

# **Harding University Student Chapter of the American Society of Mechanical Engineers (ASME) Constitution**

## **I. Preamble**

*We, The Harding University Student Chapter of the American Society of Mechanical Engineers, recognize the need to enhance the education, understanding, and communication between Harding University engineering students, related industry, faculty, and the local community. It is the objective of this student chapter of the American Society of Mechanical Engineers (ASME) to provide opportunities for Harding University students to network with other students and the engineering industry and to instill Christian values and ethics into the field of engineering.*

## **II. Identification**

Section 1: This student chapter will be known as *The Harding University Student Chapter of the American Society of Mechanical Engineers* or HU-ASME.

## **III. Purpose**

Section 1: The purposes of this student chapter include: advancing and disseminating the knowledge of mechanical engineering; providing an initial means of contact with the professional industrial world by means of touring industry, inviting guest speakers, participating in related industry events and involvement in ASME events; preparing students for standardized professional testing; and promoting development of an ethical and community conscientious student and future engineer with a Christian worldview.

## **IV. Membership**

Section 1: Membership in the student section will consist only of Harding University students who are paid student members of ASME. Accurate membership records will be maintained and made available to the faculty/staff advisor and the Office of Student Life.

Section 2: Students may apply and join the student chapter at any time throughout the year. There is no formal induction process for new members.

## **V. Government**

Section 1: The student chapter is governed by four executive officers, including the President, Vice President, Secretary, and Treasurer. All officers serve a term of one year and take office immediately after the end of the final meeting of the spring semester. Other officer positions can be created by a majority vote of the executive officers. All officer positions must be filled by an election at a meeting of the student chapter. All officers must be ASME student section members, maintain a minimum 2.5 GPA and not be on any kind of probation during their entire time in office. If an officer violates any of these requirements the officer must relinquish the office.

Section 2: The President is responsible for the organization and the successful operation of the student section. The President presides over meetings of the student members and oversees the delegation of unallocated duties among officers and committees, including the creation of committees, if necessary. The president is the liaison between this student chapter of ASME and any outside person or organization.

Section 3: The Vice President assists the president with his or her duties and oversees meetings in the absence of the President. Responsibilities of the Vice President also include finding and organizing speakers for presentations and working with the treasurer to ensure funding exists for any activities.

Section 4: The Secretary is responsible for taking notes at meetings and advertising upcoming events. The Secretary is also responsible for creating any publications needed by the organization. Furthermore the Secretary is to maintain a log of activities and contacts of the organization and ensure that membership information is accurate and make that information available to the other officers and the faculty/staff advisor.

Section 5: The Treasurer is responsible for creating the budget for the student chapter and keeping the officers and chapter informed of the financial standings. The Treasurer must keep a clear financial record and keep a copy of all donation and reimbursement documentation. The Treasurer has the primary responsibility of co-signing checks (subject to Article 8, Section 1) and making deposits. The Treasurer works with the Vice President to obtain funding for all the events and projects.

Section 6: In the event that an officer position other than the President becomes vacant during the school year a special election will take place at a meeting of the student section to fill the vacancy. If the President's position is vacant the Vice President will assume the role of President for the remainder of the term. In the event that an officer acts in a negligent manor regarding their duties, that officer can be replaced with a two-thirds vote of a quorum of student members.

Section 7: Elections of new officers must occur at a meeting of the student section to be held near the end of each spring semester at a date designated by the executive officers. Nominations for each office must begin at a meeting of the student section a minimum of seven days before the election meeting. A person can be nominated by any student member. Nominees for office do not have to be present at the meeting in which they are nominated. Any nominee has the right to remove their name from the ballot.

Section 8: Officers are elected by majority vote of a quorum of student members. A quorum consists of 50% of student members. All members of the student chapter present at the election meeting have a single vote in any election or voting process of general members. Election of officers will be by secret ballot. The ballots will be counted by the current officers, excluding candidates for the office currently being counted, with the faculty advisor present.

Section 9: Prior to the election of new officers the current officers will choose a student section advisor from willing faculty members in consultation with the head of the Engineering Department. The advisor must be an ASME member during the term, and final confirmation of advisor selection rests with the ASME Regional Vice President.

Section 10: The duty and responsibility of the advisor is to encourage membership, inspire professional interaction, foster engineering industry awareness, and advise officers on the working of ASME student sections.

## **VI. Meetings of the Student chapter**

Section 1: The date, time and location of student chapter meetings will be determined by the officers.

## **VII. Amendments to the Constitution**

Section 1: At any meeting of the student chapter members may propose in writing an amendment to the Constitution, provided that it bears the written endorsement of at least two-thirds of student members. Said proposed amendment will not be voted on for adoption at the meeting in which it was proposed. The secretary will, prior to seven days before the next meeting, send a notice to all members that a vote on said amendment will be held. The amendment will pass with a vote of two-thirds of a quorum. The amendment will go into effect at the close of the meeting in which the amendment passed.

### **VIII. Dues**

Section 1: There are no dues to be paid to the student chapter other than the requirements to be a student member of ASME.

Section 2: In the event of dissolution of the student chapter, the treasury will be first used to pay any debt that the student chapter has incurred. Out of the money that remains the officers will have the responsibility to reimburse student members who have paid into the treasury in as even a manner as possible with the aid of the treasurer's log. Any remaining funds will be donated to the Department of Engineering and Physics.

Section 3: All checks being used to distribute the student chapter's funds must bear the signature of at least one sponsor and the Treasurer.

Date of adoption: \_\_\_\_\_

Signatures of members present: