

CONSTITUTION
OF
AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME)
STUDENT SECTION
AT THE UNIVERSITY OF SOUTH FLORIDA

Revision Date: 02/25/2010

ARTICLE I -NAMES AND OBJECTIVES

Section 1

This organization shall be known as the Student Section at the University of South Florida of the American Society of Mechanical Engineers.

Section 2

The purpose shall be the advancement and dissemination of the theory and practice of mechanical engineering, the presentation of proper prospective of engineering work and the opportunity to become acquainted with the personnel and activities of the Society, as well as to promote a professional consciousness and fellowship.

Section 3

The mission and vision of ASME International are:

Mission: To serve our diverse global communities by advancing, disseminating and applying engineering knowledge for improving the quality of life; and communicating the excitement of engineering.

Vision: ASME will be the essential resource for mechanical engineers and other technical professionals throughout the world for solutions that benefit humankind.

Section 4

The relationship of the Student Section to the ASME shall be governed by the Constitution, By-Laws and Rules of the ASME, and the Constitution of the Student Section.

Section 5

This organization is internationally related with ASME International and is locally affiliated with the Florida West Coast Section of the American Society of Mechanical Engineers.

ARTICLE II -MEMBERSHIP

Section 1

- A. 100% of active membership must be university students. Associate membership may be granted to non-university-students under special circumstances; these associate members shall not be given the rights and privileges of active university students. All members of the Student Section must be in good standing at the University of South Florida.
- B. Membership with ASME International and Local Chapters is strongly encouraged for all student members. Membership in these organizations is not required for membership in the student section.
- C. Members that are not in good standing at the university Student Section may be removed from the Student Section.
- D. All university student members have voting rights, as well as nominating for officer positions. Non-university-students do not have voting rights.

Section 2

Membership in the Student Section shall not be denied to any university student.

ARTICLE III -DUES

Section 1

No dues are required to be a member of the University of South Florida Student Section.

ARTICLE IV -QUORUM

Section 1

60% of the active student members are to be present to form a voting session of the officer's position.

ARTICLE V -OFFICERS

Section 1

The minimum officers of this Student Section shall be a Chairman, Vice Chairman, Secretary, and Treasurer, each of which is elected from those who are student members at the University of South Florida. Term of office shall be for two consecutive semesters. No person shall be permitted to hold the same office for more than two consecutive terms as long as there is another active member able and willing to fulfill the responsibilities of that office. Additional officer positions may be created at the discretion of the Executive Committee.

Section 2

The Executive Committee shall be made up of all student member elected officers.

DUTIES OF THE OFFICERS

Chairman

- A. Shall preside at all meetings of the Student Section
- B. Shall appoint all committees to approval of the Executive Committee
- C. Assume all other executive duties not otherwise delegated

Vice Chairman

- A. Shall perform all duties of the Chairman in the absence of the officer or at his/her request.

Secretary

- A. Shall keep a record of all meetings, attendance records, and business transacted by the Student Section and report-at the request of the executive committee.

Treasurer

- A. Shall receive and manage all money for the Student Section
- B. Shall pay all bills authorized by the Faculty Advisor and/or Executive Committee
- C. Shall keep an exact account of all receipts and expenditures, and be able to make a full report at the request of the executive committee.
- D. Cash money shall be dispensed with the approval of the Executive Committee

Authorized signatures on organizational checks shall be as follows: (1) Chairman and Treasurer, or (2) Faculty Advisor and Treasurer. Both sets shall be authorized. The chairman, Secretary, and Treasurer shall render status reports at the last regular Student Section meeting of the semester.

The Treasurer shall be responsible for the physical security of ASME at USF checkbooks, and the issuance of checks. When the Executive Committee votes on the issuance of a check, the Treasurer shall provide a completed check to the Executive Committee. The check shall be signed by an authorized member and then given to the

member responsible for payment. In the event of a planned absence or leave, the Treasurer must make every effort to transfer possession of the ASME at USF checkbooks to the Faculty Advisor. In the event both the Treasurer and Faculty Advisor will be unavailable, The Treasurer shall transfer possession of the checkbooks to the President. Upon return, the Treasurer shall take back possession of the checkbooks.

Eligibility for Officers

Each officer position of this Student Section is elected by a secrete-ballot.

All elected student officers must be willing to abide by, and sign the ASME at USF Constitution. It shall be the responsibility of the Secretary to maintain the security of the original document in a secure location. Newly elected student officers are required to sign the Constitution before the start of their term.

ARTICLE VI -ELECTION OF OFFICERS

Section 1

Procedures for Elections

- A. Elections shall be held at the end of the Spring semester of the academic year.
- B. Nominations for all elective officers shall be held prior to the fourth week of the Spring semester.
- C. At the business meeting following the nominations, each candidate for executive position shall present to the Chapter a brief statement of qualifications and intentions. A limited question and answer period shall immediately follow each presentation, limitation to be set by the Chairman.
- D. Election shall be held during the same regular meeting following the speech of candidacy qualifications.
- E. A majority vote of the active members present or who voted by proxy will be required to elect officers.
- F. Election shall be held in the following order: (1) Chairman, (2) Vice Chairman, (3) Secretary, (4) Treasurer, (5) Additional Offices.
- G. The newly elected officers shall take office as the new Executive Committee on the first day of the Fall semester following elections.
- H. The time between elections and the start of the Fall semester shall be a transition period. Newly elected officers shall meet with the current officer for their position and develop a transition plan. All officers must specify an officer transition meeting by no later than two weeks following officer elections.
- I. If any office vacancy shall exist, a special election shall be held to fill the vacant position at the next scheduled business meeting.

ARTICLE VII -REMOVAL OF OFFICERS

Section 1

Procedure for Officer Removal

- A. A written grievance, with proof of wrongdoing, should be filed with the Executive Committee.
- B. The Executive Committee, with guidance from the Faculty Advisor, shall decide on the validity of the grievance. A written decision shall be prepared no more than 14 business days from the date of filing.
- C. If valid, the grievance is then voted on by the active members of the Student Section.
- D. A majority vote of the active membership is needed to remove an officer.

ARTICLE VITI -NOMINATIONS FOR FACUTLY ADVISOR

Section 1

The Student Section shall nominate each year a member of the faculty, who is a member of ASME, for appointment as Faculty Advisor. The Chair of the Department of Mechanical Engineering should be consulted to determine which faculty members are available to serve as Faculty Advisor. This nomination shall be sent prior to May 1st to ASME International.

ARTICLE VIII -COMMITTEES

Section 1

Special purpose committees may be established by the Executive Committee as ~~they are~~ needed. The purpose and length of service for each committee shall be expressly outlined before the establishment of such a committee.

Section 2

The affairs of the Student Section shall be managed by an Executive Committee, which shall consist of the Chairman, Vice Chairman, Secretary, and Treasurer, all other student elected officers, and the Faculty Advisor.

ARTICLE IX -MEETINGS

Section 1

The Student Section shall hold regular meetings. (Time and Place designated by the Executive Committee) Additional meetings may be held as arranged by the Executive Committee.

Section 2

"Sunshine Section", all communication and conversation of committees and meetings will be opened to members of this section and the recognized press.

ARTICLE X -RULES OF ORDER

Section I

Meetings will be governed by modified ROBERTS RULES OF ORDER, with the final process of meeting decided by the Executive Committee.

ARTICLE XI -AMENDMENTS

Section 1

i.) All changes made to the ASME Student Section Constitution shall be made only upon the completion of the following in the order they appear:

- *a.)* A registered student member proposes a change at a general body meeting.
- *b.)* The proposed change is clearly articulated as a motion and must be seconded by a registered student member.
- *c.)* The Executive Committee and Faculty Advisor discuss the change at an officer's planning meeting.
- *d.)* The Executive committee drafts a copy of the Constitution with the change within 30 days of the motion, and presents the draft changes to the student members for a 30-day review and comment period.
- *e.)* All student members reserve the right to voice their opinion during discussion prior to the vote on any proposed changes to the Constitution.
- *f.)* A draft of the proposed Constitution change(s) is presented to the registered student members for a vote.
- *g.)* The Constitution change is passed by a seventy percent (70%) majority vote of registered student members present at the meeting provided a quorum of at least 20 members is achieved.
- *h.)* A final review is made by the Office of Student Organizations.

ii.) The Faculty Advisor shall have no vote in proposed changes to the Constitution but shall retain the right to veto any decision. This veto shall be made solely on the basis of: safety and security concerns for the organization, student members, and/or organization equipment.

iii.) Any registered student member not able to attend the vote may vote by proxy by submitting, in writing, their time-stamped vote to the Department of Mechanical Engineering office no less than 1 hour before the start of the general body meeting for presentation at the final vote.

iv.) All Constitution changes passed shall take effect seven (7) days from that vote, and are duly recorded as a revision date on the Constitution. The Secretary is responsible for maintaining a history of revisions to the Constitution.

v.) Upon change of the Constitution a new original copy shall be created and signed by the current student officers. A new copy shall be distributed to all registered student members.

ARTICLE XII -HAZING

Section 1

This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:

“Hazing” as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person’s willingness to participate. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies, or regulations of the USF system or applicable state law.

ARTICLE XIII -ORGANIZATION AGREEMENT

Section 1

Organization agrees to abide by Florida State Statute §1006.63 regarding hazing. Furthermore, agrees to abide by all Office of Student Organizations policies as outlined in the student handbook, to check the organization's mailbox regularly, to communicate via email upon request, and to update the organization's records whenever there is a change.

SIGNATURE PAGE

As adopted by vote of the ASME at USF student membership at the General Body Meeting, the 25th of February 2010.

I have read, understand, and will comply fully with the ASME at USF Constitution dated 02/25/2010.

Kathleen Boland
Chairman

Solomon Kang
Social Activities Chair

Vice Chairman

Justin Dodson
Advertising & Recruitment Chair

Nyssa Masters
Secretary

Sean Motta
Webmaster

Humberto Gomez
Treasurer

Fabian Farelo
Student Competitions Chair

Sean Hollis
Electrathon Chair

Dr. Ajit Mujumdar
Faculty Advisor