

Texas A&M University's

# Aggie Club of Engineers

Constitution, Bylaws, and Judicial Code

Herein lay the rules and regulations that govern the Texas A & M University student organization known as the Aggie Club of Engineers.

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Texas A & M University's

# Aggie Club of Engineers

Constitution

## **PREAMBLE**

We, the gentlemen of the Texas A&M University Engineering system, believe that developing strong character is an integral aspect of higher education. In order to strengthen the engineering community, increase the GPA's of underclassmen, and serve the Texas A&M University and surrounding communities, we do ordain and establish this Constitution.

## **ARTICLE I – ORGANIZATION NAME**

The name of this organization shall be “The Aggie Club of Engineers.”

## **ARTICLE II – MISSION STATEMENT**

The Aggie Club of Engineers is a social, service, professional, and leadership organization strongly rooted in academics. Aggie Club of Engineers is based on the premise that bringing together student leaders from all levels and disciplines of Engineering will promote success. It is founded on the idea that engineers should not only develop strongly in academics but also be of strong character. The purpose of the Aggie Club of Engineers shall be to develop our members as successful Aggies and leaders through a primary emphasis on academic success and character development while also improving Aggieland through focuses on service.

## **ARTICLE III – PURPOSE**

The purpose of this Club of Engineers shall be:

- To promote and maintain a strong and well-respected environment for Engineers at Texas A&M University;
- To act as a guiding force for the underclassmen of engineering academia;
- To promote healthy competition in academics, athletics, and other activities;
- To provide educational and professional opportunities and informational services that will aid engineers;

- To develop well rounded gentlemen with a focus in the areas of academics, social, service, leadership, and excellence.

## **ARTICLE IV – SCOPE AND AUTHORITY OF POWERS**

### **Section I – Scope of Authority**

The scope of authority for Aggie Club of Engineers shall be Legislative, Executive, and Judicial.

### **Section II – Overriding Powers**

Any federal, state, local, or Texas A&M University laws or regulations that conflict with any article of this Constitution shall take precedence.

## **ARTICLE V – MEMBERSHIP**

### **Section I – Initial Requirements**

The Aggie Club of Engineers shall be comprised of any student recognized by Texas A&M University as an engineering student, and dual-enrolled in engineering courses at either Texas A&M University or Blinn Junior College.

### **Section II – Maintaining Membership Status**

In order for a member to retain full membership status in AGGIE CLUB OF ENGINEERS the following criteria must be met:

- The engineer must maintain an overall grade point ratio (GPR) of 2.0.
- Should the engineer fall below the minimum required GPR, the engineer will be subject to probationary terms as defined in the Aggie Club of Engineers Bylaws.
- The engineer must meet all qualifications set forth within the Aggie Club of Engineers Bylaws.
- Failure to meet the said criteria shall result in actions determined by the AGGIE CLUB OF ENGINEERS Judicial Board.

### **Section III – Recruitment**

The Recruitment Chair shall organize and maintain a recruitment committee to aid in the selection process of new members. All rules and regulations regarding recruitment can be found in the AGGIE CLUB OF ENGINEERS Bylaws.

### **Section IV – Alumni Criteria**

Upon a member's graduation from Texas A&M University, the member shall be recognized as a former AGGIE CLUB OF ENGINEERS member and will join the alumni of the Aggie Club of Engineers. This recognition shall be contingent upon the member being in good standing with the organization as determined by the Executive Council.

### **Section V – Alumni Chairman**

The Chairman is responsible for organizing events for ACE alumni and is the main point of contact for the ACE Alumni Chair. The Chairman will be responsible for handling alumni concerns, requests, and comments to the ACE Alumni chair. He will be responsible for the Alumni Facebook page and involved in planning the Alumni tailgate. The position will be elected by the alumni by a majority vote of the people voting. At least 25 people must vote on this position. The requirements for this position are the alumni must be in good standing and committed to the position.

## **ARTICLE VI – EXECUTIVE COUNCIL**

### **Section I – Definition**

The administrative body of this organization shall be called the Executive Council and shall be responsible for overseeing all duties and operations of AGGIE CLUB OF ENGINEERS.

### **Section II – Composition and Selection**

The Executive Council shall be elected and include: President, Vice-President for External Relations, Vice-President for Internal Relations, Secretary, and Treasurer.

### **Section III – Term of Service**

The term of office for all members of the AGGIE CLUB OF ENGINEERS Executive Council shall be one year unless the officer graduates after one semester or extenuating circumstances arise that leave an officer position vacant.

### **Section IV – Incumbency Limit**

Members of the Executive Council shall be limited to two (2) terms of service for any single Executive Council position, consecutive or otherwise. Members will not be restricted from serving as another Executive Council Officer as long as the member has not previously served in that position for two (2) terms.

### **Section V – Additional Information**

All additional information concerning the Executive Council can be found in Article II of



the Aggie Club of Engineers Bylaws.

## **ARTICLE VII – LEGISLATIVE BODY**

### **Section I – Composition**

The Legislative Body shall consist of the Aggie Club of Engineers Executive Council, Aggie Club of Engineers Officers, Aggie Club of Engineers Advisors and General Members, and shall be responsible for establishing all Aggie Club of Engineers laws.

### **Section II – Voting**

Each engineer shall be entitled to one (1) vote when in good standing as defined by the Aggie Club of Engineers Bylaws. In order for a vote to take place, two-thirds (2/3) of members in good standing with the organization, as defined in the Aggie Club of Engineers Bylaws, must be in attendance. Voting shall be conducted by the Aggie Club of Engineers Judicial Chair in accordance with Robert's Rules of Order. In order for a vote to pass it must merit a two thirds (2/3) votes from members in good standing in attendance.

### **Section III – Additional Information**

All additional information concerning legislation can be found in Article I of the Aggie Club of Engineers Bylaws.

## **ARTICLE VIII – JUDICIAL BODY**

## **Section I – Judicial Chair**

The Judicial Chair shall maintain a Judicial Board who shall be responsible for hearing, determining and responding to any complaint regarding an infraction of the Aggie Club of Engineers Constitution, Bylaws and/or Texas A&M University Student Rules.

## **Section II – Judicial Board**

The Judicial Board shall consist of the Judicial Chair, two permanent members for the semester, and two temporary members appointed by the Judicial Chair and approved by the Executive Council

## **Section III – Judicial Operations**

The operation and organization of this Board shall be in accordance with this Aggie Club of Engineers Constitution, Aggie Club of Engineers Bylaws, and Aggie Club of Engineers Judicial Code.

## **Section IV – Attendance Policy**

Attendance per meeting shall be recorded by the Judicial Chair. If a member has three (3) unexcused absences, the engineer will be referred to the Judicial Board to review the engineer's membership status in Aggie Club of Engineers. Excused and unexcused absences are defined in the Aggie Club of Engineers Bylaws. Truancy punishment and interpretation shall be decided by the Judicial Board.

## **Section V – Additional Information**

All additional information concerning the Judicial Body can be found in Article V of the Aggie Club of Engineers Bylaws or in the Aggie Club of Engineers Judicial Code.

## **ARTICLE IX – MEETINGS**

### **Section I – General Meetings**

General meetings of Aggie Club of Engineers shall be held weekly. Notice to all members shall be given at least two (2) days prior to general meeting changes.

### **Section II – Meeting Attendance Requirements**

In order to conduct official business at any regular session or special meeting of the Aggie Club of Engineers, 2/3rds of members in good standing with the organization must be in attendance.

### **Section III – Special Meetings**

Special meetings may be called at any time by the President of AGGIE CLUB OF ENGINEERS or at the request of 2/3rds of the Aggie Club of Engineers General Members. Notice of special meetings shall be given to the General Members at least twenty-four (24) hours in advance.

### **Section IV – Meeting Operations**

The order of business and protocol of all meetings of the Aggie Club of Engineers shall abide and refer to the current edition of Robert's Rules of Order, except in those areas provided for in the Constitution.

## **ARTICLE X – AMMENDMENTS**

Any motion to amend, revise, alter, or revoke an article of this Constitution shall be submitted in writing to the Judicial Chair or Secretary and voted upon at a time no less than one week after a reading of the motion in front of the AGGIE CLUB OF ENGINEERS general members. The motion must merit a 2/3rds vote of members in good standing with the organization in order for the motion to pass. All passed amendments shall take effect immediately unless explicitly stated in the passing amendment.

## **ARTICLE XI – AGGIE CLUB OF ENGINEERS BYLAWS AND AMENDMENTS TO THE AGGIE CLUB OF ENGINEERS BYLAWS**

### **Section I – Bylaws**

The AGGIE CLUB OF ENGINEERS Bylaws become effective upon an affirmative 2/3rds vote of all members in good standing with the organization. The purpose of these Bylaws is to explain, define, and contain in detail the duties of the officers and committees of AGGIE CLUB OF ENGINEERS, to outline in brief the operation of AGGIE CLUB OF ENGINEERS, and to set forth the rules and regulations governing the gentleman's society and its members.

### **Section II – Amendments**

Any motion to amend, revise, alter, or revoke an article of the AGGIE CLUB OF ENGINEERS Bylaws shall be submitted in writing to the Judicial Chair or Secretary and voted upon at a time no less than one week after a reading of the motion in front of the AGGIE CLUB OF ENGINEERS general members. The motion must merit a 2/3rds vote of members in good standing with the organization in order for the motion to pass. All passed amendments shall take effect immediately unless explicitly stated in the passing amendment. All passed amendments

shall be reviewed annually and are subject to the approval of the Department of Student Activities.

## **ARTICLE XII – RATIFICATION**

This constitution becomes effective when passed by a two thirds (2/3) vote of the current members in good standing with the organization. Additionally, it shall supersede any previous constitution of AGGIE CLUB OF ENGINEERS. All rules and regulations specified herein shall take effect immediately and will include the current year for the purpose of counting time.

## **ARTICLE XIII – FINANCIAL PROCEDURES**

### **Section I – Financial Statement**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

### **Section II – Financial Responsibility**

All financial responsibility of the Aggie Club of Engineers shall fall upon the Treasurer of the Aggie Club of Engineers.

### **Section III – Financial Actions**

All AGGIE CLUB OF ENGINEERS financial actions shall be in accordance with the Student Organization Financial Center (SOFC) steps and procedures as well as Texas A&M University rules and regulations.

#### **Section IV – Student Organization Financial Center Rules and Regulations**

Rules and regulations set by the SOFC shall supersede any AGGIE CLUB OF ENGINEERS financial rules stated in this constitution.

## **Texas A & M University's Aggie Club of Engineers Bylaws**

# **ARTICLE I – LEGISLATION**

## **Section I – Branches of Legislation**

The Aggie Club of Engineers Legislation shall be made up of the Executive Council, Officers, University Advisors, and General Members

## **Section II – Motions and Voting**

All members of AGGIE CLUB OF ENGINEERS may raise motions at any official AGGIE CLUB OF ENGINEERS meeting at the appropriate time. All motions and voting shall follow the most up to date version of Robert's Rules of Order, unless otherwise specified by the constitution.

## **Section III – Final Legislation**

All approved legislation when done so in the proper manner, shall be binding upon all the members of AGGIE CLUB OF ENGINEERS.

# **Article II – EXECUTIVE COUNCIL, OFFICERS, AND ADVISORS**

## **Section I – Lists of Executive Council Members, Officers, and Advisors**

List of Executive Council Positions

1. President
2. Internal Vice-President
3. External Vice-President
4. Treasurer
5. Secretary



#### List of Advisors to Executive Council

1. Member at Large
2. Judicial Chair

#### List of Internal Officer Position

1. Family Chair
2. Academic Chair
3. Judicial Chair
4. Athletics Chair
5. Webmaster
6. Recruitment Chair
7. Service Chair
8. Quartermaster

#### List of External Officer Positions

1. Songfest Chair
2. Social Chair
3. Corporate Relations Chair
4. Special Events Chair
5. Public Relations Chair
6. Tailgate Chair
7. Alumni Chair

#### List of University Advisors

1. Primary Advisor

## **Section II – Executive Council, Officer, and Advisor Duties**

Requirements of all Executive Council Members and Officers:

1. Executive Council Members

- All Executive Council Members shall be required to attend all Executive Council meetings and general meetings, unless excused by the Judicial Chair.
- All Executive Council Members shall be required to keep detailed records of all official Aggie Club of Engineers business that they conduct.
- Both Internal and External Vice-Presidents shall be required to maintain minutes for their respective cabinet meetings.
- All documents, records, and minutes shall be turned over to the Secretary upon completion, or upon being received from officers, to be stored in the Aggie Club of Engineers records

## 2. Officers

- All Officers shall be required to attend all Officer Meetings and regular meetings, unless excused by the Judicial Chair
- The Judicial Chair is required to attend all Executive Council Meetings and regular meetings, unless excused by the President.
- All Officers shall be required to keep detailed records of all Aggie Club of Engineer business they conduct
- All Positions that head a committee are required to hold meetings for official Aggie Club of Engineers business and maintain official minutes for said meetings.
- All documents, records, and minutes shall be submitted to the officers' respective Vice-President upon completion.

## **Executive Council Duties**

### 1. President

- To serve as spokesman and official representative for the Aggie Club of Engineers to university administrators and the general public;
- To preside over all meetings, and be ultimately responsible for the meetings, agenda, and communication of the decisions of the body
- To call Special meeting of the Aggie Club of Engineers
- To work closely with other organizations and the Department of Student Life Staff for the beneficial exchange of information
- To be responsible for the formation of goals and the direction of the organization
- Sign all contracts involving Texas A&M University
- Cosign all official Aggie Club of Engineers checks with the treasurer
- Ensure that an adequate committee is provided to an officer if necessary
- Maintain immediate responsibility of the Internal and External Vice Presidents
- Maintain a general responsibility for the entirety of the Aggie Club of Engineers

### 2. Internal Vice-President

- To work closely with the President in helping him to disseminate his duties;
- Oversee internal operations;
- Appoint all officers within the Internal Cabinet;
- Maintain immediate responsibility for the Internal Cabinet;

### 3. External Vice-President

- To work closely with the President in helping him to disseminate his duties;
- Oversee external operations;
- Appoint all officers within the External Cabinet;
- Maintain immediate responsibility for the External Cabinet;

### 4. Treasurer

- Approve all expenditures and cosign checks;
- To be responsible for all funds assessed, collected, and distributed by the Aggie Club of Engineers;
- Prepare and administrate a budget approved by a unanimous vote of Executive Council;
- Prepare a final financial statement for presentation to the Aggie Club of Engineers just prior to the completion of his term;
- Manage any financial activity that takes place on the Aggie Marketplace;
- Maintain the sole responsibility of making purchases for the Aggie Club of Engineers.
- Continually seek out opportunities within the surrounding community to participate in profit shares with companies.
- Continually seek out opportunities on campus to participate in fundraising opportunities for the organization.

### 5. Secretary

- Maintain minutes of all formal meetings held by the Aggie Club of Engineers;
- Maintain all files pertaining to AGGIE CLUB OF ENGINEERS;
- Work in conjunction with the Executive Council and the Webmaster to maintain a calendar of events.

## Advisors to the Executive Council

### 1. Judicial Chair

- Maintain all attendance records and monitor member attendance within the organization;
- Monitor member activity within the organization and alert members halfway through the semester of their organization standing.
- Responsible for due process of all reported and recorded infractions;
- Responsible for jury containing the judicial chair, no more than 2 set officers, and 4 members picked at random;

- Submit a list of consequences correlating with minor infractions within the organization to the Executive Council for approval by a majority vote within the Executive Council.
- Use the list of minor infractions and their consequences to hold members accountable within the organization.
- Decide consequences for all major disciplinary actions deemed necessary by holding a formal hearing.
- Maintain and ensure that all formal meetings run in accordance with the AGGIE CLUB OF ENGINEERS Constitution;
- Conduct all voting processes in accordance with the AGGIE CLUB OF ENGINEERS Constitution;
- Have an extensive knowledge of Robert's Rules of Order;
- Attend Executive Council meetings, but not be permitted to vote.

## 2. Member at Large

- Act as the liaison between all members and executive council;
- Report all current news between members and executive council through a weekly newsletter;
- Maintain availability to the general members.
- Maintain at least one scheduled office hour per week.

## **Internal Officers Duties**

### 1. Family Chair

- Be knowledgeable of the events, activities, and issues related to the Aggie Club of Engineers and its committees;
- Organize families and in charge of Godfathers
- In charge of Big Brother Program which is stated in the Bylaws

### 2. Academic Chair

- Keep an updated and accurate study bank for all members to use;
- Strive to remain available to all members that are in need of academic help;
- Monitor member academics and provide help to those that are in need;
- Provide study rooms in Texas A&M's Annex
- Help to tutor freshmen or sophomores within the Entry To A Major (ETAM) Program
- Create and facilitate the usage of academic tools for the organization members to better their study habits.

### 3. Athletics Chair

- Make available to the general members a list of all Aggie Club of Engineers intramural participation;
- Be responsible for organizing and maintain any Aggie Club of Engineers intramural teams for the semester;

- Maintain and make available to the organization a list of all A&M Athletic Events;
  - Work to pull tickets for any A&M athletic events that the Aggie Club of Engineers is attending.
4. Webmaster
- To be responsible for the management of the AGGIE CLUB OF ENGINEERS website;
  - Ensure that events are documented and displayed on the AGGIE CLUB OF ENGINEERS Website;
  - Work in conjunction with the Executive Council to ensure that all information presents on the AGGIE CLUB OF ENGINEERS Webpage is accurate and up to date.
  - Obtain and record photographic documentation of all AGGIE CLUB OF ENGINEERS events;
5. Quartermaster
- Maintains and catalogues storage unit with all Aggie Club of Engineers supplies
  - Keeps record of supplies taken out of storage unit with name of member who checked it out
6. Recruitment Chair
- Assume ultimate responsibility for all phases of the Aggie Club of Engineers recruitment process;
  - Maintain a list of contact information for potential new members;
  - Lead the recruitment committee in a democratic and professional selection process of candidates that will represent the Aggie Club of Engineers well;
  - Alert candidates in a timely fashion of all stages of the recruitment process;
  - Ensure that the recruitment process respects all candidates as well as their privacy;
  - Organize and maintain candidate interviews in a timely fashion, while utilizing the recruitment committee.
  - Conduct new member meetings and facilitate new member project
  - Organize retreat for new members with Family Chair
  - Assist Family Chair with Big Brother Program
7. Service Chair
- Be responsible for all matters pertaining to community service and philanthropy;
  - Continually seek out and make available to the general members service opportunities within the surrounding community;
  - Continually seek out a philanthropy event each year
  - Work in conjunction with the PR Chair to advertise for any service or philanthropy events hosted by the Aggie Club of Engineers

- Work in conjunction with the PR Chair to plan and participate in any on- campus service events.

### **External Officers Duties**

#### **1. Social Chair**

- Plan and maintain all social events within and hosted by the Aggie Club of Engineers;
- Work in conjunction with the PR Chair to advertise for any social events hosted by the Aggie Club of Engineers;
- Work closely with the Treasurer to ensure that social events remain within the budget.

#### **2. Songfest Chair**

- Talk to other women organizations about becoming a songfest partner for the upcoming year
- Work with the women's songfest chair to create a team to represent the Aggie Club of Engineers and the other organization
- Schedule rehearsals and help to build set

#### **3. Corporate Relations Chair**

- To continually seek out business contacts that will be beneficial to the Aggie Club of Engineers;
- Continually seek out opportunities with companies to have employees visit the organization to give beneficial presentations;
- Continually seek out opportunities with companies so that the organization can visit the company for a beneficial purpose;
- Maintain a database of company information for future use.
- One mandatory presentation from a professional once a semester
- Maintain ACE resume bank and career fair information/preparation
- Work alongside alumni chair to maintain a database of alumni in the workplace

#### **4. Special Events Chair**

- To continually seek out events that would require greater participation from members and that offer more enjoyment than regular social events;
- To be responsible for any and all social events that fall outside of the magnitude of the social chair.
- To have the power to collect, maintain, redistribute, and otherwise manage voluntary extra funds, in any amount, collected for the purpose of said events;
- To operate outside of the AGGIE CLUB OF ENGINEERS general budget, working solely with funds provided by members for specific events as organized by the Special Events Chair;

- By the end of the year, the special events chair, with input from the executive council, shall determine a way in which any extra funds from this pot of money shall be returned, in some way, to the individual members or the organization as a whole, as deemed appropriate. This decision shall be accompanied by a general report (not a full budget) with information regarding events planned and amount/s charged.
- Plan winter and spring break trip open to all current and former members

#### 5. Public Relations Chair

- Be responsible for any advertising for AGGIE CLUB OF ENGINEERS events;
- Be responsible for the design, creation, and distribution of any fliers or advertisements on behalf of the Aggie Club of Engineers;
- Lead in the design and distribution of all AGGIE CLUB OF ENGINEERS apparel;
- Maintain social media presence
- Maintain good relations with other on campus organizations;
- To continually search out activities that would promote the positive aspects of the Engineering department on the Texas A&M Campus;
- To be responsible for coordinating various campus related activities on behalf of the Aggie Club of Engineers;
- Maintain a database of other on campus organizations and a list of events they host that may pertain to the Aggie Club of Engineers and ensure that general AGGIE CLUB OF ENGINEERS members are aware of them;

### **Organization Advisor Duties**

#### 1. Primary Advisor

- To work with the president as spokesman and official representative for Aggie Club of Engineers;
- To be responsible for the formation of goals and the direction of the organization;
- Be knowledgeable of the events, activities, and issues related to the Aggie club of Engineers and its committees;
- To work closely with our organization and the Department of Student Life Staff for the beneficial exchange of information;
- Sign all contracts involving the Texas A&M University so as to keep the Aggie Club of Engineers recognized and beneficial to its members;
- Cosign all official AGGIE CLUB OF ENGINEERS checks deemed necessary;
- Provide guidance and counsel to AGGIE CLUB OF ENGINEERS and its Executive Council.

### **Executive Council Member Selection**

#### 1. Executive Council Selection Overview

- The members of the Executive Council shall be elected annually by the general members every spring.
- Executive Council members shall serve for a period of one year, beginning the first meeting following the completed election process and ending the first meeting following the next years completed election process.

## 2. Candidate Requirements

- Candidates must have and maintain active status within their respective cabinet, committee, or subgroup;
- Be in good standing with the organization, their respective committee, and their family;
- Have and maintain active status in their respective Engineering Department;
- Have completed two semesters of active membership in ACE prior to the academic year in which the position will be held
- Be in good standing with the organization
- Candidates for president and vice presidents of external and internal relationships must have served as officer or Godfather position

## 3. Nomination and Election Procedures

- At the first formal meeting of AGGIE CLUB OF ENGINEERS during the month of February, nominations shall be taken by the Judicial Chair and recorded by the Secretary.
  - Nominations will be taken until the week before the election for the position
  - The election for these positions shall take place during the first formal meeting of April.
  - All voting shall be conducted by secret ballot assembled, distributed and collected by the Judicial Chair and shall proceed in accordance with the most up to date version of Robert's Rules of Order unless otherwise stated in this constitution or unanimously approved by the Executive Council. These alterations shall be given with a minimum one week prior notice to the general membership of AGGIE CLUB OF ENGINEERS.
  - All eligible candidates whose candidacies have been certified by the Secretary shall be allowed to deliver a presentation to AGGIE CLUB OF ENGINEERS.
  - The Judicial Chair and President (Internal Vice President for Presidential election) shall count the votes and announce the winner prior to moving onto the election process for the next position.
- 
- The election of Executive council shall take place in the following order:
    1. President
    2. Internal Vice President
    3. External Vice President
    4. Treasurer



5. Secretary
6. Member At Large

## **Officer Selection**

### **1. Officer Selection Overview**

- Internal Officers shall be annually appointed by the Internal Vice President and approved unanimously by the Executive Council.
- External Officers shall be annually appointed by the External Vice President and approved unanimously by the Executive Council.
- Officers may be reappointed for additional terms, but the formal procedure must be followed in reappointments, and all applicants considered.
- Officers shall be selected and announced no later than the last general meeting of the spring semester.

### **2. Candidate Requirements**

- Candidates for an officer position shall have at least a 2.5/4.0 cumulative GPR prior to candidacy;
- Have and maintain active status in their respective Engineering Department;
- Satisfy all officer Eligibility Requirements as stated by The Department of Student Activities
- Be in good standing with the organization

### **3. Application and Appointment Procedures**

- All eligible candidates seeking an officer position shall submit, to the respective vice president, an application detailing their desire to fill said position following release of officer application
- The application shall signify which position(s) the candidate is seeking as well as allow for the member to describe how they best fit the position.
- An application is not necessary for a member to be appointed, however, it is encouraged.
- After reviewing the applications, the Internal and External Vice Presidents are encouraged, but not required, to hold individual interviews with the candidates that have applied for positions in their respective cabinets.
- After the Vice President has selected his cabinet he shall submit it in writing to the Executive Council for a unanimous acceptance vote.
- All applications or other documents pertaining to the appointment process shall be documented and maintained by the Secretary.

## **Organization Advisor Selection**

### **1. Primary Advisor**

- The selection of the Primary Advisor for the Aggie Club of Engineers shall take place upon the creation of the organization.
- Should the organization be found without an advisor, a vote shall take place at the next regular meeting as to which Texas A & M University faculty member to seek as a new advisor.
- Upon completion of the vote, the President shall approach the faculty member and present them with the opportunity to act as Advisor to the Aggie Club of Engineers.
- This process will continue until a faculty member accepts the position of Advisor.

## **Section IV – Executive Council and Officer Removal Procedures**

### **Executive Council Removal Procedures**

#### **1. Removal by Impeachment**

Executive Council Members may be subjected to removal, via 2/3rds vote of all members in good standing within the organization, by the Judicial Chair via a public hearing;

Removal procedures may be initiated by written petition, presented to the Judicial Chair, of not less than 1/3rd of the total membership of the Aggie Club of Engineers;

Removal of any Executive Council Member must be executed by 2/3rds ballot vote of all members in good standing with the organization.

#### **2. Removal by Judicial Board**

Should an Executive Council Member fail to meet any requirements as specified in this constitution, they shall be subject to a hearing with the AGGIE CLUB OF ENGINEERS Judicial Board at which point they may present their perspective on the issue at hand.

The Executive Council Member will then be notified, no less than one week after the hearing, of any punitive actions that will be taken, including but not limited to removal from their Executive Council position within the organization.

#### **3. Vacancy Following Removal**

The organization will follow Section 5 of this Article in order to fill any vacancies following removal of Executive Council Members.

### **Officer Removal Procedures**

#### **1. Removal by Impeachment**

Officers may be subjected to removal, via 2/3rds vote of all members in good standing within the organization, by the Judicial Chair via a public hearing;

The Judicial Chair will notify the officer of their infraction, the punitive measures being sought (if there is a predetermined punishment in relation to the members' infraction), and their hearing date and time via email no later than one week prior to the scheduled hearing time.

Removal procedures may be initiated by written petition, presented to the Judicial Chair, of not less than 1/4th of the total membership of the Aggie Club of Engineers;

## 2. Removal by Judicial Board

Should an Officer fail to meet any requirements as specified in this constitution, they shall be subject to a hearing with the AGGIE CLUB OF ENGINEERS Judicial Board at which point they may present their perspective on the issue at hand.

The Officer will then be notified, no less than one week after the hearing, of any punitive actions that will be taken, including but not limited to removal from their Officer position within the organization.

## 3. Vacancy Following Removal

The organization will follow Section 5 of this Article in order to fill any vacancies following removal of Executive Council Members.

# Section V – Executive Council and Officer Vacancies

## Executive Council Vacancies

### 1. Resignations

Resignation of Executive Council positions shall be submitted in writing to the Executive Council prior to resignation.

### 2. Nominations

Nominations for vacancies on the Executive Council shall be made at the AGGIE CLUB OF ENGINEERS meeting immediately following receipt of the official written resignation and election process shall take place at the next available meeting following nominations.

### 3. Abridged Term

The term of office for those elected to fill such a vacancy on the Executive Council shall be through the next scheduled election of the Executive Council Officers.

### 4. Presidential Vacancies

If the office of President is vacated, the Internal Vice President will assume the position until the next available meeting in which an election can take place amongst all eligible candidates for the position, as defined in the constitution.

## Officer Vacancies

### 1. Resignations

Resignation of Appointed Officer positions shall be submitted in writing to the Executive Council prior to resignation.

### 2. New Appointments

Upon the vacancy of an appointed position, the respective vice president, presiding over

the cabinet in which the vacancy falls, shall follow the appointment process, as defined in the constitution, in a timely fashion, as defined by the current Executive Council.

### 3. Abridged Term

The term of office for those elected to fill such a vacancy on the Executive Council shall be through the next scheduled election of the Executive Council Officers.

## **Article III – FAMILIES and COMMITTEES**

### **Section I – Families**

#### Selection

The families of the Aggie Club of Engineers shall be created and maintained by the Family Chair and the Godfathers of each family. Selection and information regarding Godfathers can be found in Section III of this Amendment. For as long as there is a member of a specific Engineering Major, then there shall be a family that corresponds to that Major. The Family Chair shall be responsible for creating the AGGIE CLUB OF ENGINEERS Families. Each member will be placed in the family that corresponds to the Engineering Major that they are studying. There shall not be a restriction on the number of members in each family. If a Family does not have an adequate number of members then the Family Chair shall combine that family with another family at his digression and unanimous approval from the Executive Council.

#### Responsibilities

The responsibilities of the family shall be to aid and to bring together the members of the Engineering Major that they represent. They shall serve as a source of academic support and service opportunity, as well as be a social outlet for the member of the Aggie Club of Engineers.

### **Section II – Committees**

#### List

Committee creation, size, and specific requirements shall be designated each year by Executive Council

An officer shall submit a request for a committee and requested size to the Executive Council over the summer, to be approved in conjunction with other officers' request relative to the size of the general membership

#### Responsibilities

The responsibilities of all committees shall be to aid and to serve the chair that they have joined. The committee shall take on the responsibility delegated to it by its' respective officer. Within the committee, the member must maintain good standing with the committee and help divide the work evenly amongst its' members.

#### Restrictions

Each committee will have a limited number of members. The limit for each committee for the maximum number of members allowed in a committee shall be set prior to the start of the semester by the Chair of the Committee. The set limit must be approved by a (3/5) vote of the Executive Council. Members of the Executive Council shall not be allowed to join a committee; rather, they will be allowed to attend and to oversee all committee operations throughout the semester.

#### Selection

Upon completion of each semester, members will complete a committee preference form. The Executive Council will review the forms and ultimately have last say in which committee a member is put into via 3/5ths vote.

### **Article IV – GENERAL MEMBERSHIP**

#### **Section I – Membership Eligibility**

Applying students must have and maintain a GPR of 2.0 to be considered for review and admission. If you do not meet minimum requirements then an alternate admission process will be administered. This process is to be determined by the Executive Council.

Students officially enrolled in classes at Texas A&M University are eligible for Aggie Club of Engineers membership.

Applying students must be enrolled in the Dwight Look College of Engineering. Any student who has graduated from the Dwight Look College of Engineering as a member of the Aggie Club of Engineers in good standing may remain a full member during continued education, regardless of discipline.

Members and officers must also satisfy The Department of Student Activities Eligibility Requirement Statement which is as follows:

*“The officers of this organization must meet the following requirements:*

*(a) Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.*

*1. For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).*

*2. For graduate level students the minimum cumulative and semester GPR is a 3.00 and for first professional students the minimum cumulative and semester GPR is 2.50. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.*

*(b) Be in good standing with the university and enrolled:*

*1. at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.*

*2. at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.*

*(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."*

## **Section II – Recruitment**

Formal Recruitment shall begin the midnight before the first scheduled formal recruitment event, and shall end at midnight after the last scheduled formal recruitment event.

Formal Recruitment weeks are determined by the Recruitment Chair.

The Recruitment Chair shall be responsible for designating time slots for each member of AGGIE CLUB OF ENGINEERS to perform formal recruitment activities. Members of AGGIE CLUB OF ENGINEERS shall only perform formal recruiting activities with potential new members during their designated time.

All formal recruitment events shall take place within a fifty (50) mile radius of Bryan/College

Station.

No member should, at any time, purposely misrepresent AGGIE CLUB OF ENGINEERS in regards to improving the organization's name to benefit the recruitment process. This includes but is not limited to, providing false information in academics, athletics, awards (University, Inter/nationally), membership status or any other forms of recognition status at Texas A&M University.

## **Section III – General Member Duties**

### **General Member Requirements**

#### **1. Membership**

There is a mandatory enrollment fee (Membership fees) of amount to be determined by the Executive Council at the beginning of every semester and presented to the members at the first meeting of every semester

There is a required survey at the end of each semester that must be filled out prior to committee preference forms.

#### **2. Meeting Requirements**

Members will be required to attend all General Member Meetings, unless otherwise specified by the President or Judicial Chair.

Members are allotted no more than three (3) unexcused absences from General meetings and zero (0) unexcused absences during each semester. Should a member attain four (4) unexcused absences from general meetings per semester, then they shall be granted a hearing prior to being placed on probation within the organization. Full details regarding probation can be found in the AGGIE CLUB OF ENGINEERS Judicial Code

Should a member attain more than four (4) unexcused absences from mandatory events per semester, then they shall be granted a hearing prior to being dismissed from the organization. Full details regarding dismissal can be found in the AGGIE CLUB OF ENGINEERS Judicial Code.

Failure to comply with this requirement shall result in action taken by the Judicial Board, which is stated in the Judicial Code.

### **Committee Requirements**

#### **1. Committee Operation**

All members must attend their respective committee meetings and give valid participation.

All members must cooperate with other members of their committee and must report to their respective committee chair.

Failure to uphold these requirements will result in punitive actions taken by the Judicial Board.

## **Section V – Procedure for Removal of Members**

### **Removal of General Members**

#### **1. Removal by Petition**

General Members may be subjected to removal, via 2/3rds vote of all members in good standing with the organization, by the Judicial Chair via a public hearing;

**The Judicial Chair will notify the officer of their infraction, the punitive measures being sought (if there is a predetermined punishment in relation to the members' infraction), and their hearing date and time via email no later than one week prior to the scheduled hearing time.** Removal procedures may be initiated by written petition, presented to the Judicial Chair, of not less than 1/3rd of the total membership of the Aggie Club of Engineers;

Removal of any General Member must be executed by 2/3rds ballot vote of all members in good standing with the organization.

#### **2. Removal by Judicial Board**

Should a member fail to meet any requirements as specified in this constitution, they shall be subject to a hearing with the AGGIE CLUB OF ENGINEERS Judicial Board at which point they may present their perspective on the issue at hand.

The member will then be notified, no less than one week after the hearing, of any punitive actions that will be taken, including but not limited to revocation of their membership status within the organization.

## **Article V – ALCOHOL POLICY**

### **Section I – Alcohol and Members**

The consumption of alcohol amongst members will only be permitted during Aggie Club of Engineers Social Events. Any other types of Aggie Club of Engineers events, meetings, or gatherings amongst members may not involve the consumption of alcohol.

### **Section II – Alcohol and Non-Members**

Should the organization be participating in any event, meeting, or gathering with non- members of the Aggie Club of Engineers, then the consumption of alcohol will be strictly prohibited. The



only exception to this rule shall be if the event is a social event and the non-member, or spokesperson for the non-members, agrees to permit alcohol. Any other types of Aggie Club of Engineers Non-Member events, meetings, or gatherings may not involve the consumption of alcohol.

### **Section III – Superseding Law**

All use of Alcohol shall be done so in accordance with any and all Federal and State laws.

### **Section IV – Punishments**

Should a member break either of the previously stated rules, then they shall be subject to a hearing with the Judicial Board and punishment as dictated in the Aggie Club of Engineers Judicial Code.

## **Article VI – JUDICIAL BOARD**

### **Section I – Overview**

Should a member commit an infraction in accordance with the Aggie Club of Engineers Constitution, then they shall be subject to a hearing with the AGGIE CLUB OF ENGINEERS Judicial Board to discuss said infraction and to determine any punitive measures that will be taken.

### **Section II– Judicial Board Members**

The Aggie Club of Engineers Judicial Board will consist of five (5) AGGIE CLUB OF ENGINEERS members.

The Judicial Board will consist of three (3) permanent members as well as two (2) temporary members that will be selected for each hearing that is held by the AGGIE CLUB OF ENGINEERS Judicial Board.

The three permanent members will consist of the AGGIE CLUB OF ENGINEERS Judicial Chair, as well as two members that the Judicial Chair personally selects at the beginning of each semester. The two selected members must be submitted to the Executive Council for unanimous approval. These two members will serve at every hearing for the semester for which they have been selected.

The two remaining members of the Judicial Board will be chosen via a random means of selection (from within the family of the member for which the hearing is being held) for each new hearing, and will be released from their duties at the conclusion of the hearing in which they are serving.

### **Section III – Judicial Board Proceedings**

Member will maintain the right to know what they are being charged for as well as the punitive actions that the Judicial Board is seeking prior to the hearing. The responsibility falls on the member to inquire about any details from the Judicial Chair prior to their set hearing date should they choose to do so.

The Judicial Chair will notify a member of their infraction, the punitive measures being sought (if there is a predetermined punishment in relation to the members' infraction), and their hearing date and time via email no later than one week prior to the scheduled hearing time.

Should this scheduled hearing be at a conflicting time with the member, it is the members duty to notify the Judicial Chair of this conflict. The member must include in an email the reason for the conflict, as well as a list of times that the member will be available to reschedule the hearing. The email must be received by the Judicial Chair no later than 48 hours prior to the previously scheduled hearing time. Should a member fail to abide by the above specifications or should they be absent at their hearing, any and all punitive measures set by the Judicial Board will be final and the member will not be given the chance to share their perspective on the issue.

Following the hearing, the member in question will have an allotted amount of time, as specified by the Judicial Board in the hearing, to complete the punitive actions.

Should the member fail to complete the actions required by Judicial Board's hearing, then the member will be notified of a subsequent Judicial Board comprised of the same members on the initial Judicial Board. The purpose of the subsequent Judicial Board will solely be to review the membership of the member. Upon conclusion of the second Judicial Board, the member will: A) be given an extension on the penance and be subject to an increase in severity of penance at behest of the second Judicial Board. Or B) be placed on a list of students that are no longer eligible for membership and removed from the organization.

All hearings will be filed in the Aggie Club of Engineers records, and all information regarding rules and regulations for members can be found in the Aggie Club of Engineers Constitution.

## Texas A & M University's Aggie Club of Engineers Judicial Code

### **ARTICLE I - THE JUDICIAL POWER**

#### **Section I – Composition**

The Judicial Power of the Aggie Club of Engineers shall be vested in the Judicial Board. The Judicial Board will be led and governed by the Aggie Club of Engineers Judicial Chair.

#### **Section II – The Judicial Chair**

The Judicial Chair will lead the Judicial Board and will run all Judicial Meetings and Hearings. He shall conduct all formal means of voting and decision making processes, and will retain the power to break any ties. Should the Judicial Chair or any members of the Judicial Board find themselves with a conflict of interest regarding an AGGIE CLUB OF ENGINEERS Hearing, then it is the Judicial Chair's responsibility to ensure that the problem is taken care of. In the event that the Judicial Chair is found with a conflict of interest he shall seek aid from the Executive Council. The Judicial Chair will take responsibility for delivering all decisions made by the Judicial Board and will take all responsibility of ensuring that the correct processes are followed as laid out in Article V of the AGGIE CLUB OF ENGINEERS Bylaws. The Judicial

Chair will keep detailed written records of all events, meetings, and hearings held within the Judicial Body, and will report them upon completion to the AGGIE CLUB OF ENGINEERS Secretary to be filed in the Aggie Club of Engineers Records.

### **Section III – Judicial Board**

The Judicial Board will aid the Judicial Chair in any and all Judicial Business and shall attend meetings and hearings held by the Judicial Chair. Should the members of the Judicial Board have any conflicting interests in any AGGIE CLUB OF ENGINEERS Hearings, then it is their responsibility to alert the Judicial Chair of said conflict. Selection of the Judicial Board shall be in accordance with Article V of the AGGIE CLUB OF ENGINEERS Bylaws.

## **ARTICLE II - RESPONSIBILITY AND AUTHORITY OF THE JUDICIAL BODY**

### **Section I – Responsibility**

The Aggie Club of Engineers will be held responsible for the actions of its members. The Judicial Board shall be responsible for all areas concerning the Aggie Club of Engineers and Aggie Club of Engineers' relations. The Judicial Board will be held responsible for upholding all rules and regulations stated within the Aggie Club of Engineers Constitution, Bylaws, and Judicial Code.

### **Section II – Authority**

The AGGIE CLUB OF ENGINEERS Judicial Board will have the authority to act on any incident report involving members of the Aggie Club of Engineers in regards to the Constitution, Bylaws, and Judicial Code. The Judicial Board's authority shall cover all members of AGGIE CLUB OF ENGINEERS including Officers and the Executive Council.

## **ARTICLE III – INFRACTIONS**

## **Section I – Minor Infractions**

The following list of infractions will be considered Minor Infractions:

- Infractions involving alcohol
- Infractions involving misrepresentation of the organization
- Infractions involving disorderly or ungentlemanly conduct
- Infractions involving member standings within the organization, committee, or family
- Attaining four (4) unexcused absences from mandatory events
- Any other infractions deemed minor by the Judicial Chair or Executive Council

Minor Infractions will result in the member being placed on probation within the organization. The member will retain the right to a hearing in which the member may plead his case in an attempt to explain his actions. The Judicial Board will retain the right to excuse any preset punishments in the event that the member in question provides a legitimate explanation for his infraction at his designated hearing. All hearings for Minor Infractions will not require the full Judicial Board to be in attendance, although the full Judicial Board has the right to attend any hearings for Minor Infractions. In turn the Judicial Chair is the only member of the Judicial Board that is required to attend hearings for Minor Infractions. Procedures for hearings shall follow the procedural rules and regulations as specified in Article V of the AGGIE CLUB OF ENGINEERS Bylaws.

## **Section II – Major Infractions**

The following list of infractions will be considered Major Infraction:

- Committing Minor Infractions while on Probation within the organization
- Infractions involving extreme misrepresentation of the organization
- Infractions involving extreme disorderly or ungentlemanly conduct
- Infractions involving dismissal from the organization as a punishment
- Attaining more than four (4) unexcused absences from mandatory events
- Any other infractions deemed major by the Judicial Chair or Executive Council

Major Infractions will result in dismissal from the Aggie Club of Engineers. A full Judicial Board must be present for any and all Major Infraction Hearings. Procedures for hearings shall follow the procedural rules and regulations as specified in Article V of the AGGIE CLUB OF ENGINEERS Bylaws.

## **ARTICLE IV – PUNISHMENTS**

### **Section I – Probation**

Members may be placed on probation after being found guilty of a Minor Infraction in a Judicial Board Hearing. Members placed on probation shall no longer retain the right to vote in any official Aggie Club of Engineers voting procedures. Members on probation within the organization shall also be required to attend all remaining mandatory events, regardless of remaining allotted excused absences.

### **Section II – Dismissal**

Dismissal from the Aggie Club of Engineers can result from a member being found guilty of a Major Infraction in a Judicial Board Hearing. Members dismissed from the organization will permanently be considered in bad standing with the organization. Dismissed members will not be allowed to rejoin the Aggie Club of Engineers at any point in the future.

Section III – Other Punishments. The Judicial Board shall retain the right to lessen the punishment of Minor Infractions at the discretion of the Judicial Board. Punishments that stray from the preset punishments must be approved by a three fifths (3/5) vote by the Executive Council prior to the presentation of the punishment to the member at a Judicial Board Hearing.

### **Section IV – Decision Overruling**

All decisions made by the Judicial Board may be overruled by the Executive Council via a three fifths (3/5) majority vote by the Executive Council Members.

## **ARTICLE V – HEARINGS**

### **Section I – Public Hearings**

All Hearings for Major Infractions shall be open to all members of the Aggie Club of Engineers. Members are not required to attend, however they are welcome to come and view the hearing. Any members in attendance may not voice their opinions in the discussion and will be asked to leave should there be any unruly behavior or interruptions to the hearing. Nonmembers will not

be permitted to attend any public hearings.

## **Section II – Private Hearings**

All Hearings for Minor Infractions will be considered private and will be closed to all members or spectators besides the AGGIE CLUB OF ENGINEERS Member in question and the Judicial Board.

## **Section III – Appeals**

All members that have been sentenced to dismissal from the organization will have the right for a chance at appealing the dismissal. Should the member attain a positive vote of no less than 2/3 of the members in good standing with the organization, then they shall not be dismissed from the organization. The member in question will then be subject to another hearing to decide alternate punitive actions.