

Requirements

- Constitution
- Executive Board
- At least 10 members, half of which must be from the School of Engineering
- Faculty advisor

New Society Guidelines

Recommendations

- Email List-Serv
- Newsletter
- Website
- · Method of elections
- Set meeting time/location

The Executive Board

Note: The following are only SUGGESTIONS. The actual duties of each member of the executive board may vary from organization to organization. Duties could be redistributed for efficiency or simplicity, if found appropriate.

President

The President shall preside over general and executive board meetings. The President shall also help in the planning of any upcoming events.

Vice President

The Vice President shall preside in the absence of the President and assume all presidential responsibilities. Also he/she shall work with the President on any special projects.

Treasure

The Treasure shall be in charge of all allocated funds. The treasurer should keep an accurate account of all monies received and expended and refund members for all reimbursable expenses.

Secretary

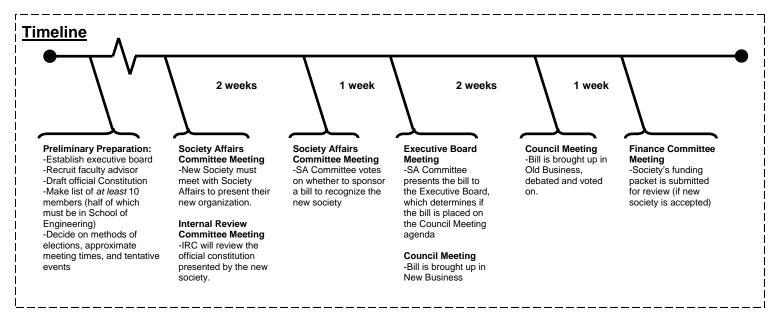
The Secretary shall keep track of the members' involvement. The Secretary shall also keep minutes of all general and executive board meetings. The Secretary is responsible for handling internal and external communication as well as keeping record of any changes made within organization.

EGC Representative

The EGC representative serves as the liaison between the EGC and the society. He/she is required to attend weekly EGC meetings.

Optional

Other possible positions include Historian, Fundraiser Chair, Social Chair, etc.



Note that the above guidelines are not official. The actual process may vary slightly. This document is to merely serve as a guide.