

Constitution and Bylaws of the Engineering Council of New Mexico State University

Chapter I – Constitution

Section 1-1 The name of this council shall be the “Engineer’s Council,” and will be referred to as the “Council” hereafter.

Section 1-2 Purpose

To connect students, faculty, and the College of Engineering administration through announcements, community involvement, and interdisciplinary cooperation to inspire professional, academic, and organizational excellence in each member.

Section 1-3 Activities

The Council shall coordinate all students activities of the College of Engineering and specifically shall control and manage the following activities:

1. Engineers Career Day
2. Fall Welcome Back Weenie Roast
3. Spring Welcome Back Weenie Roast
4. Engineers’ Week
5. Homecoming
6. Order of the Engineer
7. Engineer’s Social
8. Leadership Retreat
9. Ringing and Polishing of the Victory Bell
10. Engineering College Grill Maintenance
11. All other activities deemed by the Council

Section 1-4 Membership

Council membership shall consist of the Executive Board, all ASNMSU engineering senators, and two representatives from each organization within the Council.

- A. The Dean of Engineering shall be an ex-officio member of The Council.

- B. Member societies of the Council shall be student chapters of engineering societies on the NMSU campus whose mission is to foster good engineering practice who are sponsored or cosponsored by a department within the College of Engineering.
- C. No society shall be entitled to membership until completing the petitioning process as stated in
- D. Any student organization interested in membership within the Council must submit the online Council membership form by the deadline set by the Council.
- E. All Council organizations are allowed up to two voting members at every council meeting.
- F. Any Council representative may not represent more than one student organization; no one member may have more than one vote.
- G. All voting members shall be required to serve on at least one committee during their term of office.

Chapter II: Executive Board

Section 2-1 Definition

The Council Executive Board shall consist of the President, Vice President, Director of Internal Affairs, Director of Finance, Director of External Affairs, Director of Public Relations, Elect positions for all positions listed previously, and the representatives (faculty advisors) of the Dean of Engineering.

- A. All Executive Board members shall be non-voting members except for the President, who shall vote only in the case of a tie.
- B. No person shall be eligible for an Executive Office in the Council unless they are in the position to serve for a full year.
 - a. All Elect positions will be voted in during the Spring semester, but are expected to serve for a full year for the following school year.
- C. Executive Board members must be enrolled in the College of Engineering as a full-time student, not be on academic or disciplinary probation, and have a cumulative a GPA of at least 2.5.

Section 2-2 Dean of Engineering and/or their Representative(s)

- 1. All activities of the Council shall require approval of the Dean of Engineering if these activities are conducted officially in the name of the College of Engineering.
- 2. They or their representative(s) shall act in general advisory capacity to all functions of the Council, and shall act as the Council's sponsor.

Section 2-3 President

- A. The President shall:
 - 1. Perform all responsibilities incidental to the office.
 - 2. Act as official representative of the Council.

3. Work with the Dean of Engineering in the selection of the Council Faculty Advisor(s).
 4. Plan Council event dates, meeting dates, and yearly goals
 5. Attend a financial procedures workshop in the Fall semester
 6. Supervise the activities of all elected and appointed officials.
- B. The powers of the Council President shall be:
1. To appoint chairs and members of the committees
 2. To convene the Council in either regular or special sessions.

Section 2-4 Vice President

- A. The Vice-President shall:
1. Perform the duties of the President in case of inability of the President to perform the duties.
 2. Perform any other duties assigned by the Council President.
 3. Attend all ASNMSU meetings required by ASNMSU, including any meetings set by the ASNMSU Chief Elections Officer.

Section 2-5 Director of Internal Affairs

- A. The Director of Internal Affairs shall:
1. Be responsible for all Council records, correspondence, and proceedings.
 2. File a copy of the approved minutes of the Council with the President of the Council and all members of the Council.
 - a. A copy of the approved minutes must be placed on the Canvas page, Council Drive, and Council website.
 3. Be responsible for maintaining copies of this Constitution, its amendments and the bylaws in good order for ready reference.
 4. Maintain records of attendance and shall notify the Executive Board of the current point totals of each organization
 5. Perform any other duties which might be assigned to them by the President.

Section 2-5 Director of Finance

- A. The Director of Finance shall:
1. Supervise the financial actions of the Council.
 2. Perform any duties which might be assigned to them by the President.
 3. Submit a report of finance of the Council when so directed by the Council and a format report upon the termination of the term in office.
 4. Be familiar with all ASNMSU financial procedures.
 5. Be responsible for petty cash account as defined in the Petty Cash Bylaws.
 6. Attend a Financial Procedures workshop with the President
 7. Review Budgets for the Activities (listed in Section 3 of Bylaws)

Section 2-6 Director of External Affairs

- A. The Director of External Affairs shall:
 - 1. Perform any other duties, which might be assigned to them by the President.
 - 2. Plan, coordinate and execute all council events stated in Section 1-3.

Section 2-7 Director of Public Relations

- A. The Director of Public Relations shall:
 - 1. Perform any duties which might be assigned to them by the President.
 - 2. Be responsible for the council's advertisements and marketing.
 - 3. Be responsible for the council's website, Canvas page, and Facebook page.

Section 2-8 Officer-Elect Positions

- A. All Officer-Elect positions shall:
 - 1. Shadow the current officers in their respective position.
 - 2. Be expected to learn the duties involved with becoming part of the Executive Board.
 - 3. Have no executive board voting rights.*
 - 4. Cannot serve as a council representative while serving in an elect position.

Chapter III: Council Procedures

Section 3-1 Committees

The following suggested committees shall be appointed by the President with the approval of the Council, and have one member carry over from one year to the next:

- A. Engineers Week(s) Committee – It shall be the responsibility of this committee to make arrangements on behalf of the Council for the participation of the College of Engineering in all Engineers Week activities. This shall include the scheduling of all activities with the Campus Activities Office, the judging and supervision of the various events, and communication between other committees (such as Publicity and Newsletter.)
- B. Publicity and Newsletter Committee – It shall be the responsibility of this committee to publicize events scheduled by the Council, and prepare and publish the newsletter for the College of Engineering.
- C. E-Fee Committee - It shall be the responsibility of this committee to ensure that all ASNMSU monies appropriated to the Council are appropriated in accordance to New Mexico State laws, NMSU regulations, and ASNMSU statutes to the member organizations with the Council. The Finance Committee will consist of at least three members, one of which must be an ASNMSU senator, who will oversee the distribution of ASNMSU funds. The Finance Committee shall be established at the

first meeting of the Fall Semester to serve for a period of one year. The committee will meet before the next Council meeting in order to review ASNMSU and Council financial procedures and to set a deadline for member organizations to submit budgets to the Council.

- D. Socials Committee – It shall be the responsibility of this committee to schedule and coordinate all Council activities which can be defined (even loosely) as “social” to be determined by the President and/or Executive Council.
- E. College Events Committee – It shall be the responsibility of these committees to schedule and coordinate all events assigned to the Council by the College of Engineering. This may include but is not limited to:
 - a. Order of the Engineer Banquet
 - b. Homecoming
 - c. Engineer’s Week
- F. Constitution/Bylaws Committee - It shall be the responsibility of this Committee to maintain the Constitution and Bylaws.
- G. All Committees shall SUBMIT a report to the President before the deadlines set by the President.
- H. Each committee shall contain a chairperson either appointed by the President or accepted as volunteer by each committee and shall be responsible for concise maintenance of a committee notebook and submit them at the end of their term. (This will help keep track of the progress of the committees.) This notebook will be turned over to the new Council President at the end of the spring semester.

Section 3-2 Council Decorum

- A. Except as specifically designated by the Constitution and the Bylaws of the Engineers Council, Roberts Rules of Order shall govern all procedure during meetings of the Council.
- B. A majority vote of the members present, providing the members present constitute quorum, is sufficient to pass any motion or act that may be introduced in the Council except as otherwise specified herein.
- C. One more than one-half of the voting membership of the Council shall constitute a quorum for the purpose of transacting the business of the Council.
- D. Operational rules of Order for the Council:
 - 1. An agenda shall be made available at the beginning of each meeting; the suggested order of business shall be:
 - a. Call meeting to order.
 - b. Roll Call.
 - c. Executive Reports
 - d. ASNMSU Senate Report
 - e. Committees Report
 - f. Old Business
 - g. New Business
 - h. Announcements

- i. Dean's Minutes
 - j. Other
 - k. Adjournment
- A. Recognition
 - a. All persons must be recognized by the chair before speaking.
 - b. All questions must be directed to the chair unless permission is granted by the chair for a question to be directed to a member of the body.
- E. Member Organization Appropriations
 1. Each member organization requesting funds must submit a budget to the Council, as described in the Bylaws, before the deadline announced by the Finance Committee.
 2. The Executive Officers will review all budgets, make recommendations, and present them to the Council for a vote.
 3. Council funds may be appropriated throughout the remainder of the semester.
 4. If any member organization wishes to change its use of funds or requests additional funds, a new budget must be submitted to the Council and voted upon.

Section 3-3 Attendance, Meetings, and Terms of Office

- A. The voting members of the Council shall hold office immediately after being appointed and shall remain in office as long as they are considered due paying representatives by their organizations.
- B. Regular meeting dates will be sent in accordance with the wishes of the Council and the Dean. Changes may be agreed upon from time to time, and emergency meetings may be called by the President as needed.

Chapter IV: Election Process

Section 4-1 Terms & Agreements

- A. The minimum term of any Executive Board member will be for 1.5 years unless a position must be filled immediately due to absence where the elected member will serve out the term for that school year.
- B. A maximum of two terms can be held for the positions of the President, Vice President, Director of Internal Affairs, Director of Finance, Director of External Affairs, and Director of Public Relations.
- C. Nominations for all members of the Executive Board will be made on the first meeting of February.
- D. Election for all nominees of the Executive Board will be made on the second meeting of February.

Section 4-2 Elections

- A. All elections will be made by closed ballot.
- B. General Elections will take place within three weeks of the closing of nominations.
- C. The newly elected Executive Board members shall take office at the first meeting of the month of March.

Section 4-3 Special Elections

A special election will be held in the event that an officer is unable to complete the term.

- A. Nominations for the vacant office will be made at the meeting in which the vacancy is announced.
- B. The special election will be held within two weeks of the closing of nominations, in which the vacancy will be filled at that time.

Chapter V: Financial Bylaws

Section 5-1 Appropriation Limits and Guidelines

- A. No club or organization shall receive an appropriation exceeding \$500.00 per fiscal year from Council funds.
- B. Any club or organization represented in the Council requesting council funds must be an approved Council organization and have followed all membership procedures as stated in Chapter I Section IV-Council Membership
- C. Any club or organization represented in the Council requesting council funds must have completed the ASNMSU Funding Procedures Workshop by the required ASNMSU Deadlines.

Section 5-2 Events and Council Scoring Opportunities

- A. Fall Welcome Back Weenie Roast
 - 1. Participation may be accomplished by volunteering for one of the following. Minimum of 10% of the student organization must volunteer 2 hours each:
 - a. Assist with purchasing items for event.
 - b. Set-up (day of event)
 - c. Assist with event (cooking, managing the condiment table, etc.)
 - d. Clean-up (day of event)
 - 2. Mandatory participation in representing your student organization at the Weenie Roast.
 - i. Each organization will be provided with a table to advertise your student organization.

B. ASNMSU Fall Annual Homecoming Parade

1. Participation may be accomplished by one of the following:
 - i. Contributing a project/prototype and/or required float decorations required by E-council.
 - ii. Volunteering in the homecoming float set-up and/or float decoration in the Student Project Center. Organization must have at minimum of 10% of the entire student organization helping E-council.
2. Mandatory participation in the homecoming parade by walking and displaying the float. Organizations must have a minimum of 10% of the entire student organization at the homecoming parade.

C. Spring Welcome Back Weenie Roast

1. Participation may be accomplished by volunteering for one of the following. Minimum of 10% of the student organization must volunteer 2 hours each:
 - i. Assist with purchasing items for event.
 - ii. Set-up (day of event)
 - iii. Assist with event (cooking, managing the condiment table, etc.)
 - iv. Clean-up (day of event)
2. Mandatory participation in representing your student organization at the Weenie Roast.
 - i. Each organization will be provided with a table to advertise your student organization.

D. National Engineers' Week

- a. Participation requirements may be accomplished by participating in a minimum of one event during E-Week. Participation will require the total sum of 20% of the student organization.

Section V – Funding Opportunities

- A. A student organization must meet a **minimum of 40 points per semester** to be eligible for funding.
- B. A student organization must have a minimum of one council representative at each e-council meeting to fulfill attendance.
- C. A student organization must have a minimum of one organization member participate in each of the volunteering events.

D. The Council shall implement the following incentives for funding purposes:

Organizations who fail to meet the minimum points requirement will not be eligible for complete funding.

<u>Event</u>	<u>Points</u>	<u>Maximum Points</u>
Meetings	2 per representative	56 points
Volunteering		
Fall Weenie Roast	2 per volunteer	10 pts
Float Construction	5 per volunteer	30 pts
Alumni BBQ	2 per volunteer	10 pts
Spring Weenie Roast	2 per volunteer	10 pts
Committees		
External Affair Committee	2 per meeting	12 pts
LineUp Committee	2 per meeting	12 pts
Bonuses		
Engineer's Week (Spring Semester)	5 per event	25 pts
Event Selfies	1 per selfie	no limit
Survey's (Online)	1 per survey	no limit

- E. Any student organization may be given their total allocated funding (\$500.00) at any time during the Fiscal Year (August to May)
- F. Any student organization may borrow up to \$500 dollars at any time during the Fiscal Year provided that they sign a letter of agreement that the organization will meet and participate in the upcoming council events as stated in Chapter III-Section IV.
- G. Failing to meet the Letter of agreement, the E-Council Board and the Council's advisors shall decide penalties on their own discretion.

Section VI – Appeals and Processes

- A. Any student organization who requests maximum funding from the council and cannot meet the criteria stated in Chapter 3, Article IV shall submit an appeal letter addressed to E-Council Executive Board and the College of Engineering to ecouncil@nmsu.edu, stating the reasons for not satisfying the criteria and how the student organization will make-up the requirements.
- B. The Executive Board and Council Advisors will review the letter and make a decision on whether or not to accept the organization's appeal letter.
- C. If the organization is unhappy with the outcome, The President of the Engineer's Council shall then take this matter to the Council as a whole to vote to deny or pass the appeal letter in which during this time the non-participative organization shall not be present during the vote.
- D. Appeal letters will require a 2/3 majority vote.

Section VII –Prioritized Funding

Any student organization that submits their membership forms by the deadlines, participates in all E-council events, attends the required council meetings and/or they have an approved council appeal letter stating the reasons for not attending during an event shall have their funding prioritized and allocated first.

Section VIII- ASNMSU guidelines

The Council President and the VP of Finance shall be responsible for overseeing financial appropriations and checking to see that all appropriations are spent correctly according to ASNMSU Law. The council shall abide by all ASNMSU laws and financial procedures with respect to moneys received from ASNMSU.

Section IX- Director of Finance

- A. The Director of Finance of the Engineers' Council shall oversee, track and record all E-Council appropriations forms making sure they follow both ASNMSU and E-Council guidelines. The Vice President of the Engineers' Council shall have authority to:
 - a. Oversee all E-council appropriations from ASNMSU/Council and Council/College.

- b. Track and monitor all organizations appropriations.
- c. Facilitate the E-council Funding workshops at the beginning of each semester, at the first E-council meeting.
- d. The VP of Finance shall receive notifications from the President of any expenses made using the ASNMSU/Council Executive account.
- e. The VP of Finance shall have the authority to notify an ASNMSU Senator, the President of ASNMSU and the Dean's Advisors if he/she feels the President is misusing any council funds.

Section X- President of the Engineers' Council

- A. The President of the Engineers' Council shall have full authority to monitor, control, allocate, and spend the ASNMSU/Council Executive Account, which is given by ASNMSU to improve E-council and its activities. The President of the Engineer's Council shall abide by the following restrictions:
 - a. The President shall notify the VP of Finance of any expenses made using the ASNMSU/E-Council Executive account.

The President shall notify E-council advisors for any expenses made using the ASNMSU/E-Council Executive account only to make sure local and state laws and NMSU business procedures are being followed.

Amendments

Section 1 An amendment to this constitution may be passed in the following manner:

- A. Typewritten copies of the proposed amendment must be available to each member of the Council at regular meeting of the Council.
- B. The proposed amendment may be voted upon at the next or any succeeding meeting of the Council during the incumbent Council's term in office.
- C. If three-quarters (3/4) of the votes cast are in favor of the proposed amendment, it shall go into effect at the next meeting.
- D. It shall be the duty of the Director of Internal Affairs to type up the new amendment to be added to the bylaws and to distribute copies to each member of the executive Council and to the Dean of Engineering.

Section 2 An amendment to the Bylaws may be passed in the following manner:

- A. The proposed amendment may be introduced in the New Business section of any meeting.
- B. The proposed amendment may be voted upon at the same meeting.

- C. If three-quarters (3/4) of the votes cast are in favor of the proposed amendment, the amendment shall take effect immediately.
- D. It shall be the duty of the Director Internal Affairs to type up the new amendment to be added to the bylaws and to distribute copies to each member of the executive Council and to the Dean of Engineering.

FINANCIAL BYLAWS

Section 1 – No club or organization shall receive an appropriation exceeding \$500.00 per semester unless the Council votes to do so by a simple majority and has received the approval of the President and Treasurer or monies have been received on the behalf of a specific club or organization.

Section 2 – Any club or organization represented in the Council requesting in the Council must have accumulated a minimum of Forty (40) service points per semester as stated in Section V of the Constitution.

- A. Organizations shall be awarded points for participation in the Council and its activities. For the purpose of the service hour system, a person may represent only one organization at a time.

The following point scale shall be used and can be changed by the Executive Board:

1. Please see Section V of the Constitution for the point system breakdown.
 2. One (1) service point shall be awarded per service hour for any organization at any given E-Council event for every 2 members in attendance, as long as twenty-five percent (25%) of that organization membership are in attendance. If a person of the assigned organization fails to participate in a volunteering event or give prior notice of not being able to fulfill that commitment at the time of assignment, the organization will receive two negative (-2) activity hours per person whom fails to participate. Such activities will be deemed eligible by a simple two-thirds (2/3) majority Council vote.
 3. One (2) service point shall be awarded per voting member for a Council committee appointment per hour served on a committee.
- B. The Director of Internal Affairs of the Council (or Council member designated by the President) shall be responsible for the recording of points and shall keep a record to be present and up to date at each regular meeting.
 - C. A newly chartered organization will only be required to meet fifty percent (50%) of the service hours required for the semester in which they are chartered.
 - D. Every appropriation must be approved by the President and the Vice- President of Finance before being voted on by the Council.
 - E. Additional service hours may be added or deducted at the discretion of the Executive Board. All changes in service hours totals must be approved by a simple majority vote of the Council.
 - F. An organization will receive two (2) points for having a representative present at the Council meetings and negative two (-2) for no representation. Unless notice is given ahead of time that the both representatives will not be able to make it to the meeting.

Section 3 - Matching funds must consist of at least twenty-five percent (25%) of the total cost for all line items except for conferences and associated costs, in which case matching funds must consist of at least forty-five percent (45%) of the total cost.

Section 4 – The Council President shall be responsible for overseeing financial appropriations and checking to see that all appropriations are spent correctly.

Section 5 – The Council shall abide by all ASNMSU laws and financial procedures with respect to moneys received from ASNMSU.

Engineers Council Membership Bylaws

Section 1 - Organizations petitioning for representation within the Council must have approved charter recognized by ASNMSU, with these additional requirements:

- A. The organization shall be sponsored by a department within the College of Engineering or by the College of Engineering itself.
- B. The organization's Constitution and bylaws shall be made available to the Council.

Section 2 – After the preceding has been accomplished, an organization may be accepted as a member of the Council by receiving a favorable simple majority vote of the Council members. The representatives of the newly accepted organization shall be voting representatives immediately following the vote of approval. The organization shall be eligible for funding the semester following admission into the Council.

ENGINEERS COUNCIL SPECIAL ELECTION BYLAWS

Section 1 – A special election will be held in the event that an officer is unable to complete the term.

Section 2 - Nominations for the vacant office will be made at the meeting in which the vacancy is announced.

Section 3 – The special election will be held within two weeks of the closing of nominations. The vacant office will be filled at that time.

ENGINEERING FEE ADVISORY BOARD (EFAB)

- I. Student Appointments to the Engineering Fee Advisory board

- a. The Board will consist of a representative from each department (six departments) and the President the Engineering Council (for a total of seven members).
- b. The appointment will be a joint decision made by all professional and honorary societies within that department. This includes organizations of a single discipline only (i.e. excluding Tau Beta Pi, SHPE, SWE, etc.) The method of appointment will be left to the individual departments.
- c. The appointment term will be one academic year beginning in the fall semester.
- d. In the event that a member of the committee should step down, each department will have in place an emergency appointment procedure in order to elect a temporary representative until a formal appointment can be made.

II. Advisory Board approval

- a. EFAB must approve any and all future increases or decreases of the student fee.
- b. This approval will pass with a minimum 5-7 vote.

III. Increase Limits

- a. The lab fee shall not increase by more than 20% in one academic year.
- b. The ceiling of \$5.00/ESCH will be reevaluated after five years.
- c. This limit is not to discourage reductions in the fees should such be determined to be the proper action based on a total revenue and need evaluation.

IV. Guarantees to Eliminate the Lab Fee

- a. Should the State legislature deduct funds generated by the lab fee funds already provided to the University, the lab fee shall be eliminated immediately.

Spends \$60/SCH on instructional equipment from all sources. For NMSU to be average we would need to spend \$1.9M each year for lab equipment. We have never been able to approach this level of equipment funding.

Because of years of underfunding our equipment needs is so severe that even with equipment funds from the state the fee is needed to help the College catch up with the existing needs.

NMSU is behind the technology in several critical areas affecting quality:

- a. Manufacturing
- b. Graphics
- c. CAD/CAM/CIM
- d. Automatic Data Collection
- e. Advanced level computing

- f. Student computer work station
- g. Basic Laboratory measurement instrumentation
- h. Safety equipment

Section 5 – The Council shall abide by all ASNMSU laws and financial procedure with respect to moneys received from ASNMSU.

PROPOSED AMENDMENT TO THE CONSTITUTION

Concerned Office: Treasurer

Subject Matter: Petty Cash

Submitted by: Ernie Sanchez

The following outlines the rules and restrictions for the operation of the proposed Engineer's Council petty cash account. Although the account shall not be governed by an NMSU business office, governing responsibilities shall be imposed by the officers of the Engineer's Council. The funds for the account shall be taken from 1-9-91101 account via cash withdrawal. Upon election, the treasurer shall be required to accept the responsibility of this account. Declination of this responsibility will result in immediate termination as Treasurer. The Treasurer shall be fully accountable for the entire allotted amount at any and all times.

General Guidelines

1. Purchases shall comply with the following:
 - a. Purchases must be deemed petty by three of the four Engineer's Council officers.
 - b. Purchases must be approved by three of the four Council officers.
2. Purchases shall be deemed petty if the entire purchase price is less than or equal to \$50.
3. Any single Council officer shall be given the right to deem a purchase non-petty, regardless of the amount, if the officer feels the purchase should be accounted for by a NMSU business office.
4. The Treasurer shall initially be allotted \$100. If at any time the Treasurer knows the money will be depleted, they shall request an additional allotment.
5. Additional allotments shall be approved by three of the four officers, as well as 51% of the Council.
6. Additional allotments shall be in the sum of \$100.