

## **Constitution of UNT Engineers United**

### **ARTICLE I – Organization Name and Mission**

#### **Section 1: Name**

- A. The official name of this organization shall be Engineers United
- B. The organization may also refer to itself as UNT EU

#### **Section 2: Mission**

The mission of Engineers United is:

- A. *To provide the University of North Texas community with opportunities to interact with students from a variety of engineering background.*
- B. *To provide the University of North Texas community with opportunities to interact with professionals in the engineering world.*
- C. *To provide tools and resources that would help students with their engineering courses.*
- D. *To provide mentorship and leadership development opportunities*

### **ARTICLE II – Governing Rules and Regulations**

- A. This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.
- B. The most current version of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution.

### **ARTICLE III – Membership**

#### **Section 1: Membership Statement**

- A. Membership in this organization is limited to any student who is currently enrolled at the University of North Texas.
- B. Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation,

disability, marital status, ancestry, genetic information, citizenship, or veteran status.

## **Section 2: Additional Membership Requirements**

- A. Members must assist with the organization in some way, either through a task or by representing an organization at Discovery Park
- B. Members must participate in decisions for Discovery Park and EU events
- C. Members must participate into at least 1 volunteering event
- D. Members must maintain a minimum of 2.0 GPA

Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.”

## **Section 4: Voting Rights**

Only active student members are eligible to vote.

# **ARTICLE IV – Officers**

## **Section 1: Eligibility**

- A. To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).
- B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

## **Section 2: Titles and Duties**

- A. The officers of this organization shall include a President, Vice President, Treasurer, Creative Director, Social Media Director, Logistics Director, Outreach Director, Webmaster, Organization chairs, and EU Ambassadors

### **The President shall:**

- Maintain communication with Student Activities and ensure that all organizational information, including registration, is current.

- Ensure that all officers are performing their duties as defined in this Constitution.
- Serve as the official representative of the organization.
- Supervise and coordinate the activities of the organization.
- Assume the responsibility of the Vice President in their absence.
- Serve as the liaison between the organization and University community.
- Call regular and special meetings and presides over meetings of the organization.
- Prepare agendas for meetings.
- Be familiar with UNT policies (especially 18.4.2 Student Organization Policy and the Code of Student Conduct) as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Assign special projects to officers.

#### **The Vice President shall:**

- Assign special projects to officers.
- Assume the President's responsibilities in their absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Approve and keep track of the organization's financial status in the Treasurer's absence.
- Plan and be responsible for all retreats and training of the organization.
- Coordinate the rooms and locations for the general meetings and officer meetings.
- Answer all questions regarding role and responsibility.

#### **The Treasurer shall:**

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Student Activities.
- Prepare a set amount of fundraising events each semester with the help of the Volunteering Ambassador.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

#### **The Creative Director shall:**

- Hold meetings with the Social Media and Advertising Manager monthly.
- Help the Social Media Manager and Advertising Manager with their duties and in their absence.
- Take full responsibility for the public image of the organization.
- Submit all of the finished advertisements to the president for approval.

- Provide all documents and records pertaining to their responsibilities to the newly-elected recruitment chair.
- Create and organize tabling events within the school with the help of the committee.
- Be the first contact for tabling events such as Mean Green fling, University Day, EarthDay...etc.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Advertising Manager.
- Assist in special projects as assigned by the President.

**The Social Media Director shall:**

- Be creative and work with the advertising manager to make designs for the organization.
- Update the organization website a minimum of once a week with relevant information to the organization.
- Market the organization through social media.
- Help the Secretary photograph each meeting and upload their photographs to necessary social media.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Social Media Manager
- Assist in special projects as assigned by the President.

**The Logistics Director shall:**

- Hold meetings with the Professional, Social, and Volunteering Ambassadors monthly.
- Help the Professional, Social, and Volunteering Ambassadors with their duties and in their absence.
- Present all finalized event ideas to the president for approval.
- Provide all documents and records pertaining to their responsibilities to the newly-elected event coordinator.
- Notify members of meetings at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Prepare the organization's registration profile and submit to Student Activities at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.
- Photograph general meetings and events.

**The Outreach Director shall:**

- Create a set amount of professional events.
- Prepare a rough draft email to send to the companies you want in your event and send it to the president for approval.
- Contact other organizations to help let our members know of other professional events and possibly collaborate.
- Provide all documents and records pertaining to their responsibilities to the newly-elected main campus ambassador.
- Assist in special projects as assigned by the President.

### **The Webmaster shall:**

- Create a set amount of volunteering events (including fundraising).
- Contact other organizations to help let our members know of other volunteering events and possibly collaborate.
- Find volunteering events or events in general that would be relevant for our members (i.e. The Big Event, Habitat for Humanity, etc...)
- Provide all documents and records pertaining to their responsibilities to the newly-elected main campus ambassador.

### **Section 3: Elections**

- A. The nomination and election of officers shall occur annually through interviews that will begin in April.
- B. Any active student member may submit an application for our positions.
- C. All present officers will participate as interviewers.
- D. A candidate shall be chosen by the officers based on qualification and other factors they deem important.

### **Section 4: Installation and Term of Office**

- A. Newly elected officers shall take office immediately following the elections that start in *April* and their term will end if they fail to perform or choose to leave.
- B. Any change in officer information should be reported to Student Activities.
- C. The length of term of office shall be no longer than four years.

### **Section 5: Vacancies**

- A. Removal
  1. Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, violation of any provision of the Constitution, or for any action or conduct that is deemed detrimental to the welfare of the organization, members, or the University of North Texas.

2. A petition to remove the officer in question must be submitted to the President (or Vice President in the event the officer in question is the President). Such a petition must contain the signature of at least a majority of the active student members of the organization. When such a petition is received, the President (or Vice President) shall call a meeting of organization to decide upon removal.
  3. The officer in question will be notified in writing of the grounds for removal at least one week prior to the meeting and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.
  4. An officer may be removed from office upon a 2/3 affirmative vote of active student members.
- B. Resignation-The resignation of an officer must be submitted to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance.
- C. Filling Vacancies
1. The nomination and election process as stated in Article III, Section 4 will take place at the next membership meeting.
  2. The newly elected officers term shall end at the annual installation of officers in *May*

## **Article V: Meetings**

### **Section 1: Membership Meetings**

- A. Membership meetings shall be held *bi-weekly* during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers and active student members are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers and organization's active student members.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### **Section 2: Officer Meetings**

- A. Officer meetings shall be held *bi-weekly* during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### **Section 3: Special Meetings**

- A. Special meetings may be called by the President, with the approval of the officers. A majority vote of the officers or active student members may also call a special meeting.

- B. The Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

## **Article VI: Advisor**

### **Section 1: Eligibility and Selection**

- A. The advisor shall be selected by the officers.
- B. To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member.
- C. The advisor has no term limit as long as they remain eligible.

### **Section 2: Expectations**

- A. Perform the responsibilities listed in UNT Policy 18.4.2 (Student Organization Policy).
- B. Has no voting rights within the organization.
- C. Be available to officers and members for consultation, advice, counsel, and as a resource.
- D. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations.
- E. Meet regularly with the President.
- F. Sign and/or approve required Student Activities and university paperwork.
- G. Attend the organization's meetings and activities when necessary.
- H. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.

### **Section 3: Removal and Vacancy**

- A. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal.
- B. Upon a majority vote of officers, the advisor will be removed from their duties.
- C. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

## **ARTICLE VII – Finances**

### **Section 1: Dues**

Dues and other fees, as well as the collection schedule, may be set by a majority vote of active student members.

### **Section 2: Payment**

- A. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University policy or local, state, and federal laws.
- B. The Treasurer and President shall be responsible for ensuring the payment of all debts accumulated by the organization.

### **Section 3: Transition**

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution, after each election.

### **Section 4: Dissolution**

In the event that the organization ceases to exist, any funds remaining in the organization's bank account shall be donated to:

The Apache Software Foundation  
401 Edgewater Place, Suite 600  
Wakefield, MA 01880  
U.S.A.

## **ARTICLE VIII – Statement of Non-Hazing**

As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

## **Article IX – Amendments**

- A. An amendment to the constitution may be proposed by any active student member of the organization, and must be submitted in writing to the President.
- B. The proposed amendment shall be announced at a meeting at least two (2) weeks prior to the meeting when the vote will be taken.
- C. Two (2) weeks after the proposed amendment has been announced, the organization may vote to adopt the amendment by a two-thirds (2/3) vote of active student members.

### **History of Constitution**

Created: 04/30/2018

Revised: 09/21/2018