CONSTITUTION OF THE

AMERICAN SOCIETY OF CIVIL ENGINEERS

STUDENT CHAPTER

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

Preamble

The objective and goals of this chapter shall be to encourage the development of a professional consciousness, to afford an opportunity for civil engineers to become acquainted and to participate working together effectively, to promote a spirit of congeniality among them, and to provide friendly contact with the engineering profession.

**Article I. Official Name**

**Section 1.** The name of this organization shall be the “American Society of Civil Engineers, Student Chapter, California State University, Northridge”, and is a national affiliate of the American Society of Civil Engineers (ASCE).

**Article II. Authority**

**Section 1.** This organization is a recognized student organization at California State University, Northridge and adheres to all campus policies as set forth in the Clubs and Organizations Manual.

**Article III. Membership**

**Section 1. Student Access**

A. Any person currently enrolled as a student at CSUN and fulfilling the membership requirements of the organization may be a member.

**Membership in the organization shall be open to all those**

**regularly-enrolled at California State University, Northridge**

**students who are interested in membership.**

**Section 2. Non-Discrimination Policy**

A. “In accordance with state law and the regulations of the California State University, no organization shall discriminate on the basis of race or

ethnicity (including color, caste, and ancestry), religion (or religious

creed), nationality, citizenship, age, medical condition, genetic

information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status,

veteran or military status, or disability (physical or mental). CSU

Student Activities Policy, Executive Order 1068 (Revised), grants that social fraternities and sororities may impose a gender limitation as

permitted by Education Code Section 66273.”

**Section 3. Eligibility**

A. Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

**Section 4. Membership Requirements**

A. To be a member of this organization a student must be enrolled at

California State University, Northridge.

B. Active members of this chapter shall be undergraduate and graduate students enrolled in the university who are interested in civil engineering; who are in good academic standing; shall have met all the requirements of the registrar’s and accounting offices and have made payments of Chapter dues and have attended at least 25% of the general meetings that have

occurred or be an officer.

1. Those who do not meet these requirements shall be considered

inactive members

**Section 5. Privileges of Membership**

A. Privileges of members shall include the right: to vote, to present motion and resolutions, to nominate.

1. The right to vote in an election shall be reserved for active

members in the organization

B. Only active members shall have the right to be a candidate for office.

**Section 6. Hazing**

A. This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

**Section 7. Code of Conduct**

A. This organization shall comply with Title 5, Section 41301, Standards for Student Conduct and this organization shall comply with the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations.

**Article IV. Officers and Advisors**

**Section 1. Officers**

A. The officers of this organization will consist of an executive board and an elected board.

1. Elected Board

a. The following shall be part of the Elected Board

i. President

1. Shall preside over general and board

meeting of the chapter and perform all

duties incumbent of such an office.

2. The President, with the approval of the

Elected Board, shall appoint all executive

officers of this organization.

ii. Vice President

1. Shall assist the President and shall assume the

duties of the President in their absence.

2. The goal of the Vice President is to oversee

recruitment and retention of members.

iii. Treasurer

1. Shall take charge of all funds belonging to

the chapter and be responsible with their

proper disbursement.

2. The Treasurer shall ensure that the financial

records of the chapter are in accordance with

the financial policies of the Los Angeles

Section ofASCE.

3. Shall render accurate reporting of accounts

at each Executive Board meeting

4. Shall take charge of all applications for

funding from Associated Students (A.S.)

and meet all A.S. deadlines.

iv. Secretary

1. Shall keep records of all chapter activity and

membership totals

2. Shall be responsible for ensuring members

are notified of all events and relevant

information, including but not limited to:

a. Internship/job opportunities

b. career fairs

c. meetings

d. presentations/seminars

e. fundraisers

b. The Elected Board shall be selected through an election process in the spring semester as defined in Article VI of this constitution

2. Executive Board

a. An executive board shall be appointed by the president with the approval of the Elected Board

i. Nomination by president and approval of 2 other

Elected Board members.

b. The following shall by part of the Executive Board i. Conference Chair

ii. Professional and Alumni Liaison

iii. Fundraising Chair[s]

iv. Event Coordinator

v. Social Networking Chair

vi. Outreach Chair

vii. Graphic/Video Editor

viii. Facility Manager[s]

ix. The job descriptions and responsibilities for the

executive board shall be delineated in an additional

document to be reviewed by the elected board.

c. The flowing shall be ex-officio voting members of the Executive Board

i. President

ii. Vice-President

iii. Treasurer

iv. Secretary

v. Concrete Canoe

Captain

vi. GeoWall Captain

d. Additional non-voting officer positions may be created by the

President with approval of the executive board.

B. The officers of this organization must comply with the Officer

Qualifications in Article IV, Section 3.

**Section 2. Project Captains/Managers**

A. The captains [managers] of the Special Projects shall be officers of this organization and sit on the Executive Board. These projects include:

1. Concrete Canoe

2. Geo-Wall

3. Timber Design

4. Surveying

B. Selection of Captains

1. Prospective captains shall apply along with the other officers.

2. Captains shall be appointed by the previous captain.

a. The process for appointment is detailed in Article VII

**Section 3. Officer Qualifications**

A. All officers must be enrolled CSUN students.

B. Pursuant to Coded Memorandum AA-2012-05: Minimum Qualifications For Student Office Holders, the president, vice president and treasurer are required to meet the following minimum requirements:

a. Minimum Academic Qualifications— The president, vice president and treasurer must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.0 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.

b. Incumbent Unit Load—Undergraduate students in the role of president, vice president and treasurer are required to earn six (6) semester units per term while holding office. Graduate and credential students in the role of president and treasurer must earn three (3) semester units per term while holding office.

c. Incumbent Maximum Allowable Units—Undergraduate students in the role of president, vice president and treasurer are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater. Graduate and credential students in the role of president and treasurer are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units, including students pursuing a double major, will no longer be eligible.

**Section 4. Terms**

A. The officers shall take charge on July 1, and shall serve for a term of one year. Should an officer not be able to complete his/her term of office, a special election shall be called by the President to fill the vacancy for the remainder of that term.

**Section 5. Advisor**

**Pursuant to Executive Order 1068, a CSUN faculty or staff**

**advisor will be chosen at the first meeting of each new**

**academic year.**

A. University Advisor Roles & Responsibilities:

1. Explain University Policy when relevant to the discussion

2. Call meetings of the student officers when believed to be necessary. 3. Serve as a parliamentarian for the group.

4. Recommend programs, events, speakers, etc.

5. Cancel any activities which the advisor believes have been

inadequately planned, violate University policy, or are unsafe.

6. Speak up during discussion when the advisor thinks the group may make a poor decision.

7. Inform the group of infractions of their bylaws, codes, standing rules, and constitution.

8. Represent the group in any conflicts with members of the University staff. **Article V. Discipline of Members**

**Section 1.** All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by

campus administration, not student organizations, and this organization shall refer

any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

**Section 2.** Action can be taken against a recognized student club or organization that violates the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations. Complaints against organizations should be filed in writing with the Matador Involvement Center (MIC). All complaints will be investigated and responded to. Procedures describing the processes used to consider such complaints are available in the MIC. Organizations found in violation of this Code can receive a range of sanctions including warnings, probationary status, suspension of university recognition, or withdrawal of university recognition

**Article VI. Elections**

**Section 1. Time of Elections**

A. Elections shall take place each May, or prior to the annual End of the Year Banquet, whichever comes first.

**Section 2. Elections Procedures**

A. All active members shall be eligible for participation in an election

B. Applications shall be made available by the Secretary a minimum of three weeks before the election, to be due two weeks prior to the election.

1. Submitting an application certifies acceptance of election

procedures.

2. Applications for other non-elected positions may be included on the

same application.

C. The Secretary shall prepare all necessary materials for voting.

D. Voting shall take place over a period of two days, Tuesday and

Wednesday.

1. Polls shall be open for a minimum of 3 hours each voting day.

2. The voting time period must not begin prior to 8 A.M. eachday.

3. The voting time period must commence prior to 5 P.M. each day.

E. Publication of elections

1. The election shall be publicly publicized by:

a. Sending out an official notification to the membership via

email.

b. Posting on ASCE board.

c. Posting to all available social media.

F. All candidates shall have an opportunity to give a candidate speech.

1. Candidate speeches shall be given at the regularly scheduled general meeting immediately prior to the commencement of voting.

G. Ballots

1. Names on ballots must be ordered alphabetically by last name. 2. Order of polls shall be in the following order:

a. President

b. Vice-President

c. Treasurer

d. Secretary

e. Amendments/other votes

3. There shall be no write-in candidates for anyseat.

4. All ballots must contain a serial number and a tear off portion with the same serial number.

H. Polling Station

1. The polling station shall be monitored by the Secretary and an assistant[s] appointed by the executive Board at all times.

a. In the event the Secretary is running in the election or

unable to be present the Executive Board shall appoint a

non-candidate member in their place.

b. The polling assistant[s] shall be a member of this chapter not running in the election.

2. Ballots shall be placed by the voter in a sealed container with a slot to insert ballot.

3. A list of all members shall be maintained at the station for voters to sign in.

a. After signing in, a poll worker may hand the voter one

ballot.

i. The tear off portion is handed to the other poll

worker who ensures that one ballot was given and

places it in another sealed container.

ii. These tear off portions shall be used in case a

recount is called for to certify the validity of all

votes.

iii. Signing in certifies acceptance of the election

procedures.

4. There shall be a private zone of 5 feet around the polling station. I. Counting Votes

1. All offices shall be decided by a plurality ofvotes.

2. Immediately following the closing of voting the ballots shall be publicly counted.

a. Each ballot shall be certified by the Secretary and an

assistant.

i. Both will review the ballot individually to certify its

content.

ii. Once the ballot has been certified it may be added to

the tally.

b. The count shall be publicly displayed at all times.

3. In the event of a tie the elected board shall vote between the tied candidates

a. A candidate must receive three votes from elected board

members to be declared the winner

b. If the three vote requirement is not met then a 50+% of an executive board vote is required to declare the winner

4. Any candidate may call for a recount with verification of ballots.

a. This request must be made immediately following the

original count ending.

b. The process of verification shall be to ensure that all ballots

counted match the tear offs collected during voting.

c. The recount must take place immediately following the

original count with the same procedures.

i. The additional step will be taken to ensure ballots

match tear offs.

d. A recount that no longer results in a tie shall invalidate the

result of a tie-breaker.

**Section 3. Special Elections Procedures**

A. In the event of a vacancy in any elected office, it shall be filled by special election.

1. The special elections shall follow the election procedure as

detailed above.

**Section 4. Recall Election**

A. A petition of 2/3 of the number of active members shall be cause for a recall election for failure to adhere to the chapter constitution. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presenting of the recall petition. Recall will require a favorable vote of ¾ the total voting membership.

B. Upon recall a special election shall be called for following the elections procedures as detailed above

1. The Elected Officer shall remain in office until the result of the

special election is known

**Section 5. Vacancy**

A. If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

**Article VII. Project Captains/Manager**

**Section 1.** The two major special projects shall have captains/project managers chosen separately from the regular application process.

A. Applications for “Captains” of the projects shall be filed jointly with

other officers.

B. These applicants shall go through an interview panel process 1. The President shall chair the interview panel.

a. Does not make any decision on the selection of a captain

2. The interview panel shall consist of:

a. The Concrete Canoe Captain.

b. The GeoWall Captain.

c. The President

d. A maximum of two members from each team.

e. The ASCE faculty advisor may be present.

f. No others shall be present during interviews.

i. If anyone else finds their way into the room the current interview must be rescheduled.

3. The current captains shall have final say in the selection of the captain for the next year.

a. All interviewers may provide advice.

b. In the event the current captain is applying again:

i. The captain must nominate three members who are not

running for captain to make a decision by a majority

vote.

ii. The three members must be approved by a majority

vote of the elected board.

iii. If three most senior, experienced, and skilled

members cannot be found the captain shall be

selected by the Elected Board.

**Article VIII. Meetings**

**Section 1. Logistics**

A. The time and date of the regular general meetings shall be decided by the Elected Board in consultation with the Executive Board

1. The time and date of these meetings shall be chosen to promote

attendance

**Section 2. Frequency**

A. The General Meetings shall be held every other week (bi-weekly)

throughout the academic year

**Section 3. Special Meetings**

A. Special meetings may be called by the President or by ten percent (10%) of the active members. The meeting should be notified a week before with the specific time and location given by the secretary via email.

**Section 4. Quorum**

A. The quorum for meetings shall be twenty-five percent of the active membership.

**Section 5. Voting Requirement**

A. In order to vote in meetings, a member must be in good standing with the university and have paid his or her annual dues.

**Section 6. Rules of Procedure**

A. All board meetings of this organization shall follow the current edition of Robert’s Rules of Order, Newly Revised.

**Article IX. Committees**

**Section 1. Standing Committees**

A. Standing committees shall be formed on an as-needed basis, with all powers and duties determined by the acting President

**Section 2. Conference Committee**

A. A conference committee may be formed to assist in the preparations for the annual ASCE Pacific South West Conference.

B. This committee shall be chaired by the Conference Chair[s]

C. The President, with approval of the Executive Board, shall appoint the members of this committee

**Section 3. Event Committees**

A. Committees may be formed, if needed, for the planning and execution of major events

1. Including but not limited to thefollowing

a. Snow Trip

b. Popsicle Stick Bridge Competition (if held at CSUN)

B. The Event Coordinator[s] shall chair these committees

C. The President, with approval of the Executive Board, shall appoint the members of this committee

**Article X. Finances**

**Section 1. Account**

A. This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students Inc., for the official conducting of University Business

**Section 2. Usage**

A. All monies of this organization shall be deposited in, and disbursed from, this account, following the procedures outlined by the Associated Students Inc.

**Section 3. Dispersal of Funds**

A. Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in

accordance with the procedures of the Associated Students, Inc.

**Section 4. Fiscal Year**

A. The year of this organization shall begin on July 1st

**Section 5. Dues**

A. Dues must be established by a ¾ vote of the Executive Board at the 1st Executive Board meeting

**Article XI. Amendments**

**Section 1. Submission of Amendments**

A. An amendment to this constitution may be proposed by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of thirty percent (30%) of the active members of the regular meeting. The amendment must be submitted two meetings before it may be voted on. **Section 2. Approval of an amendment**

A. Amendments may be approved by either a vote of the members or the board.

B. Vote by members

1. The vote will follow the election procedures listed above.

2. An amendment needs to be approved by a three-fourths vote of the

active members

C. Vote by board

1. The board may vote to approve an amendment at a regularly

scheduled meeting.

a. This meeting must be open for anyone to attend.

2. Approval by four fifths of the Executive Board is needed to

approve an amendment

a. Vacant positions do not count against the vote.

D.

**Section 3. Notification of Amendment**

A. Pursuant to Execute order 1068 any substance change or amendment must be submitted to the Matador Involvement Center within 90 days.

**Article XII. Ratification**

**Section 1. Procedure for Ratification**

A. Upon ratification by a 2/3 vote of the membership and approval from the Matador Involvement Center and the Associated Student, Inc., this

constitution shall become the official governing document of the organization.

Updated on 10/14/2024 by President - Roman Guevara Alpirez