

Constitution of the Student Engineers' Council

Preamble

We, the Student Engineers' Council at Virginia Polytechnic Institute and State University (henceforth referred to as Virginia Tech), recognize the need to enhance and promote communication among engineering students, engineering student organizations, and the College of Engineering. We also acknowledge the necessity to develop a unified, comprehensive representation of such students and organizations. We believe that representation of the engineering student body is best accomplished through representatives from all member organizations, as well as those in the College of Engineering who are independent of such organizations. The efforts of the Student Engineers' Council shall be directed toward the improvement of service to, and advancement of, the engineering student body.

Article I: Name

The name of this not-for-profit educational organization shall be the Student Engineers' Council, abbreviated as the SEC.

Article II: Purpose

The Student Engineers' Council is organized exclusively for educational purposes, including for such purposes, the making of distributions to organizations as allowed under section 501(c)(3) of the Internal Revenue Code or corresponding section of future tax code. The SEC shall make all possible efforts to enhance the engineering education and provide service to engineering student organizations and the College of Engineering.

Article III: Goals

The purpose of the SEC as stated in Article II: Purpose shall be achieved by facilitating communication among engineering students, engineering student organizations, and the College of Engineering, expanding the educational and career opportunities for engineering students, serving as a single collective voice for the engineering student body and engineering organizations, acting as a resource for information about engineering student activities, and promoting the engineering profession.

Article IV: Membership

Section 1: General Assembly

The membership of the SEC, henceforth referred to as the General Assembly, shall be comprised of representatives of Member Engineering Organizations, additional Individual Members, and the Executive Board.

Section 2: Registration

Individuals must register with the Director of Administration to obtain individual membership in the SEC.

Section 3: Good Standing

In order to maintain good standing, an individual member must have previously attended at least one of the current semester's general assembly meetings

Section 4: Voting Rights

Voting rights will be granted to individual members in good standing.

Article V: Member Engineering Organizations

Section 1

Engineering student organizations shall be eligible to become a Member Engineering Organization of the SEC if they are determined to be engineering related by the Executive Board, register on SECRecord.com, commit to attend one of the two events, and volunteer a minimum of 3 hours per year for the SEC:

1. Freshman Major Mixer
2. E-Week

Section 2

Member engineering organizations must have at least one representative.

Representatives must:

- A. Obtain individual membership status, if lacking, and maintain individual membership status throughout their term as representative.
- B. Act as a liaison between the SEC and their society by communicating current issues, needs, and events of both their society and the SEC.

Section 3

Members may only represent one society or design team per GAM.

Section 2: Individual Members

An Individual Member shall be defined as stated in Article IV: Individual Members of the Bylaws.

Section 3: Member Engineering Organizations

A Member Engineering Organization shall conform to the requirements as stated in Article V: Member Engineering Organizations of the Bylaws.

Section 4: Committee Chairs

Committee Chairs shall be defined as stated in Article III: Committee Chairs of the Bylaws.

Section 5: Directors

The Directors shall be defined as stated in Article II: Directors of the Bylaws.

Section 6: Executive Board

The Executive Board shall be defined as stated in Article V: Executive Board of the Constitution.

Section 7: Non-Discrimination

No qualified engineering student organization or student shall be denied membership, nor will any student be subjected to discriminatory treatment or be excluded from participation in any SEC program or activity on the basis of race, religion, color, gender, sexual preference, age, national origin, or handicap. The SEC shall not tolerate such actions by its Member Engineering Organizations.

Article V: Executive Board

Section 1: Composition

The Executive Board shall consist of the President, Vice-President, Director of Finance, Director of Administration, Director of Relations, Director of Philanthropy and all Committee Chairs.

Section 2: Directors

A Director shall be defined as the President, Vice-President, Director of Finance, Director of Administration, Director of Relations, and Director of Philanthropy.

Section 3: Eligibility

To be eligible for election to a Director position, one must be a voting member of the SEC according to the specifications of Article IV: Individual Members of the Bylaws at the time of one's nomination and election.

Section 4: Elections

Directors shall be elected by a simple majority ballot vote by voting members of the General Assembly.

Section 5: Terms

The terms of office of Directors shall be from the time of Director Elections to three weeks after the time of the following Director elections. This three week overlap will serve as a transition period between the old and the new administration. During this time, all Directors (old and new) have voting rights. Ultimate decisions are the responsibility of the new administration.

Section 6: Removal

Any Director may be removed from office by a majority vote of the remaining Directors. If the removed Director views such action as unjust, he or she may make an appeal to the General Assembly. Following this appeal, the General Assembly shall vote to reinstate the Director in question. A two-thirds majority vote shall be required for this decision.

Section 7: Replacement

- A. In the event that the President of the Executive Board is unable to complete his or her term of office, the Vice-President will become the President for the remainder of the term.
- B. In the event that a Director is unable to complete his or her term of office, the remaining Directors shall appoint a replacement for the remainder of the term. This replacement shall be confirmed by a simple majority vote of the General Assembly.

Article VI: Parliamentary Procedure

All meetings may be run according to the latest version of Robert's Rules of Order upon the decision of the meeting's president.

Article VII: Voting

Section 1: Executive Board Meetings

All Executive Board members contribute to voting in accordance to Article VII Section 4.

Section 2: General Assembly Meetings

Voting members at General Assembly meetings shall be Executive Board members, and individual members meeting the requirements for voting privileges defined by Article IV: Individual Members of the Bylaws.

Section 3: Committee Meetings

Voting members at all committee meetings shall be the Committee Chair and committee members.

Section 4: Restrictions, Quorum, and Tie Breaking

For elections of the Directors, a written or electronic ballot is required. Decisions voted upon in the Executive Board meetings must be determined by a majority vote of the Directors and Chairs at the meeting. At least four of the six Directors must be present for a vote to take place. The Directors are given a vote amounting to 1.5, and the chairs are given a vote amount to 1. In the event of a tie, the President will intervene as the swing vote in addition to his/her original vote.

Section 5: Financial Matters

The Director of Finance must be present in order for a vote pertaining to financial matters to take place at an Executive Board meeting.

Article VIII: Amendments to the Constitution and Bylaws

Section 1: Frequency

The Constitution and Bylaws may only be amended at one General Assembly meeting during each semester.

Section 2: Announcement and Timing

The General Assembly meeting at which amendments will be considered shall be announced one meeting in advance. This meeting must occur at least two meetings prior to the end of the semester.

Section 3: Proposal

Any member may propose an amendment to the Constitution or Bylaws. Proposed amendments shall be submitted in writing to the Director of Administration at least one week prior to the amendment consideration meeting.

Section 4: Approval

The approval of an amendment to the Constitution or Bylaws shall require a two-thirds affirmative vote by the voting members present at the General Assembly meeting during which the amendment(s) is presented.

Section 5: Constitutional Precedence

The SEC shall not adopt any Bylaws that conflict with the Constitution.

Article IX: Dissolution

Upon the dissolution of the Student Engineers' Council, assets shall be distributed to the Virginia Tech College of Engineering for the express purpose of maintaining the annual engineering career fair within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of future tax code. This transition will be overseen by the academic advisor of the SEC at the time of the council's close. However, if the Virginia Tech College of Engineering is not then in existence or no longer a qualified recipient or unwilling or unable to accept the distribution, then the assets of this corporation/organization shall be distributed to a fund, foundation or corporation organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

END CONSTITUTION HERE-- REWRITE BYLAWS BY US

Bylaws of the Student Engineers' Council

Ratified November 15, 2012

Article I: Executive Board

Section 1: Reports

Each Executive Board member shall prepare a report biannually and maintain documentation of SEC procedures and recommendations for succeeding Executive Board members. These reports should build upon one another, should include all relevant information pertaining to duties performed while in office. The mid-year report shall be submitted to the Director of Administration before the start of the spring

semester, and the final report shall be submitted to the succeeding Executive Board members no later than one week before the end of his or her appointment. Reports can exist in both tangible and electronic formats for easy access and editing from year to year. Said reports will include, but not be limited to:

- A. Title page including title as well as names, years and contact emails for past chairs.
- B. Schedule of duties (by month).
- C. Review of activities.
- D. Current and previous year's budget.
- E. Past resources (contact lists for food, flyers, packets made, etc.).
- F. Future goals, ideas, comments, and thoughts
- G. Copy of the SEC Standard Operating Procedures from current Director of Administration.

Section 2: Accountability

Each Executive Board member is accountable to all members of the SEC as defined by the Constitution.

Section 3: Event Attendance

Each Executive Board member shall attend meetings and participate in other SEC events.

Section 4: Multi-Year Commitments

Commitments spanning multiple years made by previous Executive Boards shall be passed down and honored by later Executive Boards.

Article II: Directors

Section 1: President

The President shall have the following specific responsibilities:

- A. To call, preside over, and lead all Executive Board, General Assembly, and Presidents' Roundtable meetings.
- B. To propose ad-hoc committees as needed to organize SEC activities.
- C. To stay abreast of all Executive Board business and keep the Executive Board acting in accordance with the purpose as stated in the Constitution and responsibilities defined in the Bylaws.
- D. To act as coordinator of responsibilities and activities of the Directors and Committee Chairs.
- E. To act as the official spokesperson for the SEC.
- F. To hold performance reviews for each Executive Board member halfway through the member's term.

Section 2: Vice-President

The Vice-President shall have the following specific responsibilities:

- A. To serve as a resource for all Committees Chairs, and to ensure that the committees are fulfilling their purpose and responsibilities.
- B. To act in the place of the President in the event of his or her absence.
- C. To be in charge of office maintenance including office supplies and access control.
- D. To be in charge of all T-shirt orders.
- E. To make all room and venue reservations.
- F. To oversee the coordination of Executive Board retreats and activities.
- G. Reserve A-Frames for the publicity chair.

Section 3: Director of Finance

The Director of Finance shall have the following specific responsibilities:

- A. To administer the general operating funds of the SEC.
- B. To keep accurate records of all moneys in SEC accounts.
- C. To work with the Executive Board in preparing an annual budget and biannual financial statements for the SEC.
- D. To be responsible for the preparation of all documentation necessary to maintain the status of the SEC as a not-for-profit educational and tax-exempt organization.
- E. To be responsible for ensuring timely and proper filing of tax related documentation.
- F. To delegate financial responsibilities to the Expo Chair as needed.

Section 4: Director of Administration

The Director of Administration shall have the following specific responsibilities:

- A. To publish a useful record of all Executive Board and General Assembly meetings on a timely basis.
- B. To manage and have complete knowledge of the internal procedures and functions of the SEC.
- C. To maintain an accurate copy of the Constitution and Bylaws and distribute copies when necessary.
- D. To prepare a membership packet describing the responsibilities, opportunities, and guidelines for individual members and member societies.
- E. To maintain records of Member Engineering Organization General Assembly meeting attendance and Individual Member status.
- F. To coordinate the membership application process.
- G. To compile and maintain a document of SEC facts and figures.
- H. To coordinate the collection and review of all Director and Committee Chair reports.

- I. To coordinate with the Information Management Chair the entry of Member Engineering Organization information by representatives, such as their meeting times and locations, and contact information.
- J. To keep all SEC listservs up to date.

Section 5: Director of Relations

The Director of Relations shall have the following specific responsibilities:

- A. To coordinate all external publicity of the SEC.
- B. To solicit and maintain company contacts for the purpose of procuring donations for philanthropic purposes.
- C. To help the Expo Chair direct companies interested in hosting info sessions to SEC Member Engineering Organizations.
- D. To solicit and maintain members for the SEC Alumni Network and produce at least one newsletter per semester.
- E. To approve all mailings and any additional external communication, with the exception of urgent correspondence.
- F. To organize recognition events for endowment sponsors.
- G. To facilitate relations between the engineering student body and engineering administration/faculty through a minimum of one meeting per semester.
- H. To publish an online SEC newsletter at least once per semester.

Section 6: Director of Philanthropy

The Director of Philanthropy shall have the following specific responsibilities:

- A. To organize Design Team, Member Engineering Organization and Big Contribution grants as outlined in Article X: Design Team Grants, Article XI: Engineering Organization Grants, and Article XII: Big Contribution of the Bylaws, respectively, ensuring, before reimbursement, spending to be reimbursed was spent on items deemed acceptable by the Executive board, and that the party to be reimbursed meets all eligibility requirements.
- B. To verify the completeness of all grant applications prior to offering applicants an opportunity to present to the Executive Board.
- C. To control and report on all endowments; a report on the current status of all endowments will be given at the annual budget meeting.
- D. To coordinate SEC Philanthropic Events, with a recommended minimum of one per semester.
- E. To coordinate all fundraising.
- F. To coordinate a philanthropic event during Engineers' Week.

Article III: Committee Chairs

Section 1: Appointment and Responsibility

The Committee Chairs as defined in Sections 2 through 9 shall be appointed by the Directors through a written application and interview process. Each Committee Chair shall oversee and coordinate all responsibilities and activities of his or her respective committee.

Section 2: Awards and Scholarships

The Awards and Scholarships Committee Chair shall have the following specific responsibilities:

- A. To administer all awards including the Paul E. Torgersen Leadership Scholarships (Article XIII), the Nathnael Gebreyes Service Scholarship (Article XIV), the College of Engineering Sporn Award (Article XV), Undergraduate Research Advisor Award (Article XVI), Engineering Organization Advisor Award (Article XVII) and the Engineering Organization Award (Article VIII), with respect and due diligence.
- B. To recognize members who have made outstanding contributions to the SEC.
- C. To explore new awards for consideration by the Executive Board.
- D. The Awards and Scholarships Committee Chair will be open for applications at the end of the spring semester.

Section 3: Leadership in Engineering Conference

The Leadership in Engineering Conference Committee Chair shall coordinate the annual Leadership in Engineering Conference. The title of this conference signifies that leadership and its relevant skills will be the primary focus, with the sequential application to the engineering discipline. This conference will be a one-day event which will focus upon the leadership skills and non-academic skills that employers are looking for in college graduates. The purpose of this committee is to build the skills of Virginia Tech's engineering students. Corporate and faculty/staff presentations and workshops will be conducted during this event. Prior to the event, if the Committee believes one day is inadequate, they may extend the event to one extra day, for a total of two days.

Section 4: Engineers' Week

The Engineers' Week Committee Chair shall have the following specific responsibilities:

- A. To coordinate various events bearing in mind the purpose of National Engineers Week: to increase public awareness and appreciation of the engineering profession.
- B. To maintain traditional Virginia Tech Engineers' Week events or substituting new events that aim to increase student participation in Engineers' Week.
- C. To produce a t-shirt for sale at Engineers' Week events, maintain contact with engineering societies and design teams and delegate event responsibility to those teams or societies who request an event.

Section 5: Engineering Exposition

The Expo Committee Chair shall coordinate the annual Engineering Exposition ("Expo") which functions as a job fair for all engineering students.

- A. The Expo Chair will be responsible for tasks including, but not limited to, reserving venues, contacting companies, preparing and maintaining company registration, organizing a reception, preparing student volunteers, providing meals for company representatives, overseeing interviews, and coordinating transportation from parking lots and select hotels to all Expo locations. The Expo Chair furthermore shall respond to company representatives within 24 hours on business days. Upon completion of the Expo, the Expo Chair shall produce a comprehensive manual describing his/her duties and recommendations to be passed on to the next Expo Chair.
- B. The Expo Chair shall receive payment in the form of an honorarium and a tip for organizing the Expo.
 - i. The honorarium amount shall be determined at the Executive Board budget meeting prior to the Expo.
 - ii. The tip amount shall be voted on by Directors at the budget meeting following the Expo. The maximum amount for the tip shall be equal to 3% of Expo-related profits. Expo-related profits shall equal the total amount of Expo net profit minus sponsorship revenue.
 - iii. The Expo chair shall receive his or her honorarium in 3 installments, issued no earlier than May 1st, July 1st, and one week before the university deadline for fall tuition. Weekly reports to Directors will be required to receive honorarium payment, with approval from a minimum of three Directors and the faculty advisor. The Expo Chair shall receive his or her tip no earlier than the completion of the executive board budget meeting following the Expo and only after the completion of a satisfactory end-of-year report as determined by Directors.

Section 6: Publicity

The Publicity Committee Chair shall work to promote all SEC events to the Virginia Tech engineering student body. The committee shall also publish an SEC newsletter at least once per semester, and maintain the display case in Norris tunnel. The Publicity Chair will be open for elections at the end of the spring semester or the beginning of the fall semester. Specific duties include:

- A. To maintain the display case in Norris tunnel.
- B. To create all event and SEC promotional flyers, table cards, banners, etc.
- C. To send press releases to the Engineer's Forum, Collegiate Times, other local media.

- D. To constantly look to expand the public's knowledge of the SEC.
- E. The publicity chair is responsible for the creation and reservation of all event and SEC promotional flyers, table cards, banners, etc. with the sole exception of A-Frames which should be reserved by the Vice President.
- F. To manage the SEC Brand Guidelines

Section 7: Information Management

The Information Management Committee ("IM") Chair shall assist the SEC in all matters of creation and distribution of information. The IM Chair shall be appointed in the spring semester after the Executive Board Elections. The IM Chair's term shall be from the time of their election until two weeks after the time of the following election. Specific responsibilities of IM Chair shall include the following:

- A. Administration of the SEC's website content management system. Particular duties shall be the timely update and/or maintenance of:
 - i. SEC and member society event calendar infrastructure
 - ii. Infrastructure for posting all SEC forms and applications, such as those for membership, awards, scholarships, and philanthropy
 - iii. Assisting the Director of Administration in the creation and maintenance of the society information database
 - iv. Repository, archive, and backup storage facilities
 - v. All system updates and security patches
- B. System administration of the office workstations and server.
- C. Serving as a consultation resource for all SEC publications including, but not limited to: letterhead, flyers, t-shirts, newsletters, and web pages.
- D. Creation and upkeep of standardized SEC publication elements including logo and letterhead in accepted dimensions, colors, and file formats.
- E. Assisting the Engineering Exposition Chair in the creation and maintenance of an online company registration form and system to maintain company information. Assistance shall be offered over the summer as needed.
- F. The IM Committee will have a technical staff advisor to serve as an element of continuity across IM Chair terms. The advisor must hold an information technology related technical position in the in the College of Engineering. The advisor will provide a supportive role that is able to offer meaningful technical advice, feedback, suggestions, and provide historical insight in the context of the SEC to the IM Committee. The advisor shall never directly handle IM Committee responsibilities. Particular duties shall include:
 - i. Being aware of the IM Committee's projects
 - ii. Meet with the IM Chair once a month to discuss current projects and progress
 - iii. Be available to provide feedback on issues regarding security and privacy related to the IM Committee's projects

- iv. Optionally attending the Executive Board meetings when they are held

Section 8: Freshman Committee Chair

The Freshman Committee Chair will plan activities and provide services that benefit the freshman engineering students at Virginia Tech. The Freshman Committee Chair shall be a sophomore elected from the previous freshman committee and will serve until the next spring semester. If no freshman from the freshman committee has taken the position of Freshman Committee Chair by the third week of April, the Freshman Committee may be headed by a student from outside the freshman committee.

- A. To Coordinate the Freshman Major Mixer in the Fall.
- B. To Coordinate the Design Team Showcase in the Spring.
- C. To create the Freshman Planner or similar outreach gift to be handed out over the summer or at the beginning of the upcoming academic year.
- D. To promote SEC through both GAMs and other possible events (CEED after test activities, etc).
- E. To coordinate and lead the freshman committee in outreach events.

Section 9: Membership Enrichment

The Membership Enrichment Chair will:

- A. Order and pick up food for all GAM's and events.
- B. Keep an ongoing list of scholarships and opportunities.
- C. Provide monthly emails about opportunities to the GAM.
- D. Continue to advance the position and find new ways to make the GAM's better.
- E. Plan SEC social events and retreats, and take the lead on travel arrangements for attending both regional and national NAESC conferences.
- F. Serve as regional NAESC representative for Virginia Tech if no Executive Board members are regional officers.

Section 10: Removal

If a Committee Chair fails to meet his or her requirements as stated in sections 2 through 9 or if he or she fails to adhere to the purpose of the SEC as stated in Article II of the Constitution or engages in actions that reflect poorly on the organization, that Committee Chair may be removed by the following procedure:

- A. A Director must make the motion to impeach the Committee Chair at the Executive Board Meeting.
- B. The meeting will be opened up for discussion by Directors and all present Committee Chairs.
- C. A majority vote of the Directors will be required to impeach.
- D. The Committee Chair will be notified regarding their impeachment and may submit a rebuttal.

- E. At the next consecutive Executive Board Meeting, the Executive Board will be notified of any rebuttal and Directors will vote on removal of the Committee Chair.
- F. A majority vote of Directors will be required for removal.
- G. The impeached will be notified of the decision regarding their status as Committee Chair.

Section 11: Ad-Hoc Committees

Ad-hoc committees shall be formed with a proposal from the President, followed by a majority vote of Directors. A committee chair will be appointed as explained in Section 1 and will be responsible for the duties explained in Section 2. Ad-hoc committees will adhere to the following guidelines:

- A. Ad-hoc committees will have access to the SEC funds only after they have submitted a budget amendment to the General Assembly for approval by vote.
- B. If an ad-hoc committee does not become a constitutional committee after one year the committee will be dissolved.

Article IV: Individual Members

Section 1: Registration

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Section 2: Good Standing

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Voting rights will be granted to individual members in good standing.

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- 3. Freshman Major Mixer
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Member engineering organizations must have at least one representative. Representatives must:

- C. Obtain individual membership status, if lacking, and maintain individual membership status throughout their term as representative.
- D. Act as a liaison between the SEC and their society by communicating current issues, needs, and events of both their society and the SEC.

Section 3

Members may only represent one society or design team per GAM.

Article VI: Nominations and Elections

Section 1: Director Nominations

All nominees for Director Positions must be enrolled as an engineering student at Virginia Tech.

Section 2: Director Nomination Timing

Nominations for Director Positions shall be taken at the General Assembly Meeting prior to elections and will be accepted one week thereafter.

Section 3: Election Timing

Elections shall be held by the end of the first week of April. Chair appointments will be run at the discretion of the incoming Executive board with the advisement of the outgoing Executive board. The induction of the Directors will not take place until the fourth week of April.

Section 4: Election Process

The election of Directors shall be conducted by a rolling election format. The election order shall be as follows: President, Vice-President, Director of Finance, Director of Philanthropy, Director of Administration, and Director of Relations.

Section 5: Graduate Student Director Candidates

Any student who shall be a graduate student in the fall term following elections may only run for a Director position if no undergraduate student is running for that position.

Section 6: Empty Positions

In the event that there are no nominations for a given Director position, the remaining Directors shall fill this vacant position by a simple majority vote.

Article VII: Presidents' Roundtable

Section 1

The Presidents' Roundtable shall be a forum in which SEC and societies can exchange ideas and information.

Section 2

The Presidents' Roundtable shall meet at least once per semester to be determined at the beginning of each semester.

Section 3

The Presidents' Roundtable shall consist of at least the SEC President and any other Executive Board Members who choose to participate, and the President or an alternate representative of each member organization, but no more than two representatives per organization.

Article VIII: Member Engineering Organization Award

Section 1

The Member Engineering Organization Award is given to an organization that has shown outstanding participation in the Student Engineers' Council and the College of Engineering.

Section 2

The monetary amount for the Member Engineering Organization Award for the year is determined by Directors after Expo.

Section 3

To be eligible for the award, Member Engineering Organizations 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 Member Engineering Organization Award shall be administered by the Awards and Scholarships Committee

Section 5

Organizations must provide the following information for award consideration:

- A. Organization name, department affiliated with, organization advisor, organization address, and organization phone number.
- B. Contact name, contact position in organization, 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 SEC Awards and Scholarships Banquet.

Article IX: Use of SEC Funds

Section 1

The budget will be presented to the General Assembly after Expo in the fall semester and at the nominations meeting in the spring semester.

Section 2

The fiscal year of the SEC shall be the calendar year (January – December). Once elections are held, the current Director of Finance shall produce a budget report detailing each committee's current budget status. The Director of Finance shall also distribute these reports to the new Executive Board.

Section 3

The budget, as prepared by the Director of Finance, must be approved by Directors prior to presentation to the General Assembly.

Section 4

The Director of Finance shall oversee the use of all SEC funds.

Section 5

There shall be no money orders using SEC funds.

Section 6

Cash withdrawals of SEC funds must be first approved unanimously by all directors whether present or not.

Section 7

The executive board can stipulate the use of any provided funding in order to maximize the total impact of the provided funding.

Article X: Design Team Grant Program

Section 1: Purpose

The purpose of the Design Team Grant Program is to afford engineering design teams the opportunity to succeed in cases where a lack of funding might otherwise hinder them. The grant can provide funding for, but not be limited to, design competition entry

fees, travel to a competition, tools, and hardware needed for the completion of the project.

Section 2: Budgeting

The process for creating the budget for the program is as follows:

- A. The Director of Philanthropy shall determine the current status of the SEC Fund expense account prior to the beginning of the application process.
- B. The amount to be allocated for Design Team Endowment from the Virginia Tech Foundation Fund cannot exceed 50% of the previous year's income plus expired funds from the previous year's funding cycle. For example, if \$2,000 in funds expired in the Fall 2018 Design Team Endowment, an additional \$2,000 can be awarded in the Fall 2019 Design Team Endowment cycle. If approved by a unanimous vote of the Directors and the Faculty Advisor, Design Team Endowment awards can be augmented by funds from the SEC's bank account. The purpose of this is to bring the money given out for this funding cycle closer to the Engineering Organization Fund, and to account for years of low returns from the VT Foundation. These additional funds should be accounted for in the annual budget.

Section 3: Application Process

- A. Signed, formal applications for a grant shall be submitted to the Director of Philanthropy. After filing an application, each applicant shall meet with Directors for a brief defense of their request. The Director of Philanthropy shall be in charge of scheduling each meeting.
- B. Signed formal applications shall include:
 - i. Design team name
 - ii. Description of team
 - iii. Contact information
 - iv. Faculty advisor name and contact information
 - v. Current account status, budget, and projected expenditures
 - vi. A detailed, line item request for funds
- C. The Director of Philanthropy can deny an application if the respective design team has not used at least 75% of their allocation from the same fund awarded the previous year. If special consideration is needed, the respective design team needs to contact the Director of Philanthropy prior to submitting an application.
- D. The application process shall begin no later than the end of October in the fall semester and end of February in the spring semester.
- E. 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 Engineering Organization Funds among the eligible applicants.

Section 4: Distribution of Funds

- A. After the application process has concluded for all teams, Directors shall decide how the funds should be allocated based on the following criteria:
 - i. The benefit that both the College of Engineering and its student body receive from the use of awarded funds.
 - ii. The number of students that will participate in the team.
 - iii. The diversity of the proposals submitted.
 - iv. How reasonable the teams' expenses are and how well they are justified.
 - v. Other sources of funding available to the team.
 - vi. The demonstrated success of the teams' previous use of funds.
- B. After the distribution of funds has been determined, Directors shall direct the College of Engineering to establish a new foundation fund, if one does not already exist, for the team within the Dean's Office and to transfer the total of the grant into the fund.
- C. Reimbursement requests shall be made through the College of Engineering Dean's Office. Directors may, at their discretion, require all reimbursement requests to be first approved by the SEC advisor.
- D. If awarded a Design Team Grant, the applicant shall still be eligible to apply for an Engineering Organization Fund.
- E. All funding must be used within one year from the date of the award. Any unused funds shall revert to the SEC for distribution in the following year.
- F. The grant may be used only for expenses which are outlined in the grant application and approved by Directors.

Article XI: Engineering Organization Fund

Section 1: Purpose

The purpose of the Engineering Organization Fund is to financially assist member organizations 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 Engineering Organization Fund allocations will be in effect from January to December. At the end of each semester, unused Engineering Organization 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 staff 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 Engineering Organization 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 Engineering Organization 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 Director of Philanthropy can deny an application if the respective organization has not used at least 75% of their allocation from the same fund awarded the previous year. If special consideration is needed, the respective organization needs to contact the Director of Philanthropy prior to submitting an application.
- C. 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 Engineering Organization Funds set aside per the budget as the Directors see fit.
- D. 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 Engineering Organization Funds among the eligible applicants.
- E. 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

Organizations applying for Engineering Organization 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:
 - i. Organization Name
 - ii. Type of Engineering Organization Fund Desired

- iii. Contact person's name, e-mail address, phone number, and street address
 - iv. SEC representative(s) name(s), e-mail address(es), phone number(s), and street address(es)
 - v. Date of Application (submission of the formal application)
 - vi. Short Description of the Event/Program with adequate details
 - vii. Date of the Planned Event
 - viii. Organization Membership Statistics
 - ix. Amount Requested
 - x. General Operating Budget for the Organization
 - xi. Budget for Engineering Organization Funds requested
- B. The applicant shall be active in the SEC and should therefore include the following in all application materials:
- i. Attendance of the society's SEC representative(s) at SEC general assembly meetings. Such attendance is reflected in the voting rights status of the representative. Official information concerning voting rights is available from the Director of Administration.
 - ii. 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.
- i. Include a copy of the budget for this specific event and explain it. Include the requested SEC Engineering Organization Fund amount.
 - ii. Include a copy of the organization's annual budget.
- D. Formal applications shall be signed and dated by the Organization 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 XI, 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 organizations applying for an Engineering Organization Fund allocation 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 organization may not apply for an Engineering Organization Fund allocation for one year. A rebuttal may be made to the General Assembly to reduce or excuse the restriction period.

Section 6

Organizations must have received member organization status for both the previous and current semesters to submit an Engineering Organization Fund allocation request.

Section 7

A member organization must have been represented at a minimum of two-thirds of the General Assembly Meetings for both the previous and current semesters to be eligible for funding.

Section 8

Before Engineering Organization Fund applications, any organization member can count for organization attendance. After Engineering Organization Fund applications have been submitted, the representatives that count for attendance must be from a list of no more than 5, submitted to the Director of Administration accompanying Engineering Organization Fund applications.

Section 9

New organizations are exempt from the member organization status and General Assembly Meeting attendance requirements for the previous semester. However, the new organization must still meet attendance requirements for the current semester. Previously inactive organizations may be exempted at the discretion of the Directors.

Section 10

Funds cannot be used towards purchase of clothing and food. When applying, if clothing or food is listed as a line-item expense to be requested for, the Director of Philanthropy has the right to deny the application. If special consideration is needed, the requesting organization needs to contact the Director of Philanthropy prior to submitting an application

Article XII: Big Contribution

Section 1

The Executive Board may vote to allocate funds in the annual budget for charitable contributions. At its discretion, the Executive Board shall vote to restrict the funds to contributions benefiting the College of Engineering, with consideration given to publicity benefiting the college.

Section 2

The Director of Philanthropy shall execute the application process for all charitable contributions by distributing call(s) for proposals to parties that might be interested in applying for funding. Separate calls for proposals shall be made for each allocation of funds as outlined in the annual budget. Calls for proposals shall be distributed after the annual budget is completed following Expo and before the end of January. The call(s) for proposals shall include a deadline for submission of applications.

Section 3

During November of the academic year, the Request for Proposals should be initially distributed to the faculty and staff of the College of Engineering in the week immediately prior to Thanksgiving holidays. During the weeks immediately prior to and directly following the Winter Break, reminders of the due date should be sent to all faculty members. The proposals shall be due early in the spring semester, with the general assembly meeting to distribute the funds should be held before the beginning of March.

Section 4

Proposals shall include the following, dependent upon the budgeted distribution of the funds involved, as outlined in the call(s) for proposals.

- A. Proposals shall identify the specific call for proposals the applicant is applying for. Multiple proposals are necessary for applications for multiple calls for proposals.
- B. Proposals shall include a brief description of why the proposed project should be implemented.
- C. Proposals shall show that the project is unbiased, and that the College of Engineering can benefit from it. Identify approximately how many students, either directly or indirectly, would benefit from the project. Estimate the longevity and lasting impact of the project.
- D. Proposals shall include an estimated budget for the project; funds cannot be allocated in a way such that they will contribute directly to any person's salary or wage.
- E. Proposals shall address how the project will be carried out. This includes stating who will be responsible for implementing the project and a projected time of completion.
- F. Proposals shall be given in two forms. First, a formal written proposal shall be submitted by the deadline given in the call for proposals. If Directors vote to allow the proposal to go to the General Assembly for a vote, the applicant shall make an oral presentation before the assembly. This presentation shall be limited to five (5) minutes in length with three (3) minutes allowed for questions from the assembly.

Section 5

After the deadline imposed in each call for proposals, Directors shall review the formal written applications and vote to determine which applicants may present before the General Assembly. Directors shall first consider whether or not a proposal meets the requirements specified in this article and the call for proposals. After voting to eliminate those proposals not meeting the requirements, Directors may vote to eliminate remaining proposals on the basis of merit.

Section 6

After all of the finalists for a particular call for proposals present before the General Assembly, the assembly shall discuss the proposals and vote to allocate the funds budgeted for this particular call for proposals. The assembly may vote to award funds to all of the applicants, some of the applicants, or none of them. The assembly may also vote to allocate all of the funds budgeted, some of the funds budgeted, or none of them.

Section 7

Charitable contributions funds will be allocated on a reimbursement-style basis. No funds shall be distributed prior to a project, but instead receipts shall be provided to the SEC for expenditures as outlined in the original proposal, and the SEC shall reimburse the charitable contributions recipient for their spending as it corresponds to their proposal. This requirement may be suspended by a two-thirds majority vote of the General Assembly; in such cases, the SEC will supervise the procurement.

Section 8

Charitable contributions are designed to be used as start-up funding for new projects; the RFP shall indicate that preference will be given to new projects over improvements to existing projects. In this capacity, it shall act as start-up funding, rather than primary funding, for any given project.

Section 9

If receipts for the charitable contributions are not provided to the SEC within a year of awarding the funds, the award shall expire.

Article XIII: Paul E. Torgersen Leadership Scholarship

Section 1

The Paul E. Torgersen Leadership Scholarships are endowed for two (2) \$1,250 scholarships awarded annually to two (2) rising seniors who have demonstrated both outstanding leadership and academic skills. The amount and number of scholarships shall be determined by the Awards and Scholarships Committee with a minimum of two (2) \$1,250 scholarships being awarded.

Section 2

To be eligible for the scholarships, one must meet the following requirements:

- A. Have at least a 3.0/4.0 overall QCA
- B. Be a rising graduating senior in any engineering discipline
- C. Must not have previously received this scholarship.

Section 3

Members and officers of the SEC shall be eligible for the Torgersen Leadership Scholarships. The previous Awards and Scholarships Chairs and current members of the Awards and Scholarships Committee shall not be eligible to apply for the scholarships due to conflicts of interest.

Section 4

The Torgersen Leadership Scholarships shall be administered by the Awards and Scholarships Committee.

Section 5

Applicants must provide the following information for scholarship consideration:

- A. Name, current and permanent addresses, parents' names and current addresses
- B. Academic level, current overall QCA, engineering discipline
- C. List of academic activities (professional societies, clubs, and honor societies) and offices held
- D. List of extracurricular activities and leadership positions held
- E. Anything unique about their undergraduate education
- F. A 500-word essay, the topic of which will be determined by the Awards and Scholarships Committee.

Section 6

Up to five finalists shall be chosen by the Awards and Scholarships Committee based on number of applicants received and the quality of the applications. Applicants shall be rated using the following percentage distributions: Leadership (60%), Essay (15%), Letters of Recommendation (5%), Academics (15%), Overall Impression (neatness, thoroughness, etc.) (5%).

Section 7

Selection of the recipients of the Paul E. Torgersen Leadership Scholarships shall be based upon the application and a personal interview of the applicant conducted by the Awards and Scholarships Committee. The scholarship recipients are selected based on their interviews by a panel consisting of members of the Awards and Scholarships committee and one (1) – two (2) members of the Executive Board.

Section 8

Presentation of the scholarships is made by the Awards and Scholarships Chair during the annual College of Engineering Student Leadership Banquet.

Article XIV: Nathnael Gebreyes Service Scholarship

Section 1

The Nathnael Gebreyes Service Scholarship is endowed for one (1) \$1,250 scholarship awarded annually to one (1) rising junior or senior who has demonstrated both outstanding service to the college and community. The amount and number of scholarships shall be determined by the Awards and Scholarships Committee based on the size of the endowment with a minimum of one (1) \$1,250 scholarships being awarded.

Section 2

To be eligible for the scholarships, one must meet the following requirements:

- A. Have at least a 2.5/4.0 overall QCA
- B. Be a rising junior or senior in any engineering discipline. The definition of a rising junior shall be any individual who is a student with a minimum of 45 completed credits at the time of application.
- C. Must not have previously received this scholarship.

Section 3

Members and officers of the SEC shall be eligible for the Gebreyes Service Scholarship. The previous Awards and Scholarships Committee Chairs and current members of the Awards and Scholarships Committee shall not be eligible to apply for the scholarships due to conflicts of interest.

Section 4

The Gebreyes Service Scholarship shall be administered by the Awards and Scholarships Committee.

Section 5

Applicants must provide the following information for scholarship consideration:

- A. Name, current and permanent addresses, parents' names and current addresses
- B. Academic level, current overall QCA, engineering discipline
- C. List of college-sponsored service activities (service societies, clubs, etc.) and offices held
- D. List of community-sponsored service activities and any leadership positions held
- E. List and explanation of any unusual service involvement.
- F. Anything unique about their undergraduate education
- G. A 500-word essay, the topic of which will be determined by the Awards and Scholarships Committee.

Section 6

Finalists shall be chosen by the Awards and Scholarships Committee from the applicants based on number of applicants received and the quality of the applications.

Applicants shall be rated using the following percentage distributions: Service - 60%, Essay - 15%, Letters of Recommendation - 10%, Academics - 10%, Overall Impression (neatness, thoroughness, etc.) - 5%.

Section 7

Selection of the recipient of the Nathnael Gebreyes Service Scholarship shall be based upon the application and a personal interview of the applicant conducted by the Awards and Scholarships Committee. The winner of the Gebreyes Service Scholarship will be based on an interview with a panel consisting of members of the Awards and Scholarships Committee and one (1) – two (2) members of the Executive Board.

Section 8

Presentation of the scholarship is made by the Awards and Scholarships Chair during the annual College of Engineering Student Leadership Banquet.

Article XV: College of Engineering Sporn Award

Section 1: Recipient

The College of Engineering Sporn Award is given annually to an engineering faculty member who has demonstrated excellence in undergraduate instruction.

Section 2: Administration

The administration of this award shall be performed by the Awards and Scholarships Committee.

Section 3: Eligibility

Eligible faculty members are those who:

- A. Have taught or are teaching at least one undergraduate course in the college of engineering during the current academic year.
- B. Have not received the College of Engineering Sporn Award within the past three years.

Section 4: Nominations

Nominations for the College of Engineering Sporn Award shall be solicited from undergraduate engineering students currently enrolled in the College of Engineering. Nominations by graduate students for professors they had in an undergraduate class will be used as supporting nominations. A professor shall not be eligible based solely upon nominations from graduate students. Current and present members and officers of the SEC shall be eligible to submit nominations for the Sporn Award. Nominations shall include the following:

- A. The student's name, email, discipline, and academic standing.
- B. In what capacity the student knows the nominee (i.e., course and date taken, advisor, etc.)

C. Why the student feels the nominee deserves to receive the College of Engineering Sporn Award

Section 5: Finalists

Up to five finalists shall be chosen by the Awards and Scholarships Committee from the submitted nominations based upon the quality of the student nominations.

Section 6: Presentations

Presentations on behalf of the finalists shall be made during a General Assembly meeting by one nominator of the five finalists followed by a period of discussion. This presentation shall be limited to two (2) minutes in length with three (3) minutes allowed for questions from the assembly. Executive Board members and current members of the Awards and Scholarships Committee shall not be eligible to give presentations.

Section 7: Voting and Publicity

Selection of the College of Engineering Sporn Award recipient shall take place by a written ballot at the same meeting following the presentations. Only after the winning professor has been notified the following day shall results of the vote be made public. Presentation of the award shall take place at the Awards Banquet.

Section 8: Timing and Guidelines

The Awards and Scholarships Committee shall be responsible for determining deadlines and presentation guidelines related to the College of Engineering Sporn Award.

Article XVI: Undergraduate Research Advisor Award

Section 1: Recipient

The Undergraduate Research Advisor Award is given annually to an engineering faculty member who has demonstrated excellence in advising and incorporating undergraduate students into his/her research endeavors within the College of Engineering.

Section 2: Administration

The administration of this award shall be performed by the Awards and Scholarships Committee.

Section 3: Eligibility

Eligible faculty members are those who:

- A. Are a faculty member within the College of Engineering.
- B. Incorporate undergraduate students into his/her research endeavors.
- C. Have demonstrated exceptional leadership, dedication, and success in working with the undergraduate research students over the course of the year.

- D. Have not received this award in the previous three (3) years.
- E. Have not received another SEC advisor award in the same academic year.

Section 4: Nominations

Nominations for the Undergraduate Research Advisor Award shall be solicited from undergraduate engineering students currently enrolled in the College of Engineering. Nominations by graduate students will not be allowed. Current and present members and officers of the SEC shall be eligible to submit nominations for the Undergraduate Research Advisor Award. Nominations shall include the following:

- A. The student's name, email, discipline, and academic standing.
- B. In what capacity the student knows the nominee
- C. Why the student feels the nominee deserves to receive the Undergraduate Research Advisor Award.

Section 5: Finalists

Up to five finalists shall be chosen by the Awards and Scholarships Committee from the submitted nominations based upon the quality of the student nominations.

Section 6: Presentations

Presentations on behalf of the finalists shall be made during a General Assembly meeting by one nominator of each of the five finalists followed by a period of discussion. This presentation shall be limited to two (2) minutes in length with three (3) minutes allowed for questions from the assembly. Executive Board members and current members of the Awards and Scholarships Committee shall not be eligible to give presentations.

Section 7: Voting and Publicity

Selection of the Undergraduate Research Advisor Award recipient shall take place by a written ballot at the same meeting following the presentations. Only after the winning professor has been notified the following day shall results of the vote be made public. Presentation of the award shall take place at the Awards Banquet.

Section 8: Timing and Guidelines

The Awards and Scholarships Committee shall be responsible for determining deadlines and presentation guidelines related to the Undergraduate Research Advisor Award.

Section 9: Monetary Award

The recipient of the Undergraduate Research Advisor Award will receive a monetary award in the amount of \$500 to be used for his/her research endeavors.

Article XVII: Engineering Organization Advisor Award

Section 1: Recipient

The Engineering Organization Advisor Award is given annually to an engineering faculty member who has demonstrated excellence in advising an engineering organization within the college.

Section 2: Administration

The administration of this award shall be performed by the Awards and Scholarships Committee.

Section 3: Eligibility

Eligible faculty members are those who:

- A. Are a faculty member within the College of Engineering.
- B. Registered as an advisor for a recognized design team or engineering organization within the College of Engineering.
- C. Have demonstrated exceptional leadership, dedication, and success in serving the student organization or design team over the course of the year.
- D. Have not received this award in the previous three (3) years.
- E. Have not received another SEC advisor award in the same academic year.

Section 4: Nominations

Nominations for the Engineering Organization Advisor Award shall be solicited from undergraduate engineering students currently enrolled in the College of Engineering. Nominations by graduate students for advisors they had in an undergraduate organization will be used as supporting nominations. A professor shall not be eligible based solely upon nominations from graduate students. Current and present members and officers of the SEC shall be eligible to submit nominations for the Engineering Organization Advisor Award. Nominations shall include the following:

- A. The student's name, email, discipline, and academic standing.
- B. In what capacity the student knows the nominee
- C. Why the student feels the nominee deserves to receive the Engineering Organization Advisor Award.

Section 5: Finalists

Up to five finalists shall be chosen by the Awards and Scholarships Committee from the submitted nominations based upon the quality of the student nominations.

Section 6: Presentations

Presentations on behalf of the finalists shall be made during a General Assembly meeting by one nominator of each of the five finalists followed by a period of discussion. This presentation shall be limited to two (2) minutes in length with three (3) minutes allowed for questions from the assembly. Executive Board members and current

members of the Awards and Scholarships Committee shall not be eligible to give presentations.

Section 7: Voting and Publicity

Selection of the Engineering Organization Advisor Award recipient shall take place by a written ballot at the same meeting following the presentations. Only after the winning professor has been notified the following day shall results of the vote be made public. Presentation of the award shall take place at the Awards Banquet.

Section 8: Timing and Guidelines

The Awards and Scholarships Committee shall be responsible for determining deadlines and presentation guidelines related to the Engineering Organization Advisor Award.