2013-2014 Member Information Packet
Presented by the Student Engineers’ Council at Virginia Tech

The Student Engineers’ Council invites you to get involved with a student organization that actively works on the behalf of the Virginia Tech College of Engineering and its students
What We Are

The Student Engineers' Council (SEC) is an organization that serves as a link between the Virginia Tech College of Engineering, its engineering societies, and its students. Throughout the year, the SEC performs many functions, from running Virginia Tech’s largest career fair to distributing thousands of dollars in philanthropic contributions to student engineering societies, senior design teams, and the College of Engineering at large.

As a group open to engineering students of any major, the SEC offers its members a wide variety of opportunities. Individual members can gain leadership experience by heading a committee or voting as part of the General Assembly. The SEC also provides a social network for students from all engineering disciplines and organizes many social events each semester. Members of engineering societies can co-sponsor events with the SEC, such as football tailgates and Engineers Week events. Whatever their involvement, the SEC gives engineering students a chance to participate in an organization that is locally and nationally recognized for its work and philanthropy.

Thank you for your interest in the Student Engineers’ Council; we look forward to your involvement with us in the future!

The structure of the Student Engineers’ Council remains relatively constant throughout the year. General Assembly Meetings (GAMs) are held every other Thursday, usually at 5:30 pm and always come with some sort of food or refreshment (join listserv for details of each meeting). The GAMs provide an opportunity to:

- Discuss and vote on Engineering Organization Funds, Big Contribution distribution, and the College of Engineering Sporn Award
- Keep students up to date on the happenings within the College of Engineering
- Announce upcoming events and plans of Member Societies
- Grab dinner and socialize with other engineering students from all disciplines

As major events arise, we may skip a week for a GAM. Watch our website, http://www.sec.vt.edu, Facebook page, or mailing list for the latest announcements.

Who We Are

- 6 Directors: Chair, Vice-Chair, Director of Finance, Director of Administration, Director of Relations, Director of Philanthropy
• 8 Committees: Expo, Leadership Engineering Conference, Engineers’ Week, Publicity, Information Management, Awards and Scholarships, Freshman, Membership Enrichment

• Over 100 voting members: Society Representatives, Team Leaders, Members at Large

What We Have Done

• Successfully carried on a 40-year tradition of running a self-funded, self-governed student organization
• Independently run an annual career fair for 3 days including 200+ companies, the largest at Virginia Tech
• Promoted leadership through our annual Leadership in Engineering Conference
• Hosted interdepartmental social events during Engineers Week
• Facilitated personal communication between Engineering students and their Dean
• Reached out to every society, team, and engineering student with all available resources
• Taken care of our members through bowling nights, promotional events, and food at every GAM
• Presented the Gebreyes Service Scholarship, Torgersen Leadership Scholarship, Sporn Teaching Award, Undergraduate Research Advisor Award, and the Engineering Organization Advisor Award
• Designed and produced the Engineering Planner, provided to freshman Engineering students at no cost
• Held an annual Freshman Major Mixer in the fall to expose freshman to opportunities the College of Engineering has to offer
• Held an annual Engineering Organization Showcase to help promote societies and design teams to the college at large
• Hosted roundtable meetings between engineering society presidents
• Allocated $20,000 per semester in Engineering Organization Funds to assist engineering societies
• Allocated over $15,000 annually from the Design Team Endowment for materials, competition costs, and other design team expenses
• Given $175,000 in the past 10 years through Big Contributions
• Given $60,000 in Slush Funds in the past four years
• Given roughly $300,000 in contributions to the College of Engineering over the past 8 years
• Hosted the 2006 National NAESC Conference in Washington D.C.
How To Get Involved

Come to the General Assembly meetings on Thursdays and earn your voting rights. Participate on one of our many committees and help us help you. You can contact the Director of Administration to be added to our mailing lists. (see ‘To Contact The Executive Board’ below to contact the director of administration)

When We Are Going To Do It

• GAM at 5:30pm Every other Thursday (join listserv for details of each meeting)
• Engineering Expo in September
• Check our website for the dates to apply for funds for your organization!

To Contact The Executive Board

Go to our website under the administration tab to find position and contact information!

GAM Opportunities Overview

• Vote on the Sporn Award and allocation of money for Slush Funds and the Big Contribution
• Participate on a committee and get involved with activities the SEC plans
  o E-week
  o Expo
  o Deciding upon scholarship recipients
  o Events and opportunities for freshmen
  o Publicity
  o And much more
• Meet new friends, network, and play intramural sports
• Learn about the Executive Board and apply for a position to get more involved

What Individual Membership Means

For Individuals:

Below is an overview of the opportunities available to General Assembly Meeting individual members
Voting Rights

- Attend one GAM prior to gain voting eligibility
- Register with the DoA
- What do you vote on?
  - Director Elections
  - Constitutional Changes
  - Big Contribution
  - Engineering Organization Funds
  - And Much More

For Organizations:

There are many different means of funding that the SEC provides. The following pages contain selections from the Student Engineers’ Council constitution that explicitly detail the processes associated with Slush Fund applications and Society Awards. Below you will find a quick overview of the slush fund process. Prior to application, however, you must read the appropriate portion(s) of the SEC constitution and check your application for adherence to the stipulated rules, as the constitution remains the final authority on the slush fund process.

The SEC provides Slush Fund money in order to support Member Societies that are actively involved in the SEC. This requires at least one registered representative that attends meetings and actively participates on a committee. Multiple representatives can attend General Assembly Meetings to count towards attendance, but a maximum of two representatives are allowed to vote on behalf of their Member Society.

The SEC provides $20,000 per academic year to be divided amongst applying Member Societies. Deadlines for applications will be in October and February, where specific deadlines will be posted on our website. You can contact the Director of Philanthropy with questions.

After applying your Member Society will be required to present your budget, SEC involvement, other fundraising efforts, and proposed use for the money you request to the Executive Board. If your request meets the requirements of our constitution, the Directors of the SEC will propose an allocation to be modified and voted upon at a General Assembly Meeting by all of our members with voting rights. Voting rights and the ability to request funding are earned by sending one or more representatives to our meetings.

Again, we stress the importance of reading over the pertinent sections of the constitution for details on this process BEFORE you request funding as the SEC board awards funding based on the criteria specified in the constitution.
1.1 Article IX Slush Fund

Section 1: The purpose of the Slush Funds is to financially assist member societies in sponsoring engineering-related events and programs, which shall include, but not be limited to, attending or holding engineering conferences, the development and construction of student projects, and sponsoring engineering outreach programs directed at elementary, middle, and high school students.

Section 2: Budgeting
A. The amount to be given for each semester is to be detailed in the annual budget as approved by Directors after Expo.
B. The Slush Fund allocations will be in expect from January to December. At the end of each semester, unused Slush Funds will be reabsorbed into the SEC budget and new allocations will be made.
C. No funds will be allotted for events that have already taken place, nor will funds be allotted for proposals that result in the direct or indirect contribution to Virginia Tech faculty or standing members.
D. The SEC General Assembly shall approve or amend the amount to be allotted per request at the General Assembly Meeting following the Executive Board meeting at which the Slush Funds are allocated.

Section 3: Application Process
A. The application process shall begin no later than the end of October in the fall semester and the end of February in the spring semester. Online applications for slush funds shall be submitted to the Director of Philanthropy. At this time, an appointment for a presentation before the Executive Board shall be made.
B. The applicant shall make a presentation before the Executive Board. Directors shall then determine whether or not the application meets the requirements as stated in this Article. Then the Directors shall determine a preliminary allocation of the total Slush Funds set aside per the budget as the Directors see fit.
C. Upon receiving Director approval, the applicant shall present to the General Assembly. After reviewing the applicants and the preliminary distribution of funds, voting members will have the option to approve or amend the allocation of Slush Funds among the eligible applicants. D. The applicant shall submit final budgets and receipts to the SEC Director of Philanthropy within one month of purchases. Failure to submit these documents will result in the society’s rejection for reimbursements and will be taken into consideration upon applying for funding during the following year.

Section 4: Societies applying for Slush Funds shall include the following information in three forms: a formal application document submitted to the Executive Board, a presentation before the Executive Board, and a final presentation before the General Assembly if and only if Directors vote to allow
the society to do so.

A. In all application materials, the applicant shall list the following:
1. Society Name
2. Type of Slush Fund Desired
3. Contact person’s name, e-mail address, phone number, and street address
4. SEC representative(s) name(s), e-mail address(es), phone number(s), and street address(es)
5. Date of Application (submission of the formal application)
6. Short Description of the Event/Program with adequate details
7. Date of the Planned Event
8. Society Membership Statistics
9. Amount Requested
10. General Operating Budget for the Organization
11. Budget for Slush funds requested

B. The applicant shall be active in the SEC and should therefore include the following in all application materials:

1. Attendance of the society’s SEC representative(s) at SEC general assembly meetings. Such attendance is recited in the voting rights status of the representative. Official information concerning voting rights is available from the Director of Administration.
2. Participation in SEC events. These include, but are not limited to Expo, Leadership in Engineering Conference, and Engineers Week events held annually. Participation in other events organized by the SEC committees and announced at general assembly meetings also weighs into the decision. The SEC Executive Board may consider general participation in College of Engineering events as substitutes for involvement in specific SEC events. In particular, this consideration applies to engineering design competition teams that provide a service to the College of Engineering at recruiting and other outreach events.

C. The applicant shall demonstrate any effort (however successful or unsuccessful) to fundraise from other sources.
1. Include a copy of the budget for this specific event and explain it. Include the requested SEC slush fund amount.
2. Include a copy of the society’s annual budget.

D. Formal applications shall be signed and dated by the Society President and Faculty Advisor.

E. If the applicant comes to either the Executive Board or the General Assembly meeting lacking the key elements and documentation as described in parts A through C of article IX, Section 4, they will not be permitted to present.
F. Presentations before the Executive Board and the General Assembly shall last no more than five (5) minutes, with a maximum of three (3) additional minutes for questions.

Section 5: Member societies applying for a Slush Fund are required to participate in the preparation and execution of an Engineers Week event or participate in another manner up to the discretion of the Engineers Week Chair. If the commitment is broken, the member society may not apply for a Slush Fund for one year. A rebuttal may be made to the General Assembly to reduce or excuse the restriction period.

Section 6: Member societies must have received member society status for both the previous and current semesters to submit a Slush Fund request.

1.3 Article XI Society Award

Section 1: The Society Award is given to a society that has shown outstanding participation in the Student Engineers Council and the College of Engineering.

Section 2: The monetary amount for the Society Award for the year is determined by Directors after Expo.

Section 3: To be eligible for the award, societies must meet the following requirements:

A. Have active participation in the Student Engineers Council.

B. Be recognized by the College of Engineering.

Section 4: The Society Award shall be administered by the Awards and Scholarships Committee.

Section 5: Societies must provide the following information for award consideration:

A. Society name, department affiliated with, society advisor, society address, and society phone number.

B. Contact name, contact position in society, contact e-mail, and contact phone number.

C. Student Engineers Council representative(s)

D. Student Engineers Council events that the society has participated in during the academic year.

E. A 500-word maximum essay, the topic of which will be determined by the Awards and Scholarships Committee.

Section 6: Applicants shall be rated using the following percentage distributions: Essay 30%, SEC Activities 30%, Society Activity 35%, Overall Appearance 5%.

Section 7: The selected applicant shall be presented to the Executive Council for its approval.

Section 8: Presentation of the award is made by the Awards and Scholarships Chair during the annual College of Engineering Student Leadership Banquet.