University of Cincinnati

Engineering Tribunal

BYLAWS

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Section 1: Duties of the Officers

Part A: President

The president shall:

- call and preside at all meetings of the Engineering Tribunal and Executive Board,
- receive all complaints, requests, and notification of matters to be brought before the Engineering Tribunal,
- represent or appoint someone to represent the student body of the College of Engineering at all meetings and occasions where a representative is requested or appropriate,
- be an ex-officio member of all standing committees,
- appoint chairs for all standing committees,
- answer inquiries to Engineering Tribunal that do not require a vote.

Part B: Vice-President

The vice-president shall:

- be the default presidential appointee as described in Section 1, Part A of these bylaws,
- preside at all meetings of the Engineering Tribunal and Executive Board in the absence of the president,
- regulate and coordinate the Career Fair, E-Week, Special Events, and Technology committees of Engineering Tribunal,
- incorporate any amendments to the constitution and bylaws of the Engineering Tribunal,
- perform such other duties as assigned by the president.

Part C: Associate Vice-President

The associate vice-president shall:

- be the default presidential appointee as described in Section 1, Part A of these bylaws in the absence of the vice-president,
- preside at all meetings of the Engineering Tribunal and Executive Board in the absence of the president and the vice-president,
- regulate and coordinate the Big Brother/Big Sister, Evaluations, Collegiate Affairs, Recognition, and Student Organization Communications committees of Engineering Tribunal,
- perform such other duties as assigned by the president.

Part D: Secretary

The secretary shall:

- take minutes at all general and executive tribunal meetings and distribute electronic copies of the minutes to all of the Deans, Department Heads, Office of Computing, Facilities, and any appropriate parties related to constructive criticism,
- maintain a printed notebook to serve as a historical record, to include the Engineering Tribunal minutes,
- maintain a list of all Engineering Tribunal members and all standing Engineering Tribunal and College Committee members,
- write and send out all correspondence as directed by Engineering Tribunal,
- be responsible for also distributing the minutes of all general and executive Engineering Tribunal meetings to those members on work section, upon written request of said members.

Part E: Treasurer

The treasurer shall:

- have charge of all monies that come into the possession of the Engineering Tribunal,
- draw no check which has not been authorized by the Engineering Tribunal,
- report all transactions to the Executive Board at each of the Executive Board meetings,

Additional duties of the treasurer in relation to the Engineering Tribunal's revenue are defined in Section 7, Part C of these bylaws.

Section 2: Officer Elections

Part A: Presidential Elections

The election of the president shall be at the last spring quarter meeting by secret ballot. Nominations shall be opened at the second to the last meeting of spring quarter and closed one week prior to the presidential election. Ballots along with copies of the speeches shall be sent out in advance to all members not able to attend this meeting. Those not able to attend shall rank their presidential choices in order to accommodate Section 2, Part H of these bylaws. The ranking will be used to cast a vote for the appropriate individual at the top of their list each round. The ballots shall be returned directly to the incumbent president before the final spring meeting. The incumbent president and the incumbent secretary will count the ballots. In the event that the incumbent secretary is running for the office, an incumbent officer that is not running for president will assist in the counting of the votes. The candidate with the most votes as determined by a simple majority will become the president elect.

Part B: Officer Elections

The vice-president, associate vice-president, treasurer, and secretary nominations for Sections I and II shall be opened at the second to the last meeting of spring and winter quarters respectively. Nominations shall be closed immediately prior to each respective election. Elections shall be held at the final meeting of the aforementioned quarters with the voting members of the corresponding section. The candidate with the most votes as determined by a simple majority will become officer elect of the respective office.

Part C: Election Drop-Down Procedure

In the event that multiple candidates are running for the same office, those candidates who are not elected to office have the option of running for only one other office of their choice of which they are eligible for. If there is a need to suspend this rule, a two-thirds vote is required from the present voting body. The elections shall proceed in the following order: president, vice-president, associate vice-president, treasurer, secretary, senators.

Part D: Commencement of Terms

The president shall begin his/her term of office at the conclusion of the final meeting of the spring quarter and shall continue for one year. The vice-president, associate vice-president, treasurer, and secretary shall begin their term of office at the final meeting of spring quarter following all of the officer elections. Section I officers will share duties from the end of the meeting in which the elections are held until Section II officers take office.

Part E: Officer Eligibility

Officer eligibility shall be determined as outlined in Article V of the constitution.

Part F: Invalid Elections

Failure to follow the election procedure of this section constitutes grounds for invalidating the particular elections. The outgoing Executive Board shall have the final authority to decide on the constitutionality of the election procedures. If an election is declared invalid, a new one must be held with as many of the remaining electorate as possible voting. Time must again be allowed for use of absentee ballot. This election should follow the procedures defined in Section 9 of these bylaws.

Part G: Senator Elections

Senator elections shall proceed as officer elections, with the exception of the drop-down rules. Senators shall hold no other position of office, unless granted by a two-thirds vote of the present voting body.

Part H: Election Balloting

In the event that an officer election balloting round does not result in a simple majority being declared for one candidate, half of the slate (rounding down) shall be eliminated and balloting will occur again. This process shall continue until a candidate has achieved a simple majority and can be declared elected. In the event there is a tie between candidates and there is not a simple majority declared for another candidate, those tied at or above the elimination level will remain. If this results in a deadlock, the chair of the meeting shall announce that one more round of balloting will occur. If the deadlock is not broken, the chair shall cast the appropriate number of votes to declare a simple majority for a candidate.

Part I: Ballot Distribution

Prior to the election proceedings, the secretary shall print envelopes for each Engineering Tribunal voting member. Each envelope shall contain the appropriate number of ballots for one round of voting for each office. These envelopes shall be sealed and distributed prior to the commencement of election proceedings. In the event multiple balloting rounds must occur, an envelope must be presented to receive additional ballots as necessary.

Section 3: Executive Board

Part A: Executive Board Members

The Executive Board shall consist of all of the academic quarter's officers, and the chairpersons of the standing committees, and the chairpersons of any ad-hoc or subcommittees, as well as anyone else at the request of the president.

Part B: Committee Definitions

The standing committees shall be the following:

1. Big Brother/Big Sister: This committee shall sponsor programs to promote freshman interaction with upperclassmen.
2. Engineering Career Fair: This committee shall organize and host an annual career fair where students and company representatives can interact.
3. Evaluations: This committee shall work closely with college faculty and administration to coordinate professor and course evaluations, promote student participation, and assist in the dissemination of evaluations results.
4. E-Week: This committee shall organize a fun-filled week of events and a banquet to promote engineering during the nationally celebrated Engineer's Week in February.
5. Special Events & Fundraising: This committee shall plan social events and design and sell College of Engineering merchandise to generate revenue.
6. Collegiate Affairs: This committee shall organize and assure participation on all College of Engineering related committees.
7. Technology: This committee shall be responsible for the computing systems in the Engineering Tribunal Office and the security of the data on the systems. Additionally, this committee shall oversee the web site, email, and other electronic forms of communication.
8. Recognition: This committee shall be responsible for the professor awards, student awards, and scholarships selected by Engineering Tribunal.
9. Bylaws & Constitution Review: This committee shall be responsible for making sure the executive committee knows what the bylaws and constitution state about issues. They shall also be responsible for assuring that any requisite modifications to this document and the constitution are handled appropriately and in a timely manner.
10. Student Organization Communications Committee (SOCC): This committee shall have responsibility for the content of the Engineering Tribunal electronic bulletin board, college-wide student activities calendar, and College of Engineering posting boards. Additionally, SOCC shall work to increase collaboration within all College of Engineering student groups.

Section 4: Faculty Advisor Duties

Part A:

The faculty advisor shall assist the Engineering Tribunal in matters that require faculty assistance. In addition, they shall keep in accordance with University Rules.

Section 5: Special Committees

Part A:

Ad-hoc or subcommittees shall be established by the Executive Board with the vice-president being responsible for the appointment and removal of the chairperson and committee members. No ad-hoc or subcommittees may be established without a majority approval of the Executive Board.

Section 6: Attendance and Dismissals

Part A: Attendance

Members of Engineering Tribunal are excused from attendance while on work section; however, such members may attend each meeting and have full voting power.

Part B: Loss of Voting Privileges

Members shall lose voting privileges if they fail to attend three meetings and do not actively participate on at least one committee for the given academic quarter. Should a vote occur during the first three meetings of the quarter, the three meeting rule can be waived by the president. If a potential member is unable to attend the meetings due to a conflict with a required class, but actively participates on a committee, their membership will be at the discretion of the Executive Board.

Part C: Dismissals

A student whose membership in the Engineering Tribunal has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the Engineering Tribunal and may not use the organization's name in connection with any further activities.

Section 7: Revenue

Part A: General Spending Policy

No reimbursements of any amount shall be made without a receipt and an expense summary. All persons who turn in receipts are responsible for them until reimbursed. Therefore, one should retain a copy of all receipts until the expenses are reimbursed. If the treasurer misplaces the receipt and the person requesting reimbursement does not have a copy, there shall be no reimbursement. Canceled checks and credit card statements shall suffice for receipts.

All checks from the organization shall require two signatures. The following officers have protected signing privileges: treasurer, president, vice-president, and the associate vice-president. The president shall have the power to appoint authorized check signers upon majority approval of the Executive Board. Either party shall retain the right to take away authorization from a signer. The checks shall not be written until receipts are provided as stated above. Once a check has been drafted the receipt should be included with it for review by the second signer and a copy of the transaction filed for historical purposes.

All signers are responsible for seeing that the specific guidelines for spending approval are followed and assure there are adequate funds to cover the transaction.

Part B: Committee Budget

All committees wishing to spend Engineering Tribunal funds shall prepare a budget for review by the treasurer, president and their respective vice-president.

Part C: Additional Treasurer Duties

1. The treasurer shall be responsible for the accountability of the Engineering Tribunal's monies and shall report to the Executive Board upon request in its regular meetings.
2. The treasurer shall collect and receive all funds paid to the student organization and shall deposit them in the official depository.
3. The treasurer shall be responsible for the petty cash.
4. The Section I treasurer is responsible for completion of the organization's Final Year-End Report, which is due no later than June 15th of the respective year.
5. The Section II treasurer is responsible for the compiling of the organization's Yearly Budget, which is due no later than July 15th.
6. The treasurer is responsible for education of his/her successor on the obligations of this position.
7. The treasurer shall keep the accounts and books current, which must be open at all times to inspection by any officer, the Executive Board, or any authorized auditor.
8. All receipts shall be processed in a timely and efficient manner.

Section 8: Impeachment

Part A:

Any member may initiate officer removal by the following procedure:

1. Petition Executive Board with signatures of 1/3 of all of the current section's voting members. The petitions should state the reason(s) for removal.
2. The Executive Board shall then vote to determine if the officer should be suspended from office until a removal vote can be held and shall call for a removal vote within fourteen days of the filing of the petition.
3. The membership of Engineering Tribunal shall be notified at least one week prior to the removal vote meeting.
4. At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.
5. Removal from all offices excluding president shall require a vote of 2/3 of all their section's voting members.
6. Removal from presidential office shall require a vote of 2/3 of all of the current section's voting members, any members on work section attending the meeting, and any absentee ballots cast.

Section 9: Vacancy of Office

Part A:

In case of the absence of any officer, an interim acting officer shall be appointed by the Executive Board. The president shall call for an election within fourteen days after the vacancy of the office occurs. The election shall be conducted as stated in Section 2 of these bylaws. Should the office of president become vacant, the vice-president shall fulfill the role of acting president until an election for president can be held. The auxiliary vice-president shall call for the election for the president within fourteen days of the vacancy of the office. The associate vice-president shall preside over the presidential election. Should the new president resign from an officer position, he or she will hold elections as covered in this section to fill the position.

Section 10: Amendment of Bylaws

Part A:

These bylaws may be amended when the proposed amendment is passed by two-thirds of the voting members of Engineering Tribunal and with approval of the appropriate governing body. Members on work section shall be given the opportunity of voting by absentee ballot. No amendment may be proposed to the Engineering Tribunal and voted upon during the same meeting, or sooner than one week after it is proposed. The process to amend the bylaws may be conducted twice per year: during the winter quarter and spring quarter election meetings.

Section 11: Parliamentary Authority

Part A:

The rules contained in the current edition of *Robert's Rules of Order* shall govern the University of Cincinnati Engineering Tribunal in all cases to which they are applicable and in which they are not inconsistent with these bylaws and in any special rules of order the University of Cincinnati Engineering Tribunal may adopt.

Document History

2006-2007 Review Committee:

Chair: Sean McCabe

Members: Craig Agne, TJ Corder, Ron DuPlain, Jeremy Lavergne, Johnathan Moor, Andrew Severyn

2003-2004 Review Committee:

Chair: Joe Rocklin

Members: Austin Calico, Kurt Egbers, Jeremy Lavergne, Kurt McGinnis, Gwen Steinberger