

Engineering Initiatives Constitution

Preamble

In order to drive innovation in the College of Engineering, we do hereby create Engineering Initiatives. Engineering Initiatives shall strive to innovate the College of Engineering at the student level by working with fellow organizations and the college itself to launch programs that will give the engineers of the University of Illinois at Urbana-Champaign a competitive advantage.

Article 1: Structure

Engineering Initiatives shall be organized as a Board of Directors, under the Office of the Associate Dean for Academic Affairs. The Board of Directors, defined in Article 3, will have its own Chairperson, as defined in Article 2.

Article 2: The Chairperson.

1. **Section 1: Selection of the Chairperson**
2. The Chairperson may not serve more than four (4) terms.
3. The term shall be defined as one (1) year, March to March.
4. The Chairperson must be selected for each term of office through the process described herein.
5. The Chairperson must be eligible, as defined in Article 3, Section 1 for the entire term of office.
6. The Chairperson must be a fully eligible member of the Board of Directors, as defined in Article 3.
7. The candidates for the office of the Chairperson will be subject to a petition and interview process.
8. Candidates shall submit an official petition to run for the office of Chairperson to the current Chairperson no later than February 14th.
9. Once all candidates have submitted petitions, the Chairperson shall notify the Board of Directors and the Associate Dean of Academic Affairs.
10. The Board of Directors shall have the opportunity to submit recommendations to the Associate Dean for Academic Affairs for a two-week period following the announcement of candidates.
11. The Associate Dean for Academic Affairs shall have the prerogative to interview the candidates as he or she sees fit.
12. The Associate Dean for Academic Affairs will weigh all relevant information pertaining to the selection of a new Chairperson, and announce the selection for the office of EI Chairperson no later than the first Monday after the first Sunday in March.
13. Upon selection of the new Chairperson, the Chairperson will become the Advisor and the new Chairperson will take office immediately.

Section 2: Duties of the Chairperson and Advisor

1. The Chairperson shall serve as the face and the head of the Engineering Initiatives Board of Directors
2. The Chairperson will fulfill his or her duties as defined in section 100 of the bylaws.
3. The Advisor will fulfill his or her duties as defined in section 101 of the bylaws

Section 3: Vacancy in the office of the Chairperson

1. Should the office of the Chairperson become vacant at any time, the Secretary-Treasurer shall serve as the Acting Chairperson until a special selection is held.
2. The special selection for the new Chairperson must be held within one month of the office becoming vacant.
3. The special selection shall follow the same procedures as a normal selection.
4. The newly selected Chairperson shall serve as the Chairperson for the remainder of the previous Chairperson's term.
5. Should the Secretary-Treasurer feel that he or she cannot discharge the duties of the Chairperson, or be under impeachment, the most senior Director, as defined in Article 3, Section 5, shall serve as the Acting Chairperson. Should this person feel that he or she cannot discharge the duties of the Chairperson, then the next most senior Director shall serve as the Acting Chairperson, and so on and so forth.
6. The Acting Chairperson must be eligible, as defined in Article 3, Section 1.
7. The Chairperson may be impeached by a $\frac{3}{4}$ majority of the present, voting Directors, the result of which would be a vacancy.

Article 3: The Board of Directors

Section 1: Eligibility

1. A student is eligible to the Engineering Initiatives Board of Directors if:
 - a. The student is in good academic standing and actively pursuing a degree in the College of Engineering, LAS Chemical Engineering, Physics, Computer Science, Agricultural Engineering, or a joint LAS/Engineering degree.
 - b. The student has been nominated by the Chairperson or a Director **or** the student has completed an application, as provided by the Chairperson
 - c. The student is physically present on campus.

Section 2: Selection to the Board of Directors

1. Students may apply for the office of Director at the beginning of semester.
2. All applicants shall interview with the Chairperson, or in the case of a conflict of interest, another Director.
3. Applicants that are deemed qualified after the interviews shall then be voted on.
4. A student will take office on the Board of Directors only after he or she is approved by a $\frac{2}{3}$ vote of the current Engineering Initiatives Board of Directors.

Section 3: Terms of the Directors

1. Each Director, once selected to the Board of Directors, will remain on the Board until either
 - a. the student fails to meet eligibility requirements, or
 - b. Is removed from office by a $\frac{3}{4}$ vote of the Board of Directors.
2. Directors shall fulfill their duties as defined in Bylaws section 104

Section 4: Voting

1. For Voting to take place at an Engineering Initiatives Board meeting, a quorum must be physically present. Quorum shall be defined as $\frac{2}{3}$ of the number of currently voting-eligible Directors.
2. Directors who do not meet all eligibility requirements, but have been allowed to remain on the board shall forfeit all voting privileges until the Director meets **all** eligibility requirements again.
3. The Chairperson may only vote to break a tie.
4. Voting by proxy is not allowed.
5. A Director may not vote in his or her own impeachment proceedings.

Section 5: Seniority

1. Seniority on Engineering Initiatives shall be defined as total time on the Board of Directors, with number of credit hours being the tie breaker.

Section 6: Resignation

1. A Director wishing to resign shall submit official notice to the Chairperson.
2. If the Director wishing to resign is the Chairperson, the resignation shall be delivered to the entire Board of Directors.

Article 5: The Secretary/Treasurer

Section 1: Selection

1. The Chairperson shall nominate a current Director to be the Secretary/Treasurer at the beginning of the fall semester following the selection of the Chairperson.
2. The Secretary/Treasurer shall then be confirmed by a simple majority of voting-eligible Directors.
3. The Secretary/Treasurer shall serve a term of two (2) semesters.
4. If at any time the office shall become vacant, the Chairperson shall nominate another Director to fill the position.
5. The Secretary/Treasurer shall fulfill his or her duties as defined in Bylaws section 103

Article 6: The Webmaster

Section 1: Selection

1. The Chairperson shall nominate a current Director to be the Webmaster at the beginning of the fall semester following the selection of the Chairperson.
2. The Webmaster shall then be confirmed by a simple majority of voting-eligible Directors.
3. The Webmaster shall serve a term of two (2) semesters.
4. If at any time the office shall become vacant, the Chairperson shall nominate another Director to fill the position or recruit a new director.
5. The Webmaster shall fulfill his or her duties as defined in Bylaws section 102

Article 7: Finances

Section 1: Budget

1. Engineering Initiatives shall be supported by a base budget from the College of Engineering Administration.
2. This discretionary budget shall be used at the board's discretion for project management, team building, board appreciation and recognition.
3. Each Initiative shall apply for a budget, if necessary, from the appropriate place within the College of Engineering.
4. Initiatives' budgets and the general budget shall be separate.

Article 8: Reports

1. The Office of the Associate Dean for Academic Affairs shall be provided with a budget report on a quarterly basis.
2. The Office of the Associate Dean for Academic Affairs shall be provided with an *Annual Report on Activities* no later than May 1st each year.

Article 9: The Constitution & Bylaws

Section 1: Ratification

1. This document shall be ratified when approved by unanimous vote of the current Engineering Initiatives Board of Directors.

Section 2: Amendments

1. The constitution may be amended by submitting an amendment in writing to the Chairperson.
2. Any constitutional amendment then must pass a $\frac{3}{4}$ majority vote.
3. To amend the Bylaws, a resolution must be submitted to the Chairperson.
4. On any Bylaws or Constitutional change, an informational period is required.
5. The informational period is defined as either the time between two meetings or as one week, whichever time period is longer.
6. The Bylaws may be changed by a simple majority vote.

Bylaws

100: Duties of the Chairperson

1. The Chairperson shall preside over all board meetings.
2. The Chairperson shall determine the manner in which, and the frequency of, the Engineering Initiatives Board of Directors meetings.
3. The Chairperson shall, from time to time, give to the Board of Directors Information of the State of Engineering Initiatives.
4. The Chairperson shall be the face of Engineering Initiatives to the public as a whole.
5. The Chairperson shall report to the Associate Dean for Academic Affairs no less frequently than once a semester regarding current initiatives.
6. The Chairperson shall nominate individuals to fill vacancies on the Board of Directors.
7. The Chairperson shall maintain a maximally diverse board of 10-25 Directors.
8. The Chairperson shall create and post an application for membership to the Board of Directors no later than two (2) weeks after selection.
9. The Chairperson shall define the weekly meeting time to accommodate the maximum number of Directors
10. The Chairperson shall hold all directors accountable to their duties
11. The Chairperson shall provide the Associate Dean for Academic Affairs and annual report on the progress and development of initiatives.
12. The Chairperson shall be responsible for compiling necessary documentation of all initiatives undertaken.
13. Update the Chairperson's Leadership Guide
14. Update and resubmit the Memorandum of Understanding between the College of Engineering and Engineering Initiatives

101: Duties of the Advisor

1. The Advisor shall be the advisor to the Engineering Initiatives Chairperson for the remainder of the Spring Semester.
2. The Advisor shall make sure that all important contacts know the new Chairperson.
3. The Advisor' term ends at midnight on the last day of final examinations for the spring semester. After that, he or she is no longer a part of the Engineering Initiatives Board of Directors, although he or she may seek re-nomination to the Board of Directors in the fall, if he or she still meets eligibility requirements.
4. Shall prepare the *Annual Report on Activities* and submit it to the Associate Dean for Academic Affairs.

102: Duties of the Webmaster

1. The Webmaster will keep the internal and external websites up to date.

2. The Webmaster shall keep currently approved project proposals visible on the Engineering Initiatives website, so that the public may see what EI is working on.
3. The Webmaster shall have all the duties of a Director.
4. Should the Webmaster fail to fulfill his or her duties at any given time, the Board may vote to remove the Webmaster from office with a 2/3 majority.
5. Update the EI Webmaster's guide

103: Duties of the Secretary/Treasurer

1. The Secretary/Treasurer shall handle all financial matters pertaining to EI.
2. The Secretary/Treasurer shall provide reports to the Board of Directors on the current financial status of Engineering Initiatives at least twice an academic year.
3. The Secretary/Treasurer shall be responsible for keeping accurate minutes of each Board of Directors meeting.
4. The Secretary/Treasurer shall be responsible for ensuring that these minutes are accessible to the Board of Directors.
5. The Secretary/Treasurer shall have all the duties of a Director.
6. Should the Secretary/Treasurer fail to fulfill his or her duties at any given time, the Board may vote to remove the Secretary/Treasurer from office with a 2/3 majority.

104: Duties of the Directors

1. The Directors will strive to innovate the College of Engineering by taking on ambitious Initiatives.
2. When a new initiative is started, the sponsoring Director must submit a proposal in writing to the Chairperson, which will then be voted on by the current Board of Directors.
3. Directors shall attend all Engineering Initiatives Board meetings unless previously excused by the Chairperson.
4. He or she shall provide the Chairperson a weekly update on the progress of his or her initiative through system determined by current Chairperson.
5. Directors shall provide a detailed document pertaining to the 'spin off' of their initiative to the director and a synopsis to the webmaster to put on the website.
6. Directors may be allowed committees upon approval from the Chairperson.
7. Directors shall attend all meetings and events called by the Chairperson unless they receive prior approval.
8. Directors shall remain eligible.
9. At the first meeting of the semester, if any director does not meet the eligibility requirements, defined in Section 1, their status will be voted on by the rest of the Board of Directors. The Director in question will not vote in his or her own proceedings. A Director needs a $\frac{3}{4}$ majority vote of confidence to remain on the Engineering Initiatives Board of Directors.