



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Sustainability through Engineering

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish Sustainability through Engineering (URSE) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

Sustainability through Engineering is a project-based organization focused on sustainability with an engineering focus. We strive to promote sustainability on campus and within the local community by:

- a. Designing student-led engineering projects.
- b. Fostering a collaborative environment for the dissemination of engineering knowledge across traditional boundaries.
- c. Educating the local community on sustainable policies and practices, with a particular focus on sustainable technologies.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- A. Definition of active member - An active member is a member who meets the eligibility requirements and satisfies at least one of the following criteria:
 - a. an officer in the executive board.
 - b. a member of a project committee who has attended greater than 65% of that project's meetings in the current semester.
 - c. a member who has attended at least 50% of general meetings or events in the

- past semester.
 - d. an active member is eligible to run for officer positions, to vote in elections, and to contribute to executive board meetings.
- B. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as half of the active membership plus at least 50% of officers.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. President: Requires at least one semester of active membership and/or has held a previous officer position unless no one is qualified.
- B. Vice President: Requires at least one semester of active membership and/or has held a previous officer position unless no one is qualified.
- C. Business Manager: Requires at least one semester of active membership unless no one is qualified.
- D. Project Manager: Requires at least one semester of active membership unless no one is qualified.
- E. Secretary: Requires at least one semester of active membership unless no one is qualified.
- F. Social Chair: Requires at least one semester of active membership unless no one is qualified.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.

- F. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions.
- G. The Vice President shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
- H. The Secretary shall also take roll calls at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
- I. **President:** The President is the external representative for the chapter, responsible for maintaining communication with other student groups on campus and beyond, SA, Wilson Commons, Hajim School of Engineering and administration, and the faculty advisor. They initiate outreach with industry and the community for industry tours, panels, and community service. They are to be the primary contact on the CCC page to receive emails for co-sponsorship opportunities. With the Vice President, the President should fill out the end of semester reports for SA.
- J. **Vice President:** The Vice President (VP) assumes the duties of the Presidents when they are absent. The VP assists other executive officers in administrative tasks and organizing events and may serve as a liaison with other organizations on campus.
- K. **Business Manager:** The Business Manager (BM) works with SAAC and the Hajim School to balance the group's budget, attain funding for events and chapter dues, and apply for supplemental funding and grants for other expenses such as conferences. The BM makes orders for materials and money requests for food and other expenses. The BM also organizes fundraisers for the club when needed.
- L. **Secretary:** The Secretary takes and distributes minutes for executive board meetings. The Secretary acts as the liaison between executive board and other members by sending out weekly emails to keep everyone updated on club activities and manages the primary email on CCC and is the primary contact for CCC. The Secretary is also responsible to keep track of attendance for all meetings. The Secretary is also responsible for organizing and managing access to the team's shared Google Drive. The Secretary is the primary contact on CCC.
- M. **Project Manager:** The Project Manager (PM) manages current projects in the club. The PM communicates with project leaders to discuss the status of projects at least bi-weekly to ensure projects are running smoothly. The PM is available to help if projects have any problems or concerns. The PM will lead workshops that will train members before starting a project if necessary. The PM should overlook the completion of project requests and project proposals.
- N. **Social Chair:** The Social Chair (SC) is to be the organization's representative when organizing the engineering socials (esocial). The SC is also responsible for organizing social, non-academic, programs and publicizing any SE events focused on recruitment. This position is optional for the incoming eboard; if unfilled, the duties are distributed amongst the filled positions. This position is in charge of making posters and marketing material. Their duty is to get marketing material printed through Wilson Commons. The SC is responsible for managing social media accounts.
- O. **Shared Duties:** All officers listed above shall promote the active recruitment of new

members, enforce this constitution, and be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization. At least one officer with a driver's license should be registered to drive the SA vans.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure - Open Nomination.
- B. Term of Office- All officer positions are 2 semester terms that begin in the fall semester. Training and transition of officer roles is required after return from spring break immediately following the election.
- C. Timing of Elections - Elections for officer positions of the following school year take place during the general meeting time of the spring semester in early February to late March. Elections must be held at least 2 weeks before the last day of classes each semester.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an officer, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An officer shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Sustainability through Engineering of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by Sustainability through Engineering. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

Sustainability through Engineering abides by the nondiscrimination policy of the University of Rochester.



11/1/2022

Signature of Confirmation

Date

Stephany Correa-Diaz

President, Sustainability through Engineering



11/2/22

Signature of Approval

Date

Evan Zhang

Chair, Student Organization Administration & Review Committee