

University of Cincinnati Engineering and Applied Science 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 and Applied Science Tribunal and the Executive Board
- receive all complaints, requests, and notification of matters to be brought before the Engineering and Applied Science Tribunal, which includes notifying appropriate parties related to constructive criticism.
- represent, or appoint someone to represent, the student body of the College of Engineering and Applied Science at all meetings and occasions where a representative is requested or appropriate,
- be an ex-officio member of all standing and ad-hoc committees,
- regulate and oversee the Elections Oversight committee of the Engineering and Applied Science Tribunal
- answer inquiries to the Engineering and Applied Science Tribunal that do not require a vote.
- appoint the chief of staff,
- check officers' GPAs.

Part B: Vice-President of College Affairs

The vice-president of college affairs shall:

- be the default presidential appointee as described in Section 1, Part A of these bylaws,
- preside at all meetings of the Engineering and Applied Science Tribunal and Executive Board in the absence of the president,
- regulate and oversee the Academic Affairs, Career Development, and Engineering Student Organization Council committees of the Engineering and Applied Science Tribunal,
- perform such other duties as assigned by the president.

Part C: Vice-President of Events

The vice-president of events shall:

- be the default presidential appointee as described in Section 1, Part A of these bylaws in the absence of the vice-president of college affairs,
- preside at all meetings of the Engineering and Applied Science Tribunal and Executive Board in the absence of the president and the vice-president of college affairs,
- regulate and oversee the EWeek, FELD, Luau, Special Events, committees of the Engineering and Applied Science Tribunal,
- perform other such duties as assigned by the president.

Part D: Chief of Staff

The chief of staff shall:

- be the default presidential appointee as described in Section 1, Part A of these bylaws in the absence of the vice-president of events,
- preside at all meetings of the Engineering and Applied Science Tribunal and Executive Board in the absence of the president, vice-president of college affairs, and vice-president of events,

- regulate and oversee the Communications, Innovation, Mentorship Program, Secretary, Technology, and Ways and Means committees of the Engineering and Applied Science Tribunal,
- perform other such duties as assigned by the president.

Part E: Treasurer

The treasurer shall:

- have charge of all monies that come into the possession of the Engineering and Applied Science Tribunal,
- report all transactions, upon request, to the Executive Board at each of the Executive Board meetings,

Additional duties of the treasurer in relation to the Engineering and Applied Science Tribunal's revenue are defined in Section 6, Part C of these bylaws.

Section 2: Officer Elections

Part A: Presidential Elections

The election of the president shall be by secret ballot at the second to last spring semester meeting. Nominations shall be opened at the third to last meeting of spring semester and closed one week prior to the presidential election. Ballots along with copies of the speeches shall be sent out one week in advance to all members. 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 each member's list each round. The ballots shall be returned directly to the incumbent president before the spring election meeting. The incumbent president and the incumbent secretary will count the ballots. In the event that the incumbent secretary or the incumbent president is running for the office, the next default presidential appointee 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: Vice-President of College Affairs, Vice-President of Events, and Treasurer Elections

The vice-president of college affairs, vice-president of events, and treasurer nominations shall be opened at the second to last meeting of each semester. Nominations shall be closed immediately prior to each respective election. Elections shall occur at the end of every semester for the second semester following the current semester's end. Therefore, fall semester elections will elect for summer, spring for fall, and summer for spring. Elections shall be held at the final meeting of the aforementioned semesters 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 for which they are eligible. 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 of college affairs, vice-president of events, treasurer.

Part D: Senator Elections

Senator elections shall proceed as stated in the Senator Election Rules and Guidelines. The Senator Election Rules and Guidelines must be approved by a two-thirds vote of the executive board. After winning an election and accepting the position, no senator may run for any other officer position that has an overlapping term. Senators shall hold no other elected position of office in student government, unless granted by a two-thirds vote of the present voting body and upon approval by the appropriate governing body. However, senators may be appointed to an Engineering and Applied Science committee chair position through the appointment process described in Part C, Section 3 of the bylaws. No further approval is needed for this appointment. Senators shall be elected for a full year term.

Part E: Chief of Staff Appointment

The appointment of the chief of staff will be the responsibility of the president. The president must choose a chief of staff by the beginning of each semester. The chief of staff appointment does not require officer or executive approval.

Part F: 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 an absolute 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 an absolute majority for a candidate.

Part G: Commencement of Terms

The president shall begin their term of office at the start of the final meeting of spring semester and shall continue for one year. The vice-president of college affairs, vice-president of events, chief of staff, and treasurer shall begin their term of office on the first day of the semester for which they were elected.

Part H: Officer Eligibility

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

Part I: 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.

Section 3: Executive Board

Part A: Executive Board Members

The Executive Board shall consist of all members as stated in Article V, Section 4 of the College of Engineering and Applied Science Tribunal Constitution.

Part B: Standing Committee Definitions

College Affairs:

1. **Academic Affairs:** This committee shall assure student participation on all academic related committees for the College of Engineering and Applied Science, provide opportunities for students to learn, and allow for students to voice their concerns regarding CEAS curriculum.
2. **Career Development:** This committee shall provide CEAS students with the opportunity to develop career related skills and relationships with employers by organizing and hosting career fair(s) where students and company representatives can interact.
3. **Engineering Student Organization Council (ESOC):** This council shall work to increase collaboration within all College of Engineering and Applied Science student groups.

Events:

1. **Engineering Luau:** This committee shall organize the social event known as Luau.
2. **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.
3. **Freshmen Engineering Leadership Development (FELD):** This committee shall sponsor programs that promote freshmen to freshmen interaction through social events, leadership development, community service, and college engagement.
4. **Special Events:** This committee shall plan social events and community service events. This committee shall also plan and run the Order of the Engineer ceremony.

The Staff:

1. **Communications:** This committee shall publicize Tribunal by posting signs and submitting articles to an appropriate publication. This committee is responsible for publicizing Tribunal electronically through e-mail and the home page, for the content of the Engineering and Applied Science Tribunal electronic bulletin board (e-Bullet), college-wide student activities calendar, all social media accounts, and College of Engineering and Applied Science posting boards. This committee is also responsible for creating an annual report of the tribunal's accomplishments and applying for any applicable student group awards. This committee shall also be responsible for all awards and scholarships.
2. **Innovation Committee:** This committee shall be responsible for pursuing and completing new projects to benefit the students of the College of Engineering and Applied Science.
3. **Mentorship Program:** This committee shall oversee the mentorship program between freshmen and Engineering and Applied Science Executives by overseeing the appointment of mentees, the assignment of mentees to mentors, and the organization of events that foster a fruitful relationship between the mentors and mentees and encourages growth and development.
4. **Secretary:** This person shall take minutes at all executive meetings and general meetings, distribute electronic copies of the minutes to the Executive Board, and be responsible for recording the attendance of Engineering and Applied Science Tribunal.
5. **Technology:** This committee shall be responsible for the computing systems in the Engineering and Applied Science Tribunal Office and the security of the data on the systems. Additionally, the committee shall oversee the web site, email, and other electronic forms of communication, as well as attend UCIT and Office of College Computing, and/or any technology related meetings hosted by the college or university.

4. **Ways and Means:** This committee will be responsible for the review of the Constitution and Bylaws of the Engineering and Applied Science Tribunal. This committee will remain vacant unless one officer approves its formation. If this committee is to be formed, the default chair appointee of this committee is the vice-president of college affairs.

Non-affiliated:

1. **Elections Oversight Committee:** This committee shall be responsible for overseeing all elections for officer positions in the Engineering and Applied Science Tribunal. Members of this committee must be approved by the executive board of the Engineering and Applied Science Tribunal.

Part C: Executive Board Appointment

Each executive board member will be appointed by a committee of the president, vice-president of college affairs, vice-president of events, and senators. To be appointed to a position, the appointee must submit an application to this committee before their selection meeting. The application must be made available by the final meeting of the previous semester. The selection meeting must take place before the first meeting of the semester. At the selection meeting this committee will specify term length for each position with a maximum term of one year.

Section 4: University Advisor Duties

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

The University Advisor shall consult with the CEAS Tribunal and ensure that activities are consistent with the stated purposes of the organization.

The University Advisor is required to attend an Advisor Training sponsored by the Office of Student Activities and Leadership Development every two years.

The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the treasurer in all financial matters and to co-sign checks.

Section 5: Ad-Hoc Committees

Ad-hoc committees shall be established by the president, with the president being responsible for the appointment and removal of the chairperson. Dismissal of committee chairs shall proceed as described in Section 3, Part C of these Bylaws and Section 8, Part B of the Bylaws, respectively.

Section 6: 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. 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 of college affairs, and the vice-president of events. 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 remove 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, with a notification sent to the treasurer within 48 hours of filing the necessary paperwork.

All signers are responsible for seeing that the specific preceding guidelines outlined above for spending approval are followed and assure there are adequate funds to cover the transaction. Additional policies may be written by the treasurer and approved by a majority vote of the exec board.

Part B: Additional Treasurer Duties

1. The treasurer shall collect and receive all funds paid to the student organization and shall deposit them in the official depository.
2. The treasurer shall be responsible for the petty cash.
3. The spring semester treasurer is responsible for completion of the organization's Final Year-End Report, which is due no later than the final day of the spring semester of the respective year.
4. The summer semester treasurer is responsible for the compiling of the organization's Yearly Budget, which is due no later than the final day of the summer semester.
5. 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.
6. All transactions shall be processed within three months of filing the paperwork.
7. The treasurer is responsible for education of his/her successor on the obligations of this position.

Section 7: Attendance and Dismissals

Part A: Loss of Voting Privileges

Members shall lose their voting rights if they do not meet the requirements stated in Article III of the Constitution. Should a vote occur during the first four meetings of the semester, the four meeting rule will be waived. 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 B: Dismissals

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

Section 8: Impeachment and Dismissal of Officers and Executive Board Members

Part A: Officer Removal

Any member may initiate officer removal by the following procedure:

1. Petition the Executive Board with signatures of 1/3 of all 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. A 2/3 vote of executives (excluding the accused officer) is required to suspend an officer.
3. The membership of Engineering and Applied Science 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.

Part B: Executive Board Member Removal

Any member may initiate Executive Board member removal by the following procedure:

1. Petition the Executive Board with signatures of 1/3 of all of the current section's executive members or the signatures of each member of the committee as described in Section 3, Part C of these bylaws. The petitions should state the reason(s) for removal.
2. The Executive Board shall then vote to determine if the accused executive member should be removed from the executive board.
3. A 2/3 vote of the executive board, not including the accused member, is required to remove an executive member from the board.
4. Should the president choose to exercise their right to name any person to the executive board as stated in Article V, Section 4 of the Constitution, a 2/3 vote of the executive board, instead of a simple majority, is required for any member previously removed from the executive board in the manner stated above.

Section 9: Vacancy of Office

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 of college affairs shall fulfill the role of acting president until an election for president can be held. The vice-president of events shall call for the election for the president within fourteen days of the vacancy of the office. The vice-president of events shall preside over the presidential election. Should the new president resign from an officer position, they will hold elections as covered in this section to fill the position.

Section 10-Dissolution

Upon the dissolution of the CEAS Tribunal for any reason, all work, funds, and property controlled by the organization will be transferred to the University of Cincinnati or to an organization that models the organization's purpose.

The Advisor and executive officers of the student organization will oversee the dissolution process.

Section 11-Non-Hazing Clause

The laws of the state of Ohio and the University of Cincinnati policies concerning hazing shall be observed.

Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:

- a. Any activity that creates a substantial risk of physical or mental harm.
- b. Paddling, beating, or hitting individuals.
- c. Wearing anything designed to be degrading or to cause discomfort.
- d. Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
- e. Activities that interfere with an individual's academic efforts by causing exhaustion or loss of reasonable study time.

Section 12: Amendment of Bylaws

These bylaws may be amended when the proposed amendment is passed by two-thirds of the voting members of Engineering and Applied Science 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 and Applied Science Tribunal and voted upon during the same meeting, or sooner than one week after it is proposed.

Section 13: Parliamentary Authority

The University of Cincinnati Engineering and Applied Science Tribunal shall be governed by any special set of rules that they may choose to adopt that are also consistent with the bylaws and the constitution of the organization. In cases where these rules of order are not applicable, or are deemed unsatisfactory for the proceedings, the parliamentary rules of order found in the current edition of Robert's Rules of Order shall be used where they do not conflict with the bylaws or constitution.

Document History

2015-2016, Summer

Review Conversion Committee:

Chair: Troy Le

Members: Emily Demjanenko, Tim Kemper, John Lewnard, Emma Lowe, Chris Stone, Michael Santacroce, Heath Palmer, Nathan Hamit, Nathan Tiffany, Irene Mysonhimer, Paige Johnson, Steven Ankney, Andrew Drosch, Max Inniger

2015-2016, Spring

Review Conversion Committee:

Chair: Jared Wood

Members: Christopher Stone, Charlie Hinton, Max Inniger, Emma Lowe, Emily Demjanenko, John Lewnard, Tim Kemper, Dane Sowers, Nathan Hamit, Andrew Drosch, McKenzie Kinzbach, Carlo Perottino, Andrew Griggs, and Khaled Aboumerhi

2014-2015

Review Conversion Committee:

Chair: Hannah Kenny and Madeline Adams

Members: Alison Hayfer, Dane Sowers, John Lewnard, Charlie Hinton, Andrew Griggs

2012-2013

Review Committee

Chair: Cody Clark

Members: Aaron Rumburg, Andrew Griggs, Mark Gruenbacher, Hannah Kenny, Peter Beaucage

2011-2012

Semester Conversion Committee

Chair: Jessica Gearhart

Members: Phillip Langenkamp, Shyamal Ruperal, Cody Clark, Megan Fox, Peter Beaucage, Ken Okoye

2010-2011

Review Committee

Chair: Caroline Mayo

Members: Tim Janek, Cody Clark, Maesa Idries, Phillip Langenkamp, Ken Okoye, Rob Pukay-Martin, Shyamal Ruparel

2009-2010

College Merger and Review Committee

Chair: Jay Payne

Members: TJ Corder, Alexis Owen, Whitney Owen, Steven Wampler, Tim Janek, Phillip Langenkamp, Alex Villari, Vincent Notaro, Alexandra Spatholt, Shyamal Ruparel

2008-2009

Review Committee

Chair: Phillip Langenkamp

Members: TJ Corder, Tim Janek, Sean McCabe, Terrance McGuire, James Payne

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, J