



The American Society of Civil Engineers

The University of Texas at Austin Student Chapter

BY-LAWS

Revised 8.2.2014

Article I. Membership Dues

Each UT-ASCE member, including officers, shall pay dues to begin and maintain active membership. Dues will be either \$15.00 per semester or \$25.00 for the entire academic year (fall and spring semester). All payments for dues must be either cash or checks only; no debit or credit card. National ASCE membership is free for students and even though it's not a requirement to join UT-ASCE, it's highly encouraged.

Article II. Elections/Interviews

Section 1 – Eligibility Requirements

Active members of UT-ASCE are more than welcome to run for different positions within our Leadership Team with exception to the President, Vice President Executive, and Vice President Corporate positions in which a member is only eligible to run for any of these three positions if they have served at least one term as an officer of UT-ASCE in the past academic year.

Section 2 – Officer Nomination Process

Nominations for each officer position shall take place one general meeting prior to the election meeting. During the nomination meeting, the President will call for nominations. Individuals are permitted to either nominate themselves or someone else; however all nominations must be seconded by at least one other active member and that nominee must either accept or decline their nomination. After the meeting, nominations will remain open until 11:59 PM two nights before the elections meeting and must be received electronically via email. All nominations received electronically must be seconded via email or verbally. The President will then email the nominee and they must either accept or decline. Candidates can only run for 1 elected and 1 interview position or 2 interview positions or 1 position (either elected or interview).

Section 3 – Election Procedures

During the general meeting, elections shall take place towards the end of the meeting. The President, Vice President Executive, and Vice President Corporate will run and host the elections. The order of elections will be:

1. President
2. Vice President Executive
3. Vice President Corporate
4. Secretary
5. Treasurer

The presentation of each candidate will go as follows:

- Each candidate will make a two minute presentation before the general audience.
- Each candidate may choose to present in any manner they consider appropriate.
- Before each candidate's presentation, all other candidates for that particular officer position must leave the room and remain outside until their turn is up.
- During each candidate's presentation, the general audience must give their undivided attention and remain silent.

After a candidate's presentation is finished, that candidate will then proceed to the Question and Answer (Q&A) Session and will go as follows:

- The Q&A session will last for three minutes.
- Each candidate is responsible for acknowledging and fielding questions that were compiled by both the members and officers of UT-ASCE.
- During the Q&A session, the President, Vice President Executive, and Vice President Corporate will take turns facilitating the questions to each candidate and all other candidates must remain outside of the room.
- The candidate must leave the room after their Q&A session is complete.

After all candidates for that particular officer position are done with their presentations and Q&A sessions, a vote by ballot will take place.

- Only active members of UT-ASCE are able to cast one vote and must be present. The presiding officer cannot vote. Candidates running for that particular officer position are able to cast one vote.
- During any voting, the member audience must remain in respectful silence.
- Voting ballots will be securely collected by an ad-hoc Election Committee appointed and approved by the President consisting of current officers who are either graduating seniors or upper classmen who are not running for an elected position.
- The election meeting procedures will repeat for the remainder of the elected positions.

At the conclusion of the election meeting, the ad-hoc Election Committee will count the votes and a simple majority will determine each newly elected officer.

In the event of no majority (a tie), the incoming President can vote to break the tie. If he/she decides not to do so, the presiding President will do so.

Section 4 – Interview Procedures

After determining the newly elected officers, interviews for the non-elected officer positions shall begin. The interview process will go as follow, similar to a job interview:

- Each candidate will select a time and date of when to have their interview for the particular officer position they're interviewing for.
- The interview will last approximately 15-20 minutes.
- Each candidate will be asked a series of questions relating to the officer position and leadership background from a panel of four to five consisting of either:
 - The presiding officer(s)
 - The newly elected President
 - The newly elected Vice President Executive
 - The newly elected Vice President Corporate
 - The presiding President
- The panel will ask relatively the same amount and content of questions for each position to keep the interview process consistent and fair.
- After all candidates for all positions have been interviewed, the newly elected President will be responsible for evaluating and appointing the new officers.

Article III. Requirements of Office

In order to be a flagship ASCE student chapter, to have a successful ASCE calendar year, to have a strong camaraderie between fellow officers, and for the officers to have a close relationship between the members, while professionally representing The University of Texas at Austin, the Cockrell School of Engineering, the Civil Architectural Environmental Engineering Department, and the American Society of Civil Engineers, you have acknowledged your commitment to devote appropriate time to your position and shall manage your time accordingly such that your responsibilities to the members and the chapter are fulfilled.

Section 1 – General Requirements

- All officers are required to write summaries of their events or duties as they are accomplished during the year to help the Secretary create an outstanding Annual Report for our student chapter. This should NOT be put off until the end of the year!
- All officers are required to come to the general meetings, make sure the members feel welcome, and stay afterwards to help clean up. It's understandable to have responsibilities that sometimes interfere with the meetings, but not all of them. The meeting is the foundation of our chapter.
- All officers are required to attend the bi-weekly officers meeting to work together and discuss upcoming events and current issues.
- All officers are responsible to guide and assist the following year's officer of their position and will make themselves available to give advice and answer questions to ensure the following year's success.
- All officers will have had training in management, public speaking, fundraising, teamwork, leadership, and technical leadership that is invaluable. It will be evident to employers and others around you what kind of leader you are and what you did for the society. Your actions will speak louder than words.

Section 2 – Longevity

Elected and non-elected officers may serve no more than two academic years in the same position.

Section 3 – UT-ASCE Involvement

All officers must actively participate in UT-ASCE events as much as possible as their schedules allow and without jeopardizing their grades in school.

Section 4 – Involvement in Other Student Organizations

If a student is either the President, Vice President Executive, or Vice President Corporate, they are not allowed to hold a top officer position in other student organizations.

Article IV. Officer Duties

The following is used to define elicited jobs/projects best fit to the position/s necessary. Jobs are in no regards in order of importance. Every position is important to the success of UT-ASCE. When we succeed, it's because of all of us, not a select few, all of us.

Section 1 – The President Shall:

- Hold the responsibility for the success of the organization during the school year.
- Be extremely committed to the society.
- Oversee and lead both the general and officer meetings.
- Maintain an inviting, developing, and opportunistic outlet for students.
- Puts the agenda together and announcements from all of the other officers and this information is distributed with the VP Executive to be put on the website, newsletter, or in any form of media.
- Distribute out mass emails to members of student chapter related events and updates.
- Organize the annual regional ASCE Student Leadership Conference and compile registration and travel arrangements.
- Have the final responsibility and decision of the Annual Report and Corporate Packet and anything else deemed important.
- Keep an accurate and up-to-date account of our student chapter's expenses.
- Report to the CAEE department chair, ask for annual funding of Steel Bridge and Concrete Canoe, and attend multiple department meetings per month.
- Coordinate officers to assist with the annual CAEE Spring Banquet.
- Attend the monthly President meetings with ESL.

- Reserve room accommodations for the general meetings each semester in accordance with university policies through the Office of the Dean of Students.
- Review and make any adjustments to the Constitution and/or By-Laws and refer those edits to the officers for approval.

Section 2 – The Vice President Executive Shall:

- Report to the President as an assistant and act on behalf of the President in the event of their absent.
- Provide assistance to the officers of the student chapter.
- Obtain, review, and edit all event forms (establish review and due dates) and assist the Secretary in obtaining additional information from all officers in compiling the Annual Report.
- Maintains social media such as the website and the Facebook group by updating them weekly with upcoming events.
- Regularly advertise and publicize student chapter events to members by flyers and UT-ASCE banner.
- Manage the Officer Point System & the Membership Point System.
- Organize and order food, drinks, and other supplies for all general meetings.
- Works with VP Corporate to host different fundraisers throughout the year to raise money for the student chapter.
- Complete all administrative documents/forms such as food distribution, SEC equipment checkout, and safety training in compliance with the Office of Student Life and the Office of the Dean of Students.
- Send out an end-of-semester survey.
- Manage the Alumni Network in conjunction with the VP Corporate.

Section 3 – The Vice President Corporate Shall:

- Compose the Corporate Packet and send it out to companies for the purpose of corporate support for our student chapter.
- Contribute student chapter information to the SEC Corporate Packet.
- Obtain corporate speakers of varying civil engineering disciplines for each general meeting.
- Regularly host different Lunch-and-Learns throughout the year for the members.
- Organize at least one site visit per semester with a civil engineering company.
- Maintains an updated list of contact information of company supporters.
- Write and compose thank you letters to all companies and/or individuals who assist or contribute to our success in events or in general (including companies, professors, alumni, faculty/staff of the university) using UT-ASCE letterhead/envelopes. These shall be signed by both the President and VP Corporate.

- Provides all corporate partners with invoice of donation for tax purposes (sent with a thank you letter), created by the Treasurer.
- Assist student chapter on staying on budget with Treasurer.
- Hold responsibility in finding corporate partners for technical competitions.
- Commits to going to Austin-ASCE Branch Meetings and consolidate rapports with professionals.
- Assists officers in coordinating their events with professionals.
- Aid in creating the Engineering EXPO booth and organize representatives to build and solidify relationships with corporate supporters.
- Works with VP Executive to manage Alumni Network.
- Works with VP Executive to host different fundraisers throughout the year to raise money for the student chapter.

Section 4 – The Secretary Shall:

- Record the meeting minutes and attendance of all general and officer meetings or ensure that the minutes are taken in the case that the Secretary is absent.
- Provide all officers with meeting minutes after every officer meeting.
- Manage the general meeting logistics.
- Maintain the student chapter test bank.
- Coordinate the ordering and trademark process of the officer polos.
- Advocate and encourage members to sign up for National ASCE Membership.
- Compose the Annual Report.
- Create a membership form for interested and potential students in signing up for membership in UT-ASCE.
- Actively maintain and update an on-going list of membership information.
- Maintain a contact list of graduating UT-ASCE members.
- Distribute scholarship and/or fellowship related information and opportunities to the members of the student chapter.

Section 5 – The Treasurer Shall:

- Maintain accurate financial records that are updated continually.
- Reimburse members and/or officers for expenses in a timely manner.
- Retain budgets for individual events accountable.
- Develops (with the coordination of the President) a budget to present to the Department Chair to obtain departmental funding at the beginning of the academic year.
- Maintains an accurate bookkeeping such that at any given time, analysis can be made of our financial standing.
- File and maintain all receipts of expenses and invoices to corporate supporters.
- Maintain accountability of steel bridge and concrete canoe expenses.

- Deposit all monies into OSL and establish direct contact for financial issues.
- Provide the President with a financial report every month or when asked.
- Provide an annual list of corporate supporters and amounts.
- Review the financial standing of UT-ASCE's endorsement of all activities.
- Maintain the responsibility of financial aspects for any fundraiser.

Section 6 – The Steel Bridge Captains Shall:

- Organize and lead a team of UT-ASCE members to compete in the Steel Bridge Competition.
- Coordinate with the CAEE Department to obtain access to the basement lab.
- Provide the Treasurer with receipts for reimbursement and set a preliminary budget.
- Arrange travel accommodations while maintaining university compliance.
- Assist the VP Corporate in seeking corporate supporters, writing thank you letters to supporters, which are signed along with the President and VP Corporate.
- Update corporate supporters with news of design and/or construction and after the competition, create a summary of how the team performed.
- Display a poster that'll be created in advanced before competition.
- Authorize a set budget at the end of the academic year for next year's captains.
- Review and digest the Official Student Steel Bridge Competition Rules, along with the rest of the team members, once they are released
- Hold design meetings and engage student interest in using structural analysis software.
- Hold shop training for members and get them shop certified.
- Lead fabrication and assembly practices.
- Delegate various tasks to members and/or assemble committees.

Section 7 – The Steel Bridge Competition Chair Shall:

- Organize and manage logistics for the 2015 Regional Steel Bridge Competition hosted by The University of Texas at Austin.
- Work closely with the President and Steel Bridge Captains to ensure all competition requirements are met including venue, catering, hotel, parking, and competition logistics.
- Must adhere to all university, contractor, and NSSBC (National Student Steel Bridge Competition) policies.
- Coordinate with venue, hotel, and catering representatives.
- Communicate with the CAEE Department on hosting logistics and budget requirements.
- Prepare and distribute competition packets for participating schools.
- Design and order t-shirts for competition participants.
- Maintain the competition website.
- Train student volunteers participating as competition guides and food handlers.

- Submit required forms to UT Environmental Safety & Health and Parking Services by the specified deadlines.
- Create the competition pamphlet with details on scheduling, meal time, venue layout, etc.
- Read and understand the NSSBC rules related to the host organization, construction lane dimensions, load testing areas, and competition timeline.
- Coordinate with 2016 competition host organization to exchange load testing equipment and hosting packet.

Section 8 – The Concrete Canoe Captains Shall:

- Organize and lead a team of UT-ASCE members to compete in the Concrete Canoe Competition.
- Coordinate with the CAEE Department to obtain access to the basement lab.
- Provide the Treasurer with receipts for reimbursement and set a preliminary budget.
- Arrange travel accommodations while maintaining university compliance.
- Assist the VP Corporate in seeking corporate supporters, writing thank you letters to supporters, which are signed along with the President and VP Corporate.
- Update corporate supporters with news of design and/or construction and after the competition, create a summary of how the team performed.
- Review and digest the Official ASCE National Concrete Canoe Competition Rules and Regulations once they are released.
- Authorize a set budget at the end of the academic year for next year's captain.
- Compose the design paper, which is part of the competition, and have it reviewed and edited along with the rest of the team members.
- Construct a transport system to effectively and safely move the finished canoe.
- Construct a mold to pour concrete mix, in which pouring will occur at least two months before regional competition to ensure proper curing time.
- Hold design meetings and engage student interest in using structural analysis software.
- Hold shop training for members and get them shop certified.
- Delegate various tasks to members and/or assemble committees.

Section 9 – The Outreach Chairs Shall:

- Host and plan outreach events in which the student chapter volunteers for the community and any other activities that promote member involvement in the community and/or school.
- Have at least one outreach event with professionals.
- Provide the Treasurer with receipts for reimbursement and set a preliminary budget with the President.

- Maintain a contact list of outreach representatives to exchange to next year's outreach chairs.
- Coordinate travel accommodations along with contacting members in case of absence and keeping a record of members attending each event.

Section 10 – The Social Chair Shall:

- Host and plan social events and provide an attractive outlook to the activities the members of UT-ASCE attend.
- Make an effort to host joint socials with other student organizations.
- Coordinate the Senior Send Off for graduating UT-ASCE members.
- Provide the Treasurer with receipts for reimbursement and set a preliminary budget with the President.
- Have at least one social event with professionals.
- Coordinate travel accommodations along with contacting members in case of absence and keeping a record of members attending each event.
- Strive to have at least two events throughout the year with at least 15% of the total membership turnout.

Section 11 – The Intramural Sports Chair Shall:

- Coordinate registration, practice, and games for all intramural teams.
- Promote membership support for all athletic events.
- Organize at least two intramural sport teams per semester.
- Work with the VP Corporate and Social Chair to coordinate a professional athletic event over the year.
- Appoint team captains for each sport, as necessary.

Section 12 – The Student Engineering Council (SEC) Representative Shall:

- Review all SEC requirements as they are updated yearly.
- Attend the weekly SEC general and Representative meetings to inform UT-ASCE of any pertinent issues.
- Be actively involved and meet all society representative requirements in SEC.
- Actively recruit and encourage UT-ASCE members to be involved with SEC.
- Be the voice of UT-ASCE's concerns/suggestions at SEC Rep council meetings.
- Facilitate the general membership with all upcoming SEC events, programs, and resources.
- Fulfills or appoints officers to complete tasks required for UT-ASCE to remain in good standing with SEC.

- Coordinate all activities between SEC and UT-ASCE, including E-Week, Rivals Week, and EDAM (Engineering Day at the Museum).
- Be the captain of Engineer's Week and establish a committee to promote member participation at E-Week events and scavenger hunt items.
- Be responsible for drafting appropriation proposals in conjunction with the President and coordinate interviews for appropriations.

Section 13 – The Membership and Retention Chair Shall:

- Be the spokesperson to the newest CE students.
- Participate in recruiting events such as Gone to Engineering and any other significant promotional opportunities.
- Create and maintain yearly tri-fold board for recruitment and promotion.
- In charge of the UT-ASCE Family Program and hold family events throughout the year.
- Co-lead the First-Year Committee with the President.
- Speak to the CE 301 class before the 1st chapter meeting of each semester to encourage students to attend the general meetings or designate an officer to speak to the class in case of absence.
- Communicate with the CE 301 professor about extra credit for class students attending the general meetings.

Section 14 – The Historian Shall:

- Photograph meetings and events of the student chapter and notify officers in advance about being absent to an event to arrange for a substitute to take pictures.
- Upload pictures on both the UT-ASCE Facebook group page and website.
- Maintain UT-ASCE's Facebook, Twitter, and Instagram account.
- Upkeep the display case on the 1st floor of ECJ.
- Create slideshow of photographs for each general meeting to recap previous events.
- Create UT-ASCE videos in the purpose of recruitment and retention and technical competitions.
- Maintain visual records of all UT-ASCE events, via photograph and/or video, and organize them by event and year.

Article V – Faculty Advisors

As provided for and subject to the qualifications of the By-Laws of the American Society of Civil Engineers, the UT-ASCE student chapter shall have a Faculty Advisor (FA). The Faculty Advisor is appointed by the CAEE Department at The University of Texas at Austin.

Section 1 – Student Organization Officer Mentor

The following designates the role of the Faculty Advisor as UT-ASCE's officer mentor:

- Help and meet regularly with the UT-ASCE officers to initiate, plan, organize, execute, and document the student chapter's activities.
- Provide and/or facilitate professional contacts.
- Be knowledgeable about institutional resources and practices.
- Maintain records of UT-ASCE's activities and membership.
- Guide and review the preparation of the Annual Report, and check it for adequacy and accuracy.

Section 2 – ASCE Representative

The following designates the role of the Faculty Advisor as an ASCE Representative:

- Work with the Practitioner Advisors (PAs) to mentor and develop students.
- Be a point of contact between UT-ASCE, Austin-ASCE Branch, Texas-ASCE Section and ASCE.
- Communicate with ASCE and the Committee on student members.
- Attend UT-ASCE meetings and events as often as possible.
- Attend the Workshop for Student Chapter Leaders (WSCL) and ASCE Student Conferences regularly.
- Exemplify and foster professional attitude.

Section 3 – ASCE Advocate

The following designates the role of the Faculty Advisor as an ASCE Advocate:

- Encourage students to become ASCE members, and provide the means to do so.
- Encourage other faculty members to participate in UT-ASCE, Austin-ASCE Branch, and Texas-ASCE Section activities.
- Represent the society to The University of Texas at Austin.

Article VI – Practitioner Advisors

As provided for and subject to the qualifications of the By-Laws of the American Society of Civil Engineers, the UT-ASCE student chapter shall have a Practitioner Advisor (PA). The Practitioner Advisor is a member of the society who resides within convenient distance of The University of Texas at Austin, but is a non-faculty member and a recent graduate (not necessarily of The University of Texas at Austin). He/She is appointed by the Texas-ASCE Section, which seeks recommendations from within the Austin-ASCE Branch and UT-ASCE. The appointments are authorized at the Texas-ASCE Section on behalf of the ASCE Board of Direction.

Section 1 – Guidelines

The primary role of the PA is to motivate, encourage, criticize constructively, compliment, question, and be an example of high-caliber professional performance. The following outlines the guidelines of the Practitioner Advisor for our student chapter:

- Work with the Faculty Advisor to mentor and develop students.
- Meet with the Faculty Advisor, other faculty and the Department Head from the CAEE Department prior to the academic year to discuss the coming year and the role and importance of UT-ASCE.
- Meet with the UT-ASCE officers throughout the academic year and encourage them to set goals for the year and meet their responsibilities.
- Attend the annual Workshop for Student Chapter Leaders (WSCL) and encourage the Faculty Advisor and UT-ASCE officers to attend.
- Report on the activities of the Austin-ASCE Branch at the UT-ASCE meetings and encourage students to participate in their activities.
- Initiate and maintain an effective working relationship with UT-ASCE as well as assist in the development of the student chapter.