

PART I – NAME AND MISSION STATEMENT

ARTICLE 1 – NAME

The name of the non-profit educational organization shall be “The University of Toledo Engineering Council” and will be referred to as “UTEC” here forward.

ARTICLE 2 – MISSION STATEMENT

The mission statement of UTEC shall be to:

- Cultivate relationships between The University of Toledo and business/educational organizations within the Toledo community.
- Aid in the stability, success, and advancement of all recognized student organizations within the College of Engineering.
- Provide for the advancement and academic support of all students within the College of Engineering.
- Facilitate and ensure communication between the College of Engineering faculty, staff, students, and student organizations.

PART II – MEMBERSHIP

ARTICLE 1 – SELECTION AND REMOVAL

Section 1: To be eligible for membership, a person must:

- Be enrolled in The University of Toledo College of Engineering undergraduate program for at least two academic semesters as a first-year student or one academic semester as a transfer student, or
- Be enrolled in The University of Toledo College of Engineering graduate program for at least one academic semester, and
 - Complete the application process.

Section 2: A vacant seat on the council may be filled for the remainder of the current academic semester by approving a student for membership who has completed the application process for the current academic semester or by conducting a special application process.

Section 3: A member may be removed from the council before the completion of the academic semester either by :

- A three-quarter (3/4) super-majority vote of the council at council

meeting, or unanimous vote of the Executive Board.

Section 4: The council shall consist of an absolute maximum of forty (40) members.

- Returning members that are on a distant co-op, outside 20 miles from campus, will not count towards the member cap (40). These members still have the right to vote on issues, serve on a committee and apply for the executive board the following semester.

ARTICLE 2 – TERM OF MEMBERSHIP

Term of membership shall begin on the first day of the academic semester for which a member is selected and shall end on the last day of the same academic semester.

ARTICLE 3 – ANTI-DISCRIMINATION LAW

UTEC does not categorically deny membership to an individual, based on race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities (unless specifically exempted by law).

ARTICLE 4 – MEMBERSHIP EXPECTATIONS

Every UTEC council member is responsible for maintaining active involvement in the recruiting of new council members for the remainder of the current academic semester and the following academic semester.

PART III – ADVISORY BOARD

ARTICLE 1 – SELECTION AND REMOVAL OF ADVISERS

Section 1: A potential adviser must be recommended by a member of the Executive Board and approved by a two-third (2/3) vote of the council.

Section 2: Advisers shall be approved for a given academic semester at the final meeting of the previous academic semester.

Section 3: Any adviser may be removed at any point in his or her term by a two-third (2/3) vote of the council.

Section 4: If at any point during the academic semester the number of advisers on the Advisory Board falls below two (2), an interim adviser shall be appointed by a simple majority vote of the Executive Board for the remainder of the academic semester. **Section 5:** The current Dean of The College of Engineering, or designee, shall serve on the Advisory

Board as ex official members.

ARTICLE 2 – TERM

The term of an adviser shall begin on the first day of the academic semester for which he or she was elected, and shall end on the last day of the same academic semester.

ARTICLE 3 – DUTIES

The duties of an adviser shall consist of the following:

- Provide advice and resources as necessary, or when called upon by the council.
- Act as a liaison between the council and the organization or company that he or she represents.

PART IV – ORGANIZATIONAL STRUCTURE

ARTICLE 1 – EXECUTIVE BOARD

The Executive Board shall consist of the following positions, which will be referred to officers here forward:

- President
- Executive Vice President
- Vice President of Corporate Relations
- Vice President of Community Outreach
- Vice President of Campus Outreach
- Vice President of Event Programming
- Vice President of Communications
- Student Advisor

ARTICLE 2 – ELECTION OF THE EXECUTIVE BOARD OFFICERS

Section 1: All Executive Board members shall be elected by a simple majority vote of the council. The only exception is to be the Vice President of Communications, which will be appointed by the Executive Board.

Section 2: Elections for a given academic semester shall take place at the final meeting of the previous academic semester.

Section 3: A two (2) round nomination period shall take place prior to all elections. All candidates

shall be given an opportunity to accept or reject his or her nomination prior to the election.

A nomination round shall consist of either nomination or self-nominations of each officer at council meeting. The first round of nominations shall be one council meeting before the election, and the second round of nominations shall be the council meeting of the election.

Section 4: In the event that more than two (2) candidates run for a position, a run-off system shall be used. In the run-off system, two (2) rounds of voting shall be held. The two (2) candidates that receive the most votes in the preliminary round shall advance to a secondary voting round.

Section 5: The term of each officer shall begin on the first day of the academic semester for which he or she was elected, and shall end on the last day of the same academic semester.

ARTICLE 3 – RESIGNATION & REMOVAL OF EXECUTIVE BOARD OFFICERS

Section 1: Any Executive Board officer who intends to resign must make a formal announcement of his or her intent at the next council meeting.

Section 2: Any Executive Board officer who has formally announced his or her resignation will continue to hold his or her position until an interim officer has been elected.

Section 3: Any Executive Board officer may be removed from his or her position by a two-third (2/3) super majority vote of the council at a council meeting.

Section 4: Any officer that resigns or is removed from a position, except as indicated in PART IV, ARTICLE 3, Section 6 or PART IV, ARTICLE 3, Section 7, will be ineligible to hold an elected office for the remainder of the current academic semester.

Section 5: In the event that a vacancy in office occurs for an elected position other than the President or Vice President, an interim officer shall be elected for the remainder of the academic semester as described in PART IV, ARTICLE 2.

Section 6: If the office of the President becomes vacant, the following positions will serve as interim President for the remainder of the academic semester effectively immediately:

1.Current Executive Vice President (first vacancy) 2.Current Vice President of Corporate Relations (second vacancy) 3.Current Vice President of Community Outreach (third vacancy) 4.Current Vice President of Campus Outreach (fourth vacancy) 5.Current Vice President of Event Programming (fifth vacancy) 6.Current Vice President of Communications (sixth vacancy) 7.Elect a new President

Section 7: If there is a vacancy in the position of the Executive Vice President prior to the eighth week of the semester of which they are elected, the same process of filling the Presidential position, as outlined in Section 6 shall be followed. If there is a vacancy in the position of the Executive Vice President following the halfway point of the semester of which they are elected, the position shall remain vacant for the remainder of the academic semester, and all the Executive Vice President duties shall be handled by current Executive Board members.

ARTICLE 4 – APPOINTED OFFICIALS

Section 1:

Appointed positions shall consist of, but not be limited to, the following positions, which will be referred to as appointed officials here forward:

- New Member Chair
 - Promoting bonding with new members
- Engineers Week (E-Week) Chair
 - Planning activities for E-Week
- RockeTHON Chair
 - Being the source of information for RockeTHON; team captain
- Relay for Life Chair
 - Being the source of information for Relay for Life; team captain
- BIG Event Chair
 - Being the source of information for BIG Event; team captain
- Homecoming Chair
 - Facilitating UTEC's involvement in the homecoming parade
- Member Appreciation
 - Recognizing members for their accomplishments
- Photographer
 - Taking pictures of UTEC events
- Webmaster
 - Update and make edits to the UTEC website

- FYRE Liaison
 - Promote relations with FYRE (term will last a year if applicable)
- STEM Event Chair
 - Planning the STEM event through collaboration with campus organizations
- Halloweengineering Chair
 - Planning Halloweengineering through collaboration with campus organizations
- ELS Chair (Can be multiple chairs)
 - Planning the Engineering Leadership Summit
- 5K Chair (Can be multiple chairs)
 - Planning the Suits for Success 5K

Section 2: The term of all appointed officials shall be until the end of the academic semester for which the appointment was made.

Section 3: All appointments shall occur by a simple majority vote of the Executive Board upon review of the candidate's application.

Section 4: If there is a vacancy in the office of an appointed official, an interim appointed official shall be selected for the remainder of the academic semester by a simple majority vote of the Executive Board.

Section 5: A potential candidate shall be provided an opportunity to accept or reject his or her appointment as an official.

ARTICLE 5 – RESIGNATION AND REMOVAL OF APPOINTED OFFICIALS

Section 1: An appointed official who intends to resign from his or her position must make a formal announcement of his or her intent at the next council meeting.

Section 2: An appointed official who has formally announced his or her resignation will continue to hold his or her position until an interim official has been appointed as defined in PART IV, ARTICLE 5.

Section 3: Any appointed official may be removed from his or her position by a three-fourth (3/4) of the Executive Board or two-thirds (2/3) majority vote of the council.

ARTICLE 6 – STANDING COMMITTEES

All members not elected or appointed to an office will serve on one of the following committees:

- Corporate Relations Committee
- Community Outreach Committee
- Campus Outreach Committee
- Event Programming Committee
- Long Distance Co-op Committee

ARTICLE 7 – MAIN CAMPUS RECOGNITION

UTEC shall maintain recognition as a student organization per The University of Toledo policy.

PART V – POWERS AND RESPONSIBILITIES

ARTICLE 1 – EXECUTIVE BOARD

The Executive Board shall be responsible for but not limited to:

- Defining membership expectations prior to the first meeting of the academic semester and shall present these expectations to the council at the first meeting of the academic semester.
- Defining attendance requirements prior to the first meeting of the academic semester and shall present these expectations to the council at the first meeting of the academic semester.
- Facilitating goal setting for the council at the first council meeting of the academic semester, and for evaluating the progress made towards each goal throughout the semester.
- Presenting an operations budget to be approved by a majority of the council for the given academic semester.
- Approving all expenditures over twenty dollars (\$20), unless the expenditure appears in the operations budget for the academic semester.
- Revising the application for the next academic semester.
- Making appointments to positions detailed in PART IV, ARTICLE 4.

ARTICLE 2 – PRESIDENT

The President shall be responsible for but not limited to:

- Presiding over council and Executive Board meetings.
- Overseeing the performance of all officers and appointed officials.
- Facilitating goal setting for the Executive Board at the first Executive Board meeting of the academic semester and for evaluating the progress made towards each goal throughout the academic semester.
- Creating any additional office that he or she deems necessary for the future success of UTEC.

- Ensuring representation of the council at all Midwest Regional and National Association of Engineering Student Council (NAESC) Conferences.
- Calling and presiding over all President's Roundtable meetings.

ARTICLE 3 – EXECUTIVE VICE PRESIDENT

The Executive Vice President shall be responsible for but not limited to:

- Serving as the President's right-hand person.
- Facilitating correspondence between council members and the advisers.
- Presiding over council and Executive Board meetings in the absence of the President.
- Maintaining the finances of the council.
- Updating the budget each week and reporting the finances at each executive board and council meeting.
- Sending formal business emails.
- Sending acceptance and rejection emails as they apply to the applications at the beginning of each semester
- Recording and maintaining attendance records for council, Executive Board, and special meetings.
- Keeping track of the points system.
- Maintaining any and all standing publications.
- Constitution
- Involvement Network Forms
- Maintaining and updating Involvement Network as necessary.
- Updating the annual report at the end of his or her term.
- Updating the alumni roster by adding information for members graduating at the end of the Executive Vice President's term.
- Facilitating the Long Distance Co-op Committee in the fulfillment of its powers and privileges as listed in PART V, ARTICLE 4.

ARTICLE 4 – LONG DISTANCE CO-OP COMMITTEE

The Long Distance Co-op Committee shall be responsible for but not limited to:

- Completing tasks as assigned by the Executive Vice-President that can be completed remotely, such as event flyers. Tasks shall count as attendance points for Long Distance Co-ops in lieu of attending committee meetings.

ARTICLE 5 – VICE PRESIDENT OF CORPORATE RELATIONS

The Vice President of Corporate Relations Outreach shall be responsible for but not limited to:

- Serving as the chair of the Corporate Relations Committee.
- Facilitating the Corporate Relations Committee in the fulfillment of its powers and privileges as listed in PART V, ARTICLE 6.

- Facilitating goal setting for the Corporate Relations Outreach Committee at the first committee meeting of the academic semester and for reviewing the progress made on each goal throughout the semester.

ARTICLE 6 – CORPORATE RELATIONS COMMITTEE

The Corporate Relations Committee shall be responsible for but not limited to:

- Promoting UTEC's presence and purpose to corporate contacts.
 - Maintaining and enriching relationships with corporate contacts.
 - Acquiring corporate sponsorship for UTEC and other student organizations.
 - Acquiring corporate sponsorships for UTEC events.
 - Improving corporate representation at the University of Toledo Engineering Career Expo.
 - Securing corporate speakers and presenters.
 - Developing and maintaining an Alumni Newsletter to foster the relationship with UTEC alumni.

ARTICLE 7 – VICE PRESIDENT OF COMMUNITY OUTREACH

The Vice President of Community Outreach shall be responsible for but not limited to:

- Serving as the chair of the Community Outreach Committee.
 - Facilitating the Community Outreach Committee in the fulfillment of its powers and privileges as listed in PART V, ARTICLE 8.
 - Facilitating goal setting for the Community Outreach Committee at the first committee meeting of the academic semester and for reviewing the progress made on each goal throughout the semester.
 - Directing the following chair positions to the fulfillment of their responsibilities: Hallowengineering Chair, STEM Event Chair.

ARTICLE 8 – COMMUNITY OUTREACH COMMITTEE

The Community Outreach Committee shall be responsible for but not limited to:

- Promoting UTEC's presence and purpose to the local community.
- Maintaining and enriching relationships with the local community.
- Facilitating and coordinating events within the local community. Some of these events include but are not limited to Blood and Swab drives, Ronald McDonald House, HallowEngineering, STEM Event etc.

ARTICLE 9 – VICE PRESIDENT OF CAMPUS OUTREACH

The Vice President of Campus Outreach shall be responsible for but not limited to:

- Serving as the chair of the Campus Outreach Committee.
- Facilitate the Campus Relations Committee in the fulfillment of its powers and privileges

as listed in PART V, ARTICLE 10.

- Facilitating goal setting for the Campus Relations Committee at the first committee meeting of the academic semester and for reviewing the progress made on each goal throughout the semester.
- Directing the following chair positions to the fulfillment of their responsibilities: New Member Chair, Member Appreciation, FYRE Liaison, Homecoming Chair, Relay for Life Chair, RockeTHON Chair, Big Event Chair.

ARTICLE 10 – CAMPUS OUTREACH COMMITTEE

The Campus Outreach Committee shall be responsible for but not limited to:

- Promoting UTEC's presence and purpose to university faculty, staff, students, and student organizations.
- Increasing the involvement of collegiate students and organizations in UTEC sponsored events and the College of Engineering.
- Creating and maintaining a College of Engineering organization calendar and ensuring adequate UTEC representation at other organizations' events.
- Maintaining and enriching a university-wide network of contacts that will aid the future success of UTEC.
- Actively coordinating with students and registered student organizations to ensure that the needs of the student body are being met.
- Promoting an environment in which transparency between the College of Engineering and students can be ensured.
- Securing funding for events from university organizations, student run or otherwise.
- Facilitating the planning of **E-Week**, Relay for Life, RockeTHON, and any other campus related activities such as these.

ARTICLE 11 – VICE PRESIDENT OF EVENT PROGRAMMING

The Vice President of Event Programming shall be responsible for but not limited to:

- Serving as the chair of the Event Programming Committee.
 - Facilitating the Event Programming Committee in the fulfillment of its powers and
 - privileges as listed in PART V, ARTICLE 12.
 - Facilitating goal setting for the Event Programming Committee at the first committee meeting of the academic semester and for reviewing the progress made on each goal throughout the semester.
 - Directing the following chair positions through the fulfillment of their responsibilities: ELS Chair, 5K Chair, Engineers Week (E-Week) Chair.

ARTICLE 12 – EVENT PROGRAMMING COMMITTEE

The Event Programming Committee shall be responsible for but not limited to:

- Planning events within the council, such as bonding events.
- Organizing the following events: Engineering Convocation, Engineering Leadership Summit, Suits for Success 5k, Eweek activities, pi Day, and the End of the Semester Banquet. This may include, but is not limited to, scheduling facilities and staff, and providing leadership and organization on the day of the event.

ARTICLE 13 – VICE PRESIDENT OF COMMUNICATIONS

The Vice President of Communications shall be responsible for but not limited to:

- Sending all reminder emails and GroupMe's. Reminder emails should be sent on a weekly basis to inform members of recent news and events. All upcoming mandatory and non-mandatory events should be listed in these weekly emails, as well as UTEC documents; these documents include but are not limited to the UTEC Constitution, Attendance Policy, and Council Challenge Overview.
- Record all meeting minutes.
- Notifying council members of all special meetings.
- Creating meeting agendas.
- Directing the following chair positions through the fulfillment of their responsibilities: Photography Chair and Webmaster Chair.
- Updating all social media (e.g. Facebook - @utoledo_UTEC , Twitter - @utoledo_UTEC, GroupMe, Instagram -@utoledoUTEC, Snapchat- UTEC1).

PART VI – MEETINGS AND ATTENDANCE

ARTICLE 1 – COUNCIL MEETINGS

Section 1: Council meetings shall be held at a regularly scheduled date and time as decided by a simple majority vote of the Executive Board. Council meeting date and time should be determined using the known availability of the majority of the current council.

Section 2: Forty-eight (48) hours' notice must be given for all council meetings.

Section 3: The attendance of each council member is mandatory at all council meetings, except in the case of an excused absence as determined by Executive Board.

Section 4: All meetings shall be conducted in accordance with "Robert's Rules of Order;" wherein the same do not conflict with this constitution. If conflicting procedures are found, those defined within this constitution take precedence.

Section 5: Quorum shall consist of one half (1/2) of the council plus one (1) member and is

necessary for official business to be handled.

Section 6: Rules and/or Order of Business may be suspended by a two-third (2/3) vote of the council.

Section 7: To be considered for continued membership in UTEC, each returning member must maintain 70% attendance points as laid out by the Executive Vice President at the beginning of each semester. In addition, they must reapply for membership each semester.

Section 8: One seat shall be reserved for a rotational member of the First Rocket Engineers (FYRE). The purpose of the rotational seat is for the FYRE member to observe and understand the structure of UTEC meetings. The reserved FYRE seat shall not count towards the council cap of forty (40).

ARTICLE 2 – EXECUTIVE BOARD MEETINGS

Section 1: The Executive Board shall meet at regularly scheduled times throughout the academic semester.

Section 2: Quorum shall consist of one half (1/2) plus one (1) members of the Executive Board and is necessary for official business to be handled.

Section 3: The attendance of each Executive Board member is mandatory at all Executive Board meetings, except in the case of an excused absence as determined by Executive Board.

Section 4: All meetings shall be conducted in accordance with "Robert's Rules of Order;" wherein the same do not conflict with this constitution. If conflicting procedures are found, those defined within this constitution take precedence.

Section 5: Rules and/or Order of Business may be suspended by a two-third (2/3) vote of the Executive Board.

ARTICLE 3 – COMMITTEE MEETINGS

Section 1: Each committee shall meet at regularly scheduled time throughout the academic semester, with exception being granted to the Long Distance Co-op Committee.

Section 2: The attendance policy of each committee shall be determined by each respective committee Vice President.

Section 3: All meetings shall be conducted in accordance with "Robert's Rules of Order"; wherein the same do not conflict with this constitution. If conflicting procedures are found, those defined within this constitution take precedence.

Section 4: Rules and/or Order of Business may be suspended by a two-third (2/3) vote of the committee.

ARTICLE 4 – SPECIAL MEETINGS

Section 1: A special meeting may be called at the request of one-third (1/3) of the council. A record of the request must be submitted to the Executive Vice President. For the request to be accepted, it must specify the business to be discussed, the name of the council member that will chair the meeting, the names of at least one-third (1/3) of the council members who have signed the petition, and the day, time, and location of the meeting.

Section 2: The council membership shall be notified of all special meetings at a minimum of forty-eight (48) hours prior to the start of the meeting.

Section 3: Quorum shall be one-half (1/2) plus one (1) of the council membership.

Section 4: All meetings shall be conducted in accordance with "Robert's Rules of Order"; wherein the same do not conflict with this constitution. If conflicting procedures are found, those defined within this constitution take precedence.

Section 5: Rules and/or Order of Business may be suspended by a two-third (2/3) vote of the council.

PART VII – ORGANIZATION SUPPORT

ARTICLE 1 – FINANCIAL SUPPORT

Section 1: The council shall consider, in council meeting, any monetary assistance request from an engineering affiliated organization. The amount of financial assistance provided will be at the discretion of the council.

Section 2: The requesting organization must initially fill out a financial request form on Involvement Network. Once the executive board reviews the form, the organization will appear at meeting to ask the council.

ARTICLE 2 – ITEM RENTAL

Section 1: The council will allow for an organization to rent items that UTEC owns; which includes but is not limited to the use of the grill, corn hole boards, storage, or fridge space. The organization must fill out a rental form on Involvement Network in order to borrow anything from the council; the executive board will review any request before allowing rental.

PART VIII – AMENDMENTS AND BY-LAWS

ARTICLE 1 – AMENDMENTS AND BY-LAWS PROCESS

Section 1: The council shall consider, in council meeting, any amendments or by-laws to this constitution that are submitted in writing by a member of the council.

Section 2: Any amendment so submitted shall be adopted if it is approved by two thirds (2/3) vote of the council.

Section 3: Any by-law so submitted shall be adopted if it is approved by simple majority vote of the council.