

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

Amended: August 27, 2015; September, 10, 2015; November, 17, 2016

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 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.

Article III Membership

Section 1: Students pursuing a degree in CEAT, including graduate students, with the exception of freshmen 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. A maximum of fifty-two members-at-large selected from applications submitted to the Executive Committee. The number of members will be chosen by the Executive Committee, but it will be no less than twenty-five members.
- C. The CEAT representatives to the Student Government Association Senate.
- 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. All members-at-large will be selected through an application and interview process. The interviewers shall consist of Executive members and, if necessary, additional Council members who have served for at least 2 semesters. New members-at-large will begin their terms at the meeting following selection. Membership will last until completion of the member's final degree at OSU and so long as he or she continues to meet requirements of member-at-large membership outlined in *Article III Section 3*.

B. CEAT representatives to the Student Government Association Senate 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:

1. Attend 4 meetings a semester.
2. Obtain 50 points each semester (each meeting counts as 5 points after the mandatory attendance requirement has been fulfilled).
 - a. Council members who are also senators will only follow member-at-large point rules and will be allowed only one vote.
3. 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.

C. A club representative is elected from an organization:

1. Which has been registered by the Committee on Student Organizations of the Student Government Association Senate.
2. Which advances the CEAT purpose.
3. 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 2, 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.

Section 4: Active membership for a member-at-large will terminate when a delegate has more than three strikes per semester. 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 each meeting unless approved by the Executive Committee; otherwise the member will be counted as absent.

A. Any member-at-large whose membership has been terminated may appeal his/her termination to the Council. 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. The Council may reinstate the delegate by a three-fourths vote of the Council.

B. Members-at-large must earn 100 participation points each semester or active membership in the Council will be terminated. The Executive Committee will present a distribution of available points for the semester to the Council no later than the fourth week of the semester. The distribution of available points may be adjusted during the semester as deemed necessary by the Executive Committee. A member who does not attend an event that he or she signed up for will be subject to losing the points for that event as deemed necessary by the Executive Committee. A member may find a replacement to attend an event in his or her place, as long as that replacement is also a member of the Council and is not already signed up in the same timeslot.

1. Member Retreats will be mandatory for all council members unless previously cleared by the Executive Committee. If an absence is not cleared with the Executive Committee, it will result in the loss of 15 points. If the member was absent and did not clear it with the Executive Committee, but the absence was due to an extenuating circumstance, he or she may appeal his or her point deduction to the Executive Committee at a later date.

2. In the event that a member-at-large does not meet the point requirement, they will have the option to sign the "CEAT Student Council Probationary Period Policy" contract outlining a Probationary Period. If the member successfully completes the requirements set forth in the contract, he or she will maintain active membership in the Council. Failure to sign or complete the contract requirements will result in the termination of the member's active membership. The "CEAT Student Council Probationary Period Policy" may be amended following the same procedure as constitutional amendments in accordance with Article VIII.

C. A member-at-large may apply for a semester of inactivity if he or she is unable to attend meetings for a semester. Approval of inactive status is at the discretion of the Executive Committee. In order to be approved as inactive, said member-at-large must contact the Executive Committee before the first meeting of the semester and explain his or her need to be inactive for the semester.

Section 5: Active membership for a club representative will terminate when the club representative has more than two strikes per semester. The said representative and respective organization will be notified. No strikes will be given for an excused absence; one strike 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 representative will be counted as absent. An absence will be excused if and only if the representative has a proxy from said representative's organization in attendance

Any club representative whose membership has been terminated may appeal his or her termination to the Council. 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. The Council may reinstate the club representative by a three-fourths vote of the Council.

A. If the club representative resigns or is removed according to *Section 4 of Article III*, 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.

B. Club representatives must earn 50 participation points each semester or active membership in the Council will be terminated. The Executive Committee will present a distribution of available points for the semester to the Council no later than the fourth week of the semester. The distribution of available points may be adjusted during the semester as deemed necessary by the Executive Committee.

C. Club representatives are ineligible to be selected for any officer position including the Executive Committee, Secretary, CEAT Week Coordinators, and CEAT Freshman Council Coordinators. Club representatives are also ineligible to be selected as a chair for any Council committee.

Section 6: 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 7: A club representative may represent only one organization at a time. If a member-at-large also serves as a club representative, said member must satisfy all requirements for both positions including earning 150 points per semester. Attendance will be kept separately for each position; said member will receive two strikes per unexcused absence as a member-at-large and one strike per unexcused absence as a club representative. In much the same manner, said representative will receive one strike as a member-at-large for having a proxy in attendance and no strike as a club representative for having a proxy from said member's organization in attendance.

Section 8: All members at large shall be required to be a member of one of the following committees: Marketing, Relations, K-12, Philanthropy, Special Projects, CEAT Spirit, ~~and~~ Cheap Lunch, or an ad hoc committee.

Section 9: Rainy Day Funds will be available to clubs who meet the following criteria

- A. Have possessed a club representative in CEAT Student Council for one full semester.
- B. Earned at least 50 points and had no more than 2 unexcused absences in the semester prior to applying for RDF.
- C. Have submitted the required article for the newsletter if they received funds in the previous semester.

Article IV
Executive Committee

Section 1: The Executive Committee shall consist of the following officers: President, Vice President of Committees, Vice President of Finance, Vice President of Communications, Vice President of Relations, Vice President of Publications, CEAT Freshman Council Coordinators, and the Secretary.

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

- A. Only Standard members of the Council with a minimum overall GPA of 3.00 / 4.00 and full-time student status are eligible to hold office in the Council.
- 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.
- E. 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. The moderator will not be able to speak on behalf of, or against, any candidate during the given election (during questions or discussion).
 - 1. The Council may reject any moderator with a simple majority, in which case the President of the Council would serve as moderator.
 - 2. If no senators are present, the President will moderate the elections.
 - 3. Candidates for a given election are not eligible to be the moderator for that election.
 - 4. If the President, for any reason, cannot moderate the duties will fall to the next eligible executive officer (in voting order).
- F. Each candidate will be granted two minutes to address the Council, followed by two minutes of questions. After all candidates for a given position have presented, the Council will discuss the candidates for five minutes.
- G. Term of office shall start at the conclusion of the election meeting and will be for a period of one year.
- H. The order of elections shall be as follows: President, Vice President of Committees, CEAT Freshman Council Coordinators, Vice President of Finance, Vice President of Communications, Vice President of Relations, Vice President of Publications, and the Secretary.
- I. A simple majority of the present electorate (which shall consist of quorum) is needed for a member to obtain their position on the Executive Committee
- J. Executive Committee members will cease to be considered members-at-large.

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 with a petition containing the signatures of a minimum of 50% of the active members-at-large may impeach any member of the Executive Committee and may remove the Executive Committee member with a three-fourths vote of the Council. 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 that wrote up the petition. This will take place during the same meeting that the petition is presented.

A. 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.

B. 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. The remaining members of the Executive Committee will fulfill the responsibilities of the removed member until a new executive is elected. The new Vice President must meet the officer requirements described in *Article IV, Section 2, Part A*.

C. 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 President. The new President will be selected from the Vice Presidents. Until the new President is selected, the Vice President of Committees will serve as President. Nominations for the executive position previously held by the new President will be opened at the next Council meeting. Elections will be held at the meeting following the opening of nominations. The new Vice President must meet the officer requirements for described in *Article IV, Section 2, Part A*.

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.
 - 1. Student Technology Fee Committee.
- 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 chairs to share ideas with the committee heads 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. Serve as an active co-chair for each event sponsored by the Council.
- E. Serve as a link between faculty and chairpersons of committees.
- F. Present biweekly updates on all committees defined in Article VI.
- G. 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.
- H. Oversee all heads of committees
 - I. Committee heads shall be nominated by the Executive Committee and confirmed by a two-thirds majority of the Council.
 - A. The Executive Committee may choose nominees by any method (i.e. online poll, unofficial elections, simple selection, etc.)

2. If a nominee is not confirmed, a vote, on the same day, will elect the committee head.
 - A. Any active member can nominate a Standard member for the position.
 - B. Candidates will have one minute allotted for a speech and one minute to answer questions.
 - C. After all candidates have addressed the council, there will be three minutes for discussion.
 - D. Votes will be cast by secret ballot.
 - E. Elections will be moderated by the President of the Council
 - F. Committee head positions must be filled during the last meeting of each year, with the exception of the Cheap Lunch committee head, which must be filled at the last meeting of every semester.
 - G. If any committee head resigns his/her position, a new committee head will be chosen by the standard selection process, outlined above, at the next meeting of the council.
3. 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.
4. The committee heads shall receive 15 points per semester.

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 once a month to the executive committee.
- C. Oversee the Rainy Day Fund Distribution.
 1. Ensure that committee has an adequate amount of members and follows the rules and regulations of the Rainy Day Fund Process.
 2. Ensure that the organizations receiving money from the Rainy Day Fund submit an article to the CEAT Student Council Newsletter in the semester which funds are received.
- D. Formulate and follow a yearly budget.
 1. 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.
 2. Present proposed major changes to the approved budget as deemed necessary by the Executive Committee to be approved by a simple majority vote.
- E. Allocate and account for funding to Council committees and special activities.
- F. Oversee the Career Fair Coordinator(s).
- G. 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.
- H. Oversee the Assistant Membership Coordinator.
 - 1. Assistant Membership Coordinator responsibilities contain the following but are not limited to:
 - a. Assist the Vice President of Communications in organizing new member applications, interviews, and a New Member Orientation.
 - 2. The Assistant Membership Coordinator shall be elected each semester with a simple majority by secret ballot.
 - a. Nominations for the Assistant Membership Coordinator to assume his or her responsibilities in the fall will be taken after nominations for the Executive Committee and voting for the fall Assistant Membership Coordinator will take place after voting for all Executive Committee positions.
 - b. Nominations for the Assistant Membership 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 Assistant Membership Coordinator will take place at the same meeting.
 - 3. 40 points will be awarded to the Assistant Membership Coordinator.
- I. Shall email to the Council the general meeting minutes.
- J. Shall provide an up-to-date points list monthly to the Council.
- K. 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. Intracouncil: Promote interaction between Council members by organizing activities to enhance relations among members.
- B. Maintain databases for the above-mentioned groups (excluding intracouncil).
- C. Report activities to the Council and recruit members to participate in campus events.

- D. Organize and plan member retreats.
- E. 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:
 - 1. Staff/Articles: Write articles on topics concerning CEAT students to be published in Council, college, university, or other publications, either print or web.
- B. Communicate with CEAT clubs about meeting times and locations. Assist CEAT clubs in the marketing of these and other events.
- C. Coordinate with the Marketing Committee to take a photographic record of the year's events.
- D. 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.
- E. Communicate publication activities to the Council.
- F. Oversee all Student Council promotional items (including t-shirts).
- G. 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.

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, and Philanthropy.

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 university as a whole.

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.

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

A. Coordinate weekly lunches.

B. Assist with CEAT Week.

Article VII
CEAT Freshman
Council

Section 1: A separate entity, the CEAT Freshman Council, will consist of not more than twenty (20) freshmen, by credit hour, 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 of their freshman year. 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 meeting per semester.

Section 5: CEAT Freshmen 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
Amendmen
ts

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.

Article IX
Quorum

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.