

**California State Polytechnic University, Pomona
American Society of Civil Engineers Student Chapter
Constitution and Bylaws**

Article V – OFFICERS

Section 1 – Categories of Officers.

The Student Chapter Officer Board shall be composed of Elected, Appointed and Honorary Officers each comprised of the following listed below.

1. **Elected Officers.** Elected Officers shall be the President, Vice President Internal, Vice President External, Treasurer, and Secretary to form the Executive Board of Directors.
2. **Appointed Officers.** Appointed Officers shall be the Alumni Relations Chair(s), Conference Chairs, Event Chairs, Membership Chair, Outreach and Community Service Chair(s), Publicity Chair, Strategic Communications Chair and First Year Representative(s).
3. **Honorary Officers.** Honorary Officers shall be the Past President, CPP ASCE Concrete Canoe Project Manager(s), Steel Bridge Project Manager(s).

Section 2 – General Duties.

The Student Chapter Officer Board shall be responsible for the planning, organizing and execution of all Student Chapter affairs, events and activities falling under their jurisdiction. Officers shall be generally responsible for (1) providing help with all Student Chapter affairs, event and activities as requested; (2) completing and submitting ASCE, ASI, University and CSU paperwork in a timely manner for events and activities falling under their jurisdiction; (3) and set an example of professionalism and sociability.

Section 3 – Specific Duties.

1. **President.** The President shall have supervision over all Student Chapter affairs, events and activities, as well as assume overall responsibility for the Student Chapter. Additional duties include, but are not limited to: calling and presiding over Regular General, Officer and Special Meetings; developing and maintaining the annual calendar; represent the Student Chapter and serve as a liaison at all ASCE Branch, Section, Regional, and Society-level meetings and events; being knowledgeable in all Student Chapter, Engineering Council, ASI, University and CSU deadlines, guidelines, and procedures; drafts Student Chapter Goals and Agenda as well as working with all Officers to make sure goals are met throughout the year; collaborating with the VPI and Secretary to finalize and submit the Annual Report to the ASCE Committee on Student Members (CSM); serving as an ex officio member of all committees and projects to ensure goals are met and group rapport is maintained; develop a task list for Officers, outlining specific goals and objectives to be completed within their office; serve as the main contact for and communicate regularly with members, Faculty Advisor(s), Engineering Council, Civil Engineering Department, Practitioner Advisor(s), and the College of Engineering; having the authority to expend Student Chapter funds; hold an amendment meeting for Constitution by the twelfth week of Spring Semester; maintains the integrity and prevents the destruction of Student Chapter equipment, supplies and technology, including the Student Chapter Google Email Accounts and Google Drive.

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- 2. Vice President Internal.** The Vice President Internal (VPI) shall assume the duties of President in their absence, incapacity or resignation. The VPI shall have supervision over functions concerned with Student Chapter Officers, Members and the Annual Report. Additional duties include, but are not limited to: monitoring and attending all internal Student Chapter functions; organizing the Student Mentorship Program; collaborating with the President and Secretary to produce the Annual Report; providing required assistance for Officer tasks and committee projects; representing Student Chapter at on-campus meetings held by University Councils (excluding those hosted by Engineering Council); maintaining relations with other Civil Engineering and Construction Clubs; serve as the designated ASI and OSLCC Scheduler by scheduling room accommodations and taking preparative measures for all on-campus Regular, General, Special Meetings and events.
- 3. Vice President External.** The Vice President External (VPE) shall assume the duties of President in the absence, incapacity or resignation of both the President and Vice President Internal. The VPE shall act as a liaison on behalf of the Student Chapter for all industry-related functions. Additional duties include, but are not limited to: inviting and welcoming guest speakers for Regular, Officer and Special Meetings; acquiring donations for Regular Meeting food costs; coordinating and attending technical tours; publicizing industry events; organizing industry-related Student Chapter events; maintaining relations and communicating with the Practitioner Advisor; managing external fundraising efforts including the oversight of the Annual Alumni Golf Tournament; submitting reports, as needed, to the any ASCE Branch, Section, Regional, and Society-Level jurisdiction.
- 4. Treasurer.** The Treasurer shall be responsible for all Student Chapter financial matters. These duties include, but are not limited to: monitoring all Student Chapter funds, preparing and submitting the Student Chapter's Preliminary, Mid-Year and Annual Budgets; keeping independent, accurate and updated records of Student Chapter expenditures including all ASI, Agency, Foundation and cash accounts; distributing reimbursements in a timely manner; reviewing and finalizing budgets for all Student Chapter events and functions; scheduling financial presentations and/or meetings as needed with ASI or E-Council; paying Student Chapter bills, including but not limited to Annual Society-Level Dues paid by February 1st; presenting to Officers a detailed accounting report of the Student Chapter's expenditures and credits on a semesterly basis; expending Student Chapter funds; submitting financial report to the Faculty Advisor and President at the end of each semester; prepare the preliminary annual budget as submit it to E-Council by April 30th; performing all other duties normally ascribed to the office.
- 5. Secretary.** The Secretary shall manage all correspondence on behalf of the Student Chapter, maintaining accurate administrative recordings and be responsible for jointly managing the CPP ASCE Student Chapter Annual Report (AR) with the President and VPI, submitted by February 1st. Additional duties include, but are not limited to: recording the proceedings of Regular and Special Meetings; approving and finalizing Regular Meeting agendas; be able to make meeting minutes or any other documents available as necessary or upon request; managing Building 9 and 17 publicity (banner, trophies, display cases); collecting write-ups from all officers in the Annual Report format; assisting the President and VPI with the production of the Annual Report;

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maintaining relations with the Civil Engineering and Construction Department Administrative Support Coordinator.

6. **Alumni Relation Chair(s).** The Alumni Relations Chair(s) shall develop and organize events that promote involvement with alumni of this organization. These duties include, but are not limited to: update and maintaining the alumni network and database; organizing the Alumni Mentorship Program; planning, organizing and executing the Annual Alumni Golf Tournament; forming and leading the Golf Tournament Committee; recruiting companies and alumni to attend the Golf Tournament; encouraging and fostering participation of alumni in all events; coordinating registration and any other duties needed for the success of the golf tournament.
7. **Conference Chair(s).** The Conference Chair(s) shall manage all efforts related to the Annual Pacific Southwest Conference (PSWC) on behalf of the CPP ASCE Student Chapter. These duties include, but are not limited to: acting as the liaison(s) between the host school and the CPP ASCE Student Chapter; promoting PSWC to all members and partners; recruiting and organizing competition participants and captains; encouraging and fostering participation in events; ensuring appropriate ASI paperwork is completed; coordinating registration, travel arrangements, and rooming accommodations; working within specified budgets provided by the Treasurer; representing the Student Chapter during any presentations required for ASI funding efforts.
8. **Events Chairs.** The Events Chairs shall plan, organize and execute all social and professional events hosted on behalf of the Student Chapter. These duties shall include, but are not limited to: publicizing and attending all social and professional events; working within specified budgets as provided by the Treasurer; drafting an analysis of the outcome for each social and professional event; collaborating with representatives from other clubs and organizations, including local ASCE Groups, YMF, and Branches, to develop joint events; assisting Officers with various event-related tasks.
 - 8.1. **Social Events Chair.** The Social Events Chair shall plan, organize and execute the following events which include, but are not limited to: the Kick-Off BBQ, the Annual Mammoth Trip, and the Civil Engineering and Construction Department Banquet.
 - 8.2. **Professional Events Chair.** The Professional Events Chair shall plan, organize and execute the following events which include, but are not limited to: the Professional Development Workshop (PDW), the Order of the Engineer (OTE), and the Civil Engineering and Construction Department Banquet.
9. **Membership Chair.** The Membership Chair acts as a delegate on behalf of the Student Chapter Membership and serves as the point of contact for membership inquiries. These duties include, but are not limited to: updating and reviewing the Annual Membership Application; organized and hosting the Annual Membership Drive to register students at the beginning of the academic year; serving as a liaison between the Student Chapter Members and Officers; providing the Student Chapter with an organized and updated membership roster; maintaining the myBAR database; acquire membership dues; designing, ordering, and distributing Student Chapter t-shirts and other membership merchandise; develop and analyze the Annual Membership Survey; promoting and explaining the Society-Level Student Membership to Student; developing innovative and beneficial services for membership.

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- 10. Outreach & Community Service Chair(s).** The Outreach & Community Service Chair(s) shall develop and organize community service events that promote involvement in the community. These duties include, but are not limited to: developing innovative community service efforts; working with external organizations to provide assistance with community service events; having a passion for civil engineering and a desire to share it with others; promoting outreach events; working with external organizations to provide assistance for specific needs; managing the Annual Civil Day and the Annual Seismic Outreach.
- 11. Publicity Chair.** The Publicity Chair shall be responsible publishing all Student Chapter correspondence; updating and maintaining all social media accounts; and photograph all Student Chapter affairs, events and activities. These duties include, but are not limited to: continuously updating social media with content (Instagram, Facebook, Twitter, etc.); creating and distributing the Student Chapter Newsletter letter each semester; ensuring all representation of the Student Chapter on the Internet is current, accurate and positive; assisting all officers with promotion of their events and activities; maintaining a photographic record of Student Chapter events and upload them to the Student Chapter's Flickr account in a timely manner.
- 12. Strategic Communications Chair.** The Strategic Communications Chair(s) shall coordinate with Civil Engineering Clubs, Department Faculty, College of Engineering and the University important ASCE events and serve as a liaison between Civil Engineering Clubs. These duties include, but are not limited to: publicizing and attending all Civil Engineering Club fundraising events; providing ASCE Members with ample time to attend and participate in said events; work closely with the Publicity Chair to advertise events; develop innovative and successful fundraising efforts with other clubs; send event emails on behalf of the Civil Engineering Department; collaborating with other clubs to develop joint non-conflicting events; work with other clubs to ensure their events are known to ASCE members; coordinate with Club Event Chairs to ensure club events are inputted into the Civil Engineering and Construction Department Calendar.
- 13. First Year Representative(s).** The First Year Representative(s) shall act as liaisons between their class and the Student Chapter. This position gives First-Year Students the opportunity to gain valuable leadership experience, as related to managing the Student Chapter. These duties include, but are not limited to: promoting ASCE events and relaying Student Chapter information to their classmates; organizing the Annual Student, Faculty and Alumni Soccer Game; attending all Student Chapter functions and meetings; shadowing Officers; assisting where needed. In addition, the First Year Representative shall act as the CPP ASCE Student Chapter delegate at all Engineering Council (EC) meetings. These responsibilities include, but are not limited to: communicating all pertinent EC information to Officers; making relevant announcements to EC on Student Chapter's behalf; planning and coordinating the Student Chapter's attendance and participation at the Annual Engineering Week events.
- 14. Past President.** The Past President (PP) shall serve one (1) year term immediately following the conclusion of their term as President. The PP provides advice for Officers, assists during officer appointment process, attends Regular, General, Special Meetings (if possible), and remain available for communication (via email, phone, etc.) for the year following their administration.

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15. CPP ASCE Concrete Canoe Captain(s). The CPP ASCE Concrete Canoe Captain (CCC) shall attend Officer Meetings to represent the CPP ASCE Concrete Canoe Team. The CCC shall maintain relations with Officers and provide continual updates regarding their team's progress.

16. CPP Steel Bridge Captain(s). The CPP Steel Bridge Captain (SBC) shall attend Officer Meetings to represent the CPP Steel Bridge Team. The SBC shall maintain relations with Officers and provide continual updates regarding their team's progress.

Section 4 – Eligibility.

Officers shall maintain the following qualifications during their tenure to remain eligible for their respective Office.

- 1. University Standard.** At the time of assuming office and during tenure in office, Officers must meet all of the eligibility requirements as stated by the University; Officers must meet a minimum 2.0 term and cumulative GPA; be enrolled in at least 9 units (undergraduate students) / 4 units (graduate students) during office; and be in good judicial standing with the University.
 - 1.1. Additional Standard.** The CPP ASCE Student Chapter will enforce an additional GPA standard of 2.5 that is to be monitored by the Faculty Advisor. If an Officer's academic performance suffers during their tenure, the Faculty Advisor has the right to suspend said Officer at their discretion.
- 2. Additional Requirements.** Student Chapter Officers must: (1) be paid registered Student Chapter and Society-Level Student Members; (2) be available during U-Hour on even Tuesdays and Thursdays throughout the academic year in order to attend Officer and General Meetings; (3) must attend the Annual Officer Retreat, Pacific Southwest Conference (PSWC), Alumni Golf Tournament and Civil Engineering and Construction Department Banquet. Additionally, Elected Officers may not serve as President, Vice President, Treasurer, or Secretary for any other club or organization; and cannot be Project Manager of any technical team at Cal Poly Pomona. The President may not serve any position for any other club or organization.

Section 5 – Removal from Office.

- 1. Grounds.** An Officer may be removed from Office if said Officer completes or performs:
 - 1.1.** Neglects the duties of their Office or violates the Student Chapter Bylaws; OR
 - 1.2.** Exhibits disorderly conduct, gross misdemeanor, engages in any unacceptable behavior on or off campus that would jeopardize the organizations standing or relationship with ASCE, the University, the CSU or Industry; OR
 - 1.3.** Negligent misuse or destruction of ASCE, University or CSU property or funds; OR
 - 1.4.** Violates the ASCE Code of Ethics or any other unethical engineering practice; OR
 - 1.5.** Does not maintain satisfactory academic standing; OR
 - 1.6.** Has greater than two (2) excused or unexcused absences at General, Officer or Special Meetings within one (1) semester; OR
 - 1.7.** Fails to attend the four (4) mandatory annual events: Officer Retreat, Pacific Southwest Conference (PSWC), Alumni Golf Tournament and Civil Engineering and Construction Department Banquet.