

RSO Constitution

Student Organization Name: Civil Ventures at Berkeley

Date Prepared: 08/30/2020

Date Amended: 09/10/2020

Date Approved (LEAD Center staff):

Approved by (LEAD Center staff):

Article I - Name

The name of this organization shall be the Civil Ventures at Berkeley.

Article II - Purpose

The objective of this organization is to inspire Berkeley Civil and Environmental Engineering students to become entrepreneurial leaders and innovative thinkers on-campus and beyond. The club facilitates the advancement of technology, encourages lifelong learning, promotes professionalism and the profession, and develops civil engineering leaders, and advocates infrastructure and environmental stewardship.

Article III - Membership

1. Membership of this Chapter shall consist of undergraduate and graduate students enrolled at the University of California, Berkeley.
2. Members of Civil Ventures at Berkeley shall subscribe to the Constitution and Bylaws of the organization.
3. Alumni are considered “non-active” or “associate” members. These members must have been on the **Environmental Team at UC Berkeley** while they were undergraduates here. Their rights include participating as mentors/advisors when requested.
4. Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.
5. Organization will not haxe according to California State Law.
6. Organization will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical

condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

Article IV - Officers & Elections

1. The Executive Board shall consist of chapter officers as listed in the Bylaws.
2. Chapter Officers shall be elected at the end of a Fall semester and hold the position for following two (2) semesters. The timeline of installation of Officers shall be outlined in the Bylaws.
3. The Officer must be present on campus, as long as advised otherwise by the Alameda County Public Health Department, during his/her term.
4. The President shall have served at least two (2) semesters on the Board prior to taking the position.
5. If an Officer wishes to resign, he/she may step down. The Officer shall submit a formal letter of resignation to the president, or faculty advisor in the event the President resigns.
6. If an Officer is not performing his/her duties, the Board may terminate the Officer. The termination procedure in the Bylaws shall be followed.
7. If a vacancy of a position occurs during the first half of the term, a special election shall be held to fill the position. The President will hold elections via electronic ballot and the board will vote and approve with a two-thirds majority.
8. If a vacancy of a position occurs during the second half of the term, it shall be filled by Presidential appointment. If the President's position is vacant, then the Board shall elect a new President and the new President shall appoint the now-vacant position on the Board.

Article V - Meetings

1. The organization will hold general meetings every two weeks on Wednesday, 5-6 PM, in an assigned room or via zoom.
2. All members and officers are expected to be at these meetings.
3. The quorum is either President or Vice President.
4. No special emergency meetings will be necessary.
5. Board members will meet every month during the school year.
6. Board meeting dates and times will be determined by the president.

Article VI - Constitutional Amendments

1. Only officers can propose amendments.
2. Amendments are proposed during board meetings and announced by the President.
3. Members and officers are given one week after the proposed amendment to vote. After that period, amendments will be added/not added based on results.
4. Members will be notified of amendment related activities during general meetings.
5. An amendment will need a 2/3 majority vote from active members to pass.
6. All amendments, additions or deletions to this document must be filed with the LEAD Center in 432A Eshleman Hall.
7. Amendments for bylaws can only be voted by the officers.
8. $\frac{2}{3}$ of the officer body has to be present in the voting for Amendments to modify bylaws.
9. $\frac{1}{2}$ majority is needed for Amendments to modify bylaws.

Article VII - Dissolution

1. Dissolution will be decided with a proposal from one of the officers and a majority vote by the officers.
2. At least eighty percent majority vote from the officer body will be required to dissolve the group.
3. All unspent ASUC funds shall return to the ASUC; all Graduate Assembly funds shall return to the Graduate Assembly.
4. If the organization is defunct for five (5) or more years, any privately obtained funds (including any funds left in miscellaneous accounts) shall be donated to the ASUC.

BYLAWS

Article I - BOARD

Section I: Officers

1. The Executive Board shall consist of the President, Executive Vice President, Vice President - Operations (Secretary) and Vice President - Financial (Treasurer).

Section 2: Duties

1. President: The President is the primary contact for the organization. They oversee the structure of the board and plan the transitions of positions and organize the Executive Board. They ensure that the organization has met its chapter and national goals. The President serves as the liaison for CEE department, and the College of Engineering. The President handles any changes in the society's bylaws and handles the conflict resolution within the organization.
2. Executive Vice President: The Executive Vice President is in charge of the professional development of the society. The primary task is to organize the general meetings and find companies to present as well as working with the industry chair to find other ways to interact with companies and professionals in the area. The Executive Vice President will take President's responsibilities when the President is not present.
3. Vice President - Operations (Secretary): The secretary is in charge of keeping records of all documents pertaining to Civil Ventures at Berkeley, this includes taking meeting minutes during executive and general board meetings. The secretary is also in charge of sending and responding to emails via gmail, and facebook.
4. Vice President - Financial (Treasurer): The Treasurer oversees the personal funds of the organization. They are responsible for creating and maintaining a budget for all revenues and expenses with the goal of being revenue neutral across the fall and spring semesters, which have very different cash flows. They must track all expenses and be transparent about funds, and maintain a bank account and venmo and paypal accounts to accept payments. In charge of tracking payments received from events from multiple platforms and paying for various events, as well as reimbursing members who use their own money for things Civil Ventures should cover.

Section 3: Termination of Officers

1. An Officer may be terminated by vote of the Board if the duties of the position are not being fulfilled in a professional manner.
2. A warning email shall be given to the Officer by the President to notify that he/she is not performing duties and is eligible for termination.
3. If the Officer does not make ample positive change after two weeks, the Board may remove the Officer by two-thirds vote. The Officer may approach the Board and address why he/she/they deserves to stay on the board before the vote takes place.