



UNIVERSITY of ROCHESTER  
STUDENTS' ASSOCIATION  
GOVERNMENT

## **American Society of Mechanical Engineers (ASME)**

### **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish the American Society of Mechanical Engineers (ASME) 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**

The undergraduate student section of ASME exists to promote the professional development of its members and create a vibrantly active mechanical engineering community at the University of Rochester. In addition, ASME aims to educate and excite the University community about engineering through relevant programs.

### **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.
- B. Definition of active member - An active member must attend at least 50% of activities (meetings and events) and assist/volunteer in at least 2 events sponsored or planned by UR ASME. A  $\frac{2}{3}$  majority vote from the eboard can change a person's status to active member.
- C. 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 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  $\frac{1}{2}$  of the active membership including at least 2 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. List the titles of all officer positions and qualifications to hold their offices. The minimum requirement for officer positions is President and Business Manager.
- a. President - must have participated actively on eboard the previous year
  - b. Business Manager
  - c. Secretary
  - d. Event Coordinator
  - e. Professional Chair
  - f. Publicity/Social Chair
  - g. First Year Class Representative
  - h. Sophomore Class Representative
  - i. Junior Class Representative
  - j. Senior Class Representative

#### **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. The president is also responsible for attending monthly ASME Professional section meetings to collaborate and report on the activities of the club. The president is the primary contact with both SA and ME department advisors.  
F. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions. This includes SA funds, ASME Professional funds and department funds. The business manager is also responsible for organizing the selling of department merchandise and coordinating conferences.  
G. The Secretary 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. The secretary is also responsible to manage CCC contacts, send out weekly email updates and make room reservations through Virtual EMS. The Secretary shall also take attendance at all meetings, tally votes,

keep an accurate list of organization members and take and maintain meeting minutes.

- H. The professional chair is responsible for growing professional development. This includes maintaining a relationship with the Rochester Senior Section, organizing industry tours, encouraging involvement in Rochester ASME events, setting up lunches with professors, collaborating with the career center and hosting/co hosting activities which help members build their professional identities. At least one event is expected to be put on each month. The chair should work closely with the class representatives and cater to individual class needs.
- I. The event coordinator is responsible for hosting one big event each semester as a minimum. These events are typically the pumpkin launch in the fall and the annual roast in the spring.
- J. The social/publicity chair is responsible for keeping social media pages active, publicizing events through different mediums, encouraging member participation, planning study breaks, semester picnics and other social events. The chair should work closely with the class representatives and cater to individual class needs.
- K. Class representatives are responsible for passing on information presented by ASME to their respective classes. They are also responsible for relaying ideas and information from the class to eboard meetings. It is necessary for representatives to actively participate, interact, and assist with the rest of the eboard in planning and executing events.

### **SECTION THREE - NOMINATIONS AND ELECTIONS**

- A. Nomination and Elections Procedure -
  - a. Before an election anyone has the ability to nominate individuals for eboard positions (someone else or themselves). Current eboard members will reach out to those nominated and invite them to submit a platform. Those who submit a platform are considered for election.
  - b. During the election meeting, positions will be elected one by one. For each position, those running will be asked to leave the room. One by one candidates will be invited in to present their platform. Once finished, candidates can be asked questions and then they will be invited to leave the room. Members then can voice productive and valuable feedback about said candidate. After, the next candidate will be invited in to present. Those who are unable to attend the election meeting must let the secretary or president know and designate a substitute to present their platform.
  - c. Once all candidates for a given position have presented, the president will lead in conducting the vote. The vote can be conducted electronically in real time anonymously or by asking all members to put their head down and raise their hand once for their cast. It is the secretaries responsibility to tally the votes. The President shall only vote to break a tie.
- B. Term of Office - Elections for Eboard positions (except for class representatives) will take place annually during the last general meeting. This meeting should occur

before the last month of the Spring semester. Class representative elections will take place early in the Fall semester. Each officer holds their position until the end of the Spring semester, however the last month after elections will be a transition period between the new and old eboard members.

- C. Timing of Elections - Elections for eboard positions will take place during the last general meeting of the Spring semester. Class representative elections will take place within the first month of the Fall semester.

**SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS**

- A. At the first valid meeting following a vacancy of an office, 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 office shall be declared vacant as the result of a vote of no confidence.

**ARTICLE VI - RESOURCES**

**SECTION ONE - RESOURCES**

- A. The American Society of Mechanical Engineers of the University of Rochester will abide their Resource Agreement.

**ARTICLE VII - HAZING POLICY**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the American Society of Mechanical Engineers. 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**

The American Society of Mechanical Engineers abides by the nondiscrimination policy of the University of Rochester.

*Eli Burk*

Signature of Confirmation

Eli Burk

**President, American Society of Mechanical Engineers**

10/13/2020

Date

*Eden-Lyn Thomas*

Signature of Approval

Eden-Lyn Thomas

**Chair, Student Organization Administration & Review Committee**

10 | 20 | 2020

Date