no longer be considered in good standing with the CEAT Student Council and will not be eligible for reelection.
- E. These requirements may be prorated by the Executive Council upon recommendation of the Policy Committee Head for senators who do not hold this office at the beginning of the semester.

*Section 5:* A club representative is elected from an organization:

- A. Which has been registered by the Committee on Student Organizations of the Student Government Association Senate.
- B. Which advances the CEAT purpose.
- C. Which submits proof that at least 85 percent of its membership is comprised of CEAT students
- D. An organization not in accordance with *Article III, Section 3, Part C* may be considered a temporary member of the Council for one school year by meeting one of the following requirements and by being approved by the active membership of the Council.
  - (1) Which submits proof that at least 85 percent of its membership is comprised of CEAT students.
  - (2) Which is designated by the Student Government Association to receive AFAP funds through CEAT.
  - (3) This temporary membership may be renewed indefinitely should the organization continue to meet the requirements of temporary membership but not permanent membership.

*Section 6:* Active membership for a member-at-large or club representative will terminate when a delegate has exceeded a strike count described in the Best Practices Standard I Section 2.

- A. The said member, and representative organization if applicable, will be notified in writing.
- B. Any delegate whose membership has been terminated may appeal his/her termination to the Council.
  1. The written appeal is to be filed within a month of the expulsion notification with the Executive Committee before the official appeal is heard before the Council.
  2. Following the official appeal, the Executive Committee may make a recommendation for reinstatement
  3. Following the official appeal, the Council may reinstate the delegate by a three- fourths vote of the Council.
- C. Termination due to failure to participate in the duties of the Council shall only follow a period of Probation as described in the Best Practices Standard I Section 2 part E.
- D. Exceptions to any of the above are subject to review by the Executive Committee.

*Section 7:* A member-at-large may apply for a semester(s) of inactivity if he or she is unable to attend meetings for the period.

- A. Approval of inactive status is at the discretion of the Executive Committee.
- B. In order to be approved as inactive, said member-at-large must contact the Executive Committee before the first meeting that falls after the unrestricted add/drop date, and explain his or her need to be inactive for the period.

*Section 8:* Active membership for a club representative will terminate when a delegate has.

- A. The said member will be notified in writing.
- B. If the club representative resigns or is removed, the organization must select and submit to the Council a different representative within four academic weeks. An organization's failure to do so will result in forfeiture of active membership for the remainder of the academic year.
- C. Club representatives are ineligible to be selected for any officer position including the Executive Committee, or as a chair for any Council committee.

*Section 9:* Any active member and inactive members-at-large of the Council may vote, except for the President, who may only vote in the case of a tie. Absentee ballots may be sent to the Vice President of Communications before the election.

*Section 10:* Dual membership, except for members at large serving as senators as described in Article III Section 4 part D, will require the fulfillment of all requirements associated with each position.

- A. A club representative may represent only one organization at a time, exceptions may be determined by the Executive Committee on a case-by-case basis.
- B. If a member-at-large also serves as a club representative, said member must satisfy all requirements for both positions as described in the Best Practices, added together.
- C. Attendance will be kept separately for each position.

*Section 11:* All members-at-large and members of CEAT Freshman Council, as described in Article VII, shall be required to be a member of one of the following committees: Marketing, Relations, K-12, Philanthropy, Special Projects, CEAT Spirit, Cheap Lunch, or an ad hoc committee.

- A. Membership in a committee shall be constituted by the following:
  - 1. Attendance to committee meetings as designated by the committee head.
  - 2. Active planning and participation in committee sanctioned events as designated by the committee head.
  - 3. Any member who does not adhere to committee membership standards shall be subject to appropriate repercussions.

*Section 12:* CEAT Student Council Funding and Cosponsorship will be available to clubs who have possessed a club representative in CEAT Student Council for one full semester, and meet additional requirements as stated in the Best Practices Standard II.

## Article IV Executive Committee

*Section 1:* The Executive Committee shall consist of the following officers:

- A. President,
- B. Vice President of Committees,
- C. CEAT Freshman Council Coordinators,
- D. Vice President of Finance,
- E. Vice President of Communications,
- F. Vice President of Relations,
- G. Vice President of Publications,
- H. The Secretary.

*Section 2:* Election of Officers listed in *Section 1* of *Article IV* shall be as follows:

- A. Only members at large of the Council with a minimum overall GPA of 3.00 / 4.00, full-time student status, and at least one year remaining until completion of their final undergraduate degree are eligible to hold office on the Executive Committee.
- B. Nominations shall be made at the Council meeting preceding the elections. Additional nominations will not be open from the floor prior to balloting for each office.
- C. Elections shall be held at the second to last meeting of the spring semester.
- D. Votes shall be cast by secret ballot, except in single candidate elections as provided in the Best Practices Standard III Section 1 part E.
- E. Moderator: The election for each position will be moderated by a CEAT Senator. This Senator will be selected by the President of the Council, with the approval of the Executive Committee.
  1. The moderator will not be able to speak on behalf of, or against, any candidate during the given election (during questions or discussion).
  2. The Council may reject any moderator with a simple majority, in which case the President of the Council would serve as moderator.
  3. If no senators are present, the President will moderate the elections.
  4. Candidates for a given election are not eligible to be the moderator for that election.
  5. If the President, for any reason, cannot moderate, the duties will fall to the next eligible executive officer (in voting order).
- F. Executive Committee members shall be required to meet participation requirements as described in the Best Practices Standard I Section 3.

*Section 3:* The Faculty Advisor of the Council shall be the Dean of CEAT or his designated representative.

*Section 4:* In the event that an Executive Committee member fails to meet the GPA requirements or fails to complete the duties of their position as outlined in *Article V*, the Council may impeach any member of the Executive Committee with a three-fourths vote of the Council.

- A. Petition of Impeachment
  1. Shall contain the signatures of a minimum of 50% of the active members-at-large.
  2. If a petition of impeachment is presented at a meeting, the vote will take place immediately following debate from the Executive Committee member in question and

- the member who wrote the petition. This will take place during the same meeting that the petition is presented.
- B. The removed Executive may appeal his or her removal from the Council to the advisor of the Council. The Council may reinstate the Executive by a three-fourths vote of the Council.
  - C. Nominations for the position previously held by the removed executive member will be opened at the meeting following the removal or immediately after the impeachment of the Executive Committee member, and elections will be held at the next meeting.
  - D. The remaining members of the Executive Committee will fulfill the responsibilities of the removed member until a new executive is elected.
  - E. The new Executive Committee member must meet the officer requirements described in *Article IV, Section 2, Part A*.
  - F. In the event that the President is removed from office, the remaining Executive Committee members will select the new President at the executive meeting following the removal of the past President.
    - 1. The new President will be selected from the Vice Presidents.
    - 2. Until the new President is selected, the Vice President of Committees will serve as President.
    - 3. Nominations for the executive position previously held by the new President will be opened at the next Council meeting and filled according to the procedure listed in this section.

## Article V: Duties of Officers

*Section 1:* The duties of the President shall be as follows:

- A. Preside over all regular meetings of the Council.
- B. Call any special meetings of the Council.
- C. Appoint ad hoc committees.
- D. Maintain effective lines of communication with faculty and staff of CEAT.
- E. Inform the Council of matters of interest to CEAT students for the purpose of discussing these issues and developing a formal position on these matters
- F. Cast the decisive vote on split decisions.
- G. Oversee and take responsibility for CEAT Student Council activities.
- H. Ensure completion of Council goals by other officers and committees as defined below.
- I. Attend Student Advisory Council meetings or appoint another officer to attend.
- J. Complete requirements for reporting to Campus Life as defined in Article X.
- K. Maintain official contact with the National Association of Engineering Student Councils National and Regional Executive Boards. This includes providing contact information following the transition of officers and ensuring Council participation in NAESC activities.
- L. Act as an Executive Liaison to a committee as determined by the Vice President of Committees.
- M. Act as an advisor to the CEAT Freshman Council Coordinators according to Article VII.

*Section 2:* The duties of the Vice President of Committees shall be as follows:

- A. Hold meetings for committee heads to share ideas and to check and reinforce progress.

- B. Organize committees to carry out new ideas and oversee the selection of the committee chairs.
- C. Oversee ad hoc committees.
- D. Oversee the Hack-a-thon Coordinators
- E. Serve as an active co-chair for each event sponsored by the Council.
- F. Serve as a link between faculty and committee heads.
- G. Present biweekly updates on all committees defined in Article VI.
- H. Assign each Executive Committee member to a committee to act as a liaison to his or her respective committee.
- I. The Executive liaison shall serve as a conduit of information between each committee and the Vice President of Committees. He or she will update the Vice President of Committees on the progress of their committees at each Executive Committee meeting.
- J. Oversee all heads of committees
  1. Committee heads shall be nominated by the Executive Committee and confirmed by a two-thirds majority of the Council, as described in the Best Practices
  2. The Executive Committee may choose nominees by any method, which must be confirmed by a two-thirds vote as described in Best Practices Standard III Section 2.
  3. If any committee head resigns his/her position, a new committee head will be chosen by the standard selection process at the next meeting of the council.
  4. The committee heads will give direction to the committees and lead all committee meetings. They will update the Vice President of Committees via the committee's Executive liaison.

*Section 3:* The duties of the Vice President of Finance shall be as follows:

- A. Maintain all financial records of the Council.
- B. Report the financial status of the Council at least monthly to the Executive and Policy committees.
- C. Oversee the CEAT Student Council Funding Distribution.
- D. Ensure that each club has an adequate number of members and follows the rules and regulations of the CEAT Student Council Funding Process.
- E. Ensure that the organizations receiving money from CEAT Student Council Funding submit an article to the CEAT Student Council Newsletter in the semester in which funds are received.
- F. Formulate and follow a yearly budget.
- G. Present the proposed budget to the Council within the first eight weeks of the fall semester to be approved by a two-thirds vote of the Council.
- H. Present proposed major changes to the approved budget as deemed necessary by the Executive Committee to be approved by a simple majority vote.
- I. Allocate and account for funding to Council committees and special activities.
- J. Oversee the Career Fair Coordinator(s).
- K. Act as an Executive Liaison to a committee as determined by the Vice President of Committees.

*Section 4:* The duties of the Vice President of Communications shall be as follows:

- A. Maintain all correspondence between the Council and its members.
- B. Maintain and inform the Council members of membership status as stated in *Article III, Section 3*.

- C. Organize and oversee the selection of New Members as outlined in *Article III, Section 2, Part A*.
- D. Organize an informational session for new members to be held before the new members' first Council meeting. Maintain the CEAT Student Council Picture Composite.
- E. Oversee the New Member Coordinator.
  - 1. New Member Coordinator responsibilities contain the following but are not limited to:
  - 2. Assist the Vice President of Communications in organizing new member applications, interviews, a New Member Orientation, and any events promoting new membership in the Council.
  - 3. The New Member Coordinator shall be elected each semester with a simple majority by secret ballot.
  - 4. Nominations for the New Member Coordinator to assume his or her responsibilities in the fall will be taken after nominations for the Executive Committee and voting for the fall New Member Coordinator will take place after voting for all Executive Committee positions.
  - 5. Nominations for the New Member Coordinator to assume his or her duties in the spring will be taken at the last Council meeting in the fall semester, and voting for the spring New Member Coordinator will take place at the same meeting.
- F. Shall email to the Council the general meeting minutes.
- G. Shall provide an up-to-date points list monthly to the Council.
- H. Act as an Executive Liaison to a committee as determined by the Vice President of Committees.

*Section 5:* The duties of the Vice President of Relations shall be as follows:

- A. Oversee the completion of tasks for the following groups:
  - 1. Corporate: Manage communication with corporate groups as designated by the needs of the Council.
  - 2. Alumni: Maintain an alumni database.
  - 3. Intra-council: Promote interaction between Council members by organizing activities to enhance relations among members.
- B. Maintain databases for the above-mentioned groups (excluding intra-council).
- C. Oversee the DEI Representatives.
  - 1. DEI Representatives responsibilities contain the following but are not limited to:
    - (1) Coordinate with the CEAT DEI Committee.
    - (2) Attend events with the intent of engaging in conversations about DEI topics
    - (3) Coordinate events related to DEI
    - (4) Educate CEAT students about DEI topics
    - (5) Engage in open conversations with administration about how to better pursue DEI related policies
  - 2. The DEI Representatives shall be elected each semester with a simple majority by secret ballot.
  - 3. Nominations for the DEI Representatives to assume their responsibilities in the fall will be taken after nominations for the Executive Committee and voting for the fall DEI Representatives will take place after voting for all Executive Committee positions.

4. Nominations for the DEI Representatives to assume their duties in the spring will be taken at the last Council meeting in the fall semester, and voting for the spring DEI Representatives will take place at the same meeting.
- D. Report activities to the Council and recruit members to participate in campus events.
- E. Organize and plan member retreats.
- F. Act as an Executive Liaison to a committee as determined by the Vice President of Committees.

*Section 6:* The duties of the Vice President of Publications shall be as follows:

- A. Oversee the identified tasks of the following groups:
- B. Staff/Articles: Write articles on topics concerning CEAT students to be published in Council, college, university, or other publications, either print or web.
- C. Communicate with CEAT clubs about meeting times and locations. Assist CEAT clubs in the marketing of these and other events.
- D. Coordinate with the Marketing Committee to take a photographic record of the year's events.
- E. Create and maintain a Council webpage. Publish newsletter content and provide relevant information about CEAT Student Council to this webpage. Use the Council webpage, social media outlets, and other electronic media and technologies to support the goals of CEAT Student Council.
- F. Communicate publication activities to the Council.
- G. Oversee all Student Council promotional items (including t-shirts).
- H. Act as an Executive Liaison to a committee as determined by the Vice President of Committees.

*Section 7:* The duties of the two CEAT Freshman Council Coordinators shall be as follows:

- A. Select and oversee the CEAT Freshman Council according to Article VII.
- B. Serve as liaisons between CEAT Freshman Council and CEAT Student Council.

*Section 8:* The duties of the Secretary shall be as follows:

- A. Keep general meeting minutes and provide them to the Vice President of Communications at the conclusion of each general meeting.
- B. Attend all Executive Committee meetings.
- C. Keep Executive Committee meeting minutes and provide them to the Vice President of Communications and the President at the conclusion of each Executive Committee meeting.
- D. Mark attendance and provide the data to the Vice President of Communications and the President at the conclusion of each meeting.
- E. Reserve rooms for meetings and ensure the Executive Committee is aware of each meeting location.
- F. Handle ordering and transaction for food for both General Council meetings and those of the Executive Committee.
- G. Maintain the records of the physical assets of the Council, reporting to the Executive Council and the Policy Committee every semester. The report shall be advertised and made available to the Council upon request.

## Article VI: Committees and Minor Positions

*Section 1:* The following committees shall be permanent fixtures of the Council, unless removed from the constitution at a later date: Cheap Lunch, CEAT Spirit, K-12, Relations, Marketing, Special Projects, Philanthropy, and Policy.

*Section 2:* Marketing Committee responsibilities contain the following but are not limited to:

- A. Create posters, flyers, or other forms of advertisement to raise awareness about upcoming Council events.
- B. Assist Vice President of Publications in the design, creation, and distribution of Council promotional items.

*Section 3:* Relations Committee responsibilities contain the following but are not limited to:

- A. Maintain contact with corporate sponsors, engineering organizations, and area schools.
- B. Assist in the planning of any Council event involving the CEAT Student Body as a whole.
- C. Coordinate with the CEAT DEI Coordinator's office to ensure a welcoming environment for students from all backgrounds within CEAT

*Section 4:* K-12 Committee responsibilities contain the following but are not limited to:

- A. Promote engineering among area students.

*Section 5:* Philanthropy Committee responsibilities contain the following but are not limited to:

- A. Coordinate the Angle Tree project.
- B. Coordinate the CEAT Week Philanthropy project.
- C. Work to expand the Council's community service role.

*Section 6:* Special Projects Committee responsibilities contain the following but are not limited to:

- A. Coordinate the achievement of semester-by-semester goals as determined by the Executive Committee.

*Section 7:* CEAT Spirit Committee responsibilities contain the following but are not limited to:

- A. Coordinate the annual CEAT Week.
- B. Coordinate the Council's Homecoming activities on behalf of CEAT.

*Section 8:* Cheap Lunch Committee responsibilities contain the following but are not limited to:

- A. Coordinate weekly lunches.
- B. Assist with CEAT Week.
- C. Serve for a period of one (1) academic year. If there is a class conflict preventing their service in the second semester, they shall be replaced.

*Section 9:* Policy Committee responsibilities contain the following but are not limited to:

- A. Ensure the Council's activities are consistent with the written policy of the Council, the University, and applicable law.
- B. Coordinate with the Vice President of Finance and the Secretary on their audits of the financial and asset-related activities of the Council, in accordance with the frequencies and descriptions on those respective positions, and report in general terms to the Council at large.
- C. Audit the written policy of the Council not less than every year and present recommendations for adjustments to the Executive Committee.
- D. Investigate reports of policy violations and see that they are reported to appropriate University officials.

- E. Hold the official written and digital copies of the Constitution and Bylaws and post them as required by the Office of Leadership and Campus Life.

## Article VII: CEAT Freshman Council

- Section 1:* A separate entity, the CEAT Freshman Council, will consist of between eighteen (18) and twenty-two (22) freshmen, by year in college, students pursuing a degree in the CEAT. The members of CEAT Freshman Council shall be chosen by an application and interview process in the fall semester; eligible students shall be in their first semester after admission to the university as freshmen. Members of CEAT Student Council will conduct this selection process. The interviewers shall consist of Executive members and, if necessary, additional Council members who have served for at least 2 semesters.
- Section 2:* The purpose of the CEAT Freshman Council is to introduce freshmen to the roles and missions of the CEAT Student Council and provide them the opportunity to get involved in the college as underclassmen. CEAT Freshman Council will also serve to introduce all disciplines of engineering, architecture, and technology, expand leadership opportunities, and promote a strong social and academic environment in order to build a sense of community within CEAT. This council shall strive to promote intercollegiate relations and provide pertinent information for all freshmen.
- Section 3:* The CEAT Freshman Council Coordinators shall facilitate all CEAT Freshman Council activities for the fall and spring semesters following their election.
- Section 4:* Members of CEAT Freshman Council must attend at least two CEAT Student Council meetings per semester.
- Section 5:* CEAT Freshman Council members shall earn 100 participation points per semester, to follow the participation points of the senior Council system outlined in *Article III, Section 3, Part B*.
- Section 6:* Active membership for a CEAT Freshman Council will terminate when a delegate has more than three strikes per semester, according to the senior Council system outlined in *Article III, Section 3*. The said representative will be notified in writing. One strike will be given for an excused absence; two strikes will be given for an unexcused absence. Attendance is required for the entire duration of the meeting unless approved by the executive board; otherwise the member will be counted as absent.

## Article VIII: Amendments

*Section 1:* To amend the Constitution, two-thirds of present members must approve, provided a quorum is present, and proposed amendments shall be announced one meeting prior to vote.

*Section 2:* To amend the Best Practices, two-thirds of present members must approve, provided a quorum is present, and will take effect immediately unless specified at the vote.

*Section 3:* Notwithstanding no change to the Constitution or Best Practices will render a CEAT student organization ineligible for funding in the semester that vote takes place, if they were eligible prior to that change.

## Article IX: Quorum

*Section 1:* A quorum shall be present if, and only if, a simple majority of all Standard members is in attendance.

## Article X: Report to Campus Life

*Section 1:* At the beginning of the fall semester, the Council shall report the names of its officers and advisor to the Department of Campus Life and shall promptly report any changes that occur during the school year.

*Section 2:* At the beginning of the fall semester, the Council will file with the Department of Campus Life a signed "Affirmation of Compliance."

*Section 3:* The funds of the Council will be deposited with the university banking services and these will be audited yearly, preferably at the time a new treasurer is installed.

*Section 4:* It is understood that failure to submit such materials, either through continued negligence or willful omission, might result in the suspension of this organization by the Committee on Student Organizations.