

The Constitution of The Tufts University Student Section of the Society of Mechanical Engineers

Revised: November 1996

Article 1: Title

The official name of the Chapter shall be Tufts University Student Section of the American Society of Mechanical Engineers.

Article 2: Objectives

The objectives of this Chapter are to encourage the development of a professional consciousness, to provide an opportunity for mechanical engineering students to become acquainted and work together effectively, to promote a spirit of congeniality among them, to provide contact with the engineering profession, and to disseminate knowledge of the mechanical engineering to the general population.

Article 3: Membership

Active members of this Chapter shall be undergraduate or graduate students enrolled in Tufts University who are interested in mechanical engineering and who are in good standing as evidenced by payment of A.S.M.E. membership. Meeting, events, and activities are open to all students of the university, alumni, faculty, and to anyone else who may care to attend.

Article 4: Officers

Section 1:

The officers of this Chapter shall be a Chairman, a Co-Chairman, a Secretary, a Treasurer, and a Junior Executive Chair. These officers and the faculty adviser make up the Executive Board.

Section 2:

Officers shall be nominated and elected at the general interest meeting in December of the fall semester. Any member in good standing as described in *Article 3* may be nominated or be nominated. No one person can be nominated and hold more than one executive position. The election may be held by secret ballot or show of hands. If one or more member in good standing states before the voting that he/she wishes the voting to be done by secret ballot, then the voting must be done by secret ballot. The show of hands or ballot will be counted by the executive members overseen by the faculty adviser.

In case of a tie, the existing executive board (not including faculty adviser) shall cast a secret ballot in order to determine the winning candidate.

Bylaws

Article 1: Chapter Meetings

Two types of meetings are held by the Chapter every semester. Executive board meetings meet once a week in Anderson Hall at a time agreed upon by the Executive board. The purpose of this meeting is to plan, organize, and manage activities and responsibilities of the Chapter. Any other person is allowed to attend.

The second type of meeting is the General Meeting. These meetings are held regularly twice a month and preferably every other week. The dates and times of the General Meeting will be decided by the Executive Board. The General Meeting will be run and headed by at least one member of the Executive Board.

Article 2: Chapter Dues

The annual dues of the Chapter shall be payable to the A.S.M.E. National Office in the amount determined by the National Headquarters.

Article 3:

Amendments to these bylaws may be proposed by presenting the Chapter Recording Secretary a petition stating the desired amendment and containing the signature of one Member in good standing as defined by *Article 3* of the Constitution of the Chapter. This petition shall be read at the next General Meeting. The proposed bylaw amendment shall be voted on and receive a majority's support to be adopted.

Article 4: Duties of Officers

Section 1:

The chairman shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent of such and office. The Chairmen shall be responsible for all event and activities held by the Chapter, This officer may be the official signatory after the Treasurer.

Section 2:

The Co-chairman shall assist the Chairman and shall assume the duties of the Chairman when the latter is in any way unable to discharge the duties of his/her office. The Co-chairman shall attend to the notification of all meeting and all Chapter correspondence. He/she shall also keep a roll of all the member of the Chapter. He/she shall be an ex-officio member of all event and activities held by the Chapter.

Section 3:

The Secretary is responsible for the General Meeting minutes. This officer must be able to present the minutes to anyone interested in reading them. The secretary is also responsible for the production and distribution of any newsletters or publications.

Section 4:

The Treasurer shall take charge of all funds belonging to the Chapter, shall be responsible for their proper disbursement, and shall render an accurate account at each executive meeting. The Treasurer should also be the official signatory of the Chapter.

Section 5:

The Junior Class Executive Chair is responsible for observing the actions of the Chairman, Co-chairman, Secretary, and Treasurer. He/she will act a representative for the under-classmen. The purpose of this official position is to allow a smooth transition of responsibility from election to election.

Article 5: Amendments

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 an Active Member of the Chapter. This petition shall be read at the next General Meeting. A three-fourths favorable vote of the members in good standing as defined in *Article 3* of the Constitution of the Chapter shall be required for adoption. Any amendment to the Constitution shall be subject to Tufts Community Union Judiciary approval.

Article 6: Impeachment

The following shall be the procedure for the impeachment of any club officer:

- I. Any club member who wishes to impeach any particular officer may do so by petitioning to the Chairman and/or Secretary to convene a special General Body meeting for that purpose. This petition shall be signed by no less than $5/6$ of the members of the Club.
- II. At least 80% of the members in good standing as defined in *Article 3* of the Constitution of the Chapter shall be present at an impeachment meeting.
- III. Impeachment shall be held valid if a single $2/3$ majority is in its favor.
- IV. Only members in good standing as defined in *Article 3* of the Constitution of the Chapter shall be eligible to vote on an impeachment.