WICHITA STATE UNIVERSITY ENGINEERING COUNCIL

CONSTITUTION

PURPOSE

Engineering Council shall serve as a facilitator of the Dean’s Student Advisory Board (DSAB); provide ideas and activities to students, organizations, and faculty; and act as the central body of communication between students of the College of Engineering (CoE), the Dean, and Associate Deans.

ARTICLE 1: MEMBERSHIP

I. MEMBERSHIP ELIGIBILITY
   1. Members of the Executive Council
      a. Must be full-time students enrolled in the CoE.
      b. Must have been involved in EC for at least one semester
   2. All members of Engineering Council
      a. Must be students enrolled in a program through the CoE at WSU
      b. Must be in good standing with the CoE

II. ATTAINING MEMBERSHIP
   1. Officers
      a. Officers must file an application for a position on the Executive Council and must be elected by a simple majority vote.
   2. Dean’s Student Advisory Board members
      a. DSAB members shall consist of up to: 1 member from each department, 2 members from the Graduate School, 1 member is the VP of EC, 2 Associate Deans, and 1 Dean for a maximum of 12 members.
      b. DSAB members must file an application for a position on the DSAB and must be elected by the Executive Council.
   3. General Members
      a. Members of EC must attend 50% of all general meetings.

ARTICLE 2: OFFICERS

I. PRESIDENT
   1. Preside over all meetings of the Executive and Representative Councils.
   2. Responsible for creating and distributing meeting agendas for all Executive and Representative Council meetings, with the Vice President.
   4. Supervise the Vice President, Director of Finance, and Director of Communication
   5. Oversee planning and executing all events sponsored by EC.

II. VICE PRESIDENT
   1. Facilitates all DSAB meetings.
   2. Acts as a DSAB member at DSAB meetings.
   3. Send DSAB agenda 7 days in advance to the Dean and Associate Deans, and 5 days in advance to Board members.
      a. Be resident expert on Robert’s Rules of Order
   5. Assume the duties of the President when the President is unable to fulfill his/her duties.
6. Participate in Executive and General meetings
7. Create the Executive Council Application and collect the applications for the next election cycle, in coordination with the Director of Communication.
8. Maintain and update any paperwork submitted to EC, in coordination with the Director of Communication.

III. DIRECTOR OF COMMUNICATION
1. Take attendance and minutes at meetings
2. Verify the voting status of all members prior to any vote.
3. Distribute meeting minutes no more than 48 hours after all meetings
4. Maintain and update the official web interfaces (WSU website, BlackBoard, OrgSync)
5. Maintain bylaws and constitution
6. Participate in all meetings
7. Create and distribute advertising and marketing materials
8. Shall be the only executive council member who will send out emails on behalf of the entire council
9. Assume social media responsibilities

IV. DIRECTOR OF FINANCE
1. Manage the funds held by Engineering Council
   (a) Maintain Engineering Council’s safekeeping account
2. Prepare the Student Fees Funds Request for SGA for the following academic year
3. Provides monthly budget reports on the state of EC’s finances
4. Participate in all meetings

V. MULTIPLE POSITIONS
1. No officer is able to hold multiple offices on the Executive Council unless approved by the advisor.

VI. IMPEACHMENT
1. Any motion calling for the impeachment of any officer or representative shall be presented at a Representative Council meeting and voted on in the following meeting
2. Any motions to impeach must be carried by a two-thirds majority
3. The officer or representative in question shall be afforded the opportunity to defend themselves
4. The officer or representative in question shall not be allowed to vote
5. If a motion is made for removal of the office of the President, the Vice President shall serve as acting President until voting has been conducted on the matter
6. Any impeached representative must be replaced by their RSO within two weeks.

VII. RESIGNATIONS
1. Officers
   a. Officers must submit a letter of resignation to the Vice President.
   b. Resignations shall become active two weeks from submission of the letter
2. DSAB Members
   a. Board members must submit letters of resignation to the Vice President
   b. Resignations shall become active two weeks after submission of the letter

VIII. REPLACING IMPREACHED OR RESIGNED OFFICES
1. The executive council has the authority to temporarily appoint a person to the vacant position
2. The position will be filled within a month using the election procedures established in ARTICLE 3.

ARTICLE 3: ELECTIONS

I. VOTING ELIGIBILITY
1. All EC members are eligible to vote.
2. The president will only vote in event of a tie

II. ELECTIONS OF OFFICERS
1. Elections will be held within two weeks prior to the last day of classes.

III. APPLICATION FOR ELECTION
1. Applications will be available three weeks prior to Election Day and will be due as deemed necessary by Executive Council.

ARTICLE 4: MEETINGS

I. DEAN’S STUDENT ADVISORY BOARD MEETINGS
1. Meetings will be held every other week, at a time determined by the Vice President, at the beginning of each semester.
   a. Every other meeting will be with the entire DSAB
   b. Every other meeting will be to finalize the agenda with only student members
2. All items for discussion must be submitted in writing to the Vice President two days prior to the agenda meeting.

II. EXECUTIVE COUNCIL MEETINGS
1. Meetings will be held every other week, at a time deemed most appropriate for the Executive members, on weeks when General Meetings are not held.

III. GENERAL MEETINGS
1. Meetings of EC will be held every other week at a time determined by the Executive Council.

IV. SUB-COMMITTEES
1. Sub-committees, as created or deemed necessary by the Executive Council. These groups will meet as necessary at a time deemed most appropriate by the sub-committee chair.

ARTICLE 5: VOTING

I. VOTING ELIGIBILITY
1. All Executive members are eligible to vote.
2. The president will only vote in event of a tie

II. VOTING PROCEDURE:
1. All issues requiring a vote shall be decided by a simple majority of the members present.
2. If deemed necessary by the president or requested by a voting member then voting may be conducted via secret ballot.

ARTICLE 6: AMENDMENTS

I. PROCEDURE
1. Amendments may be submitted at any time to the Executive Council. The Executive Council has the authority to determine if a vote is necessary.
2. Amendments will be approved by a two thirds majority
3. Amendments must contain a date on which they become effective