

2016-2017 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 and refreshment (join Google Group 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, GobblerConnect, 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 150 voting members: Society Representatives, Team Leaders, Members at Large

**What We Have Done**

• Successfully carried on a 45-year tradition of running a self-funded, self-governed student organization

• Independently run the largest career fair (The Engineering Exposition) over 3 days with 290+ companies and 5,000+ students each year

• Promoted engineering leadership through our annual Leadership in Engineering Conference

• Hosted interdepartmental social events during Engineers Week

• Facilitated personal communication between Engineering students and the Dean

• Reached out to every society, team, and engineering student and provided all available resources

•Promoted social activities through members through bowling nights, promotional events, and food at GAM’s

• 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 Padfolios, provided to every freshman Engineering student at no cost

• Held an annual Freshman Major Mixer in the fall to expose freshman to all majors and opportunities that 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

• Allocated $25,000 per semester in Engineering Organization Funds to assist engineering societies

• Allocated over $20,000 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

• Hosted the 2006 National NAESC Conference in Washington D.C.

• Hosted 2016 Regional NAESC Conference in Blacksburg, VA

**How To Get Involved**

Come to the General Assembly meetings on Thursdays and earn your voting rights. The calendar for meetings and other events can be found in the Calendar on the SEC website. 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 Google Group or look at website for details of each meeting)

• Engineering Expo in over 3 days 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, the allocation of money from endowments and the Big Contribution distribution

• 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 5 Voting Rights

• Attend one GAM prior to gain voting eligibility

• Register with the Director of Administration

• What do you vote on?

o Director Elections

o Constitutional Changes

o Big Contribution

o Engineering Organization Funds (EOF)

o Design Team Endowment Funds (DTE)

o 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 DTE and EOF applications and Society Awards. Below you will find a quick overview of the philanthropic 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 DTE and EOF funding process.

The SEC provides funding 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 over $40,000 per academic semester through the two funds 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.

**Constitutional Rules/Guidelines for Funding**

**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](http://www.sec.vt.edu/index.php?option=com_content&view=article&id=29&Itemid=40#Directors) after Expo.

**Section 3**

To be eligible for the award, [Member Engineering Organizations](http://www.sec.vt.edu/index.php?option=com_content&view=article&id=29&Itemid=40#MemberEngineeringOrganizations) must meet the following requirements:

1. Have active participation in the Student Engineers' Council.
2. 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:

1. Organization name, department affiliated with, organization advisor, organization address, and organization phone number.
2. Contact name, contact position in organization, contact e-mail, and contact phone number.
3. Student Engineers' Council representative(s)
4. Student Engineers' Council events that the society has participated in during the academic year.
5. 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:

1. The Director of Philanthropy shall determine the current status of the SEC Fund expense account prior to the beginning of the application process.
2. The amount to be allocated for Design Team Endowment is to be no less than half of the Design Team Endowment Fund’s interest of the previous year and will be limited to that amount plus 10% of the previous year’s income. However, if the entirety of the Design Team Endowment Fund falls below $600,000, a two thirds vote by the executive board will determine the reallocation of funds. For example, if the total amount of interest for the whole previous year is $50,000 then the minimum amount to be given away is $25,000 ($50,000 \* 0.5) and the maximum will be $30,000 ($50,000 \* 0.6). See the Director of Finance for all pertinent budget information.

**Section 3: Application Process**

1. 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.
2. Signed formal applications shall include:
	1. Design team name
	2. Description of team
	3. Contact information
	4. Faculty advisor name and contact information
	5. Current account status, budget, and projected expenditures
	6. A detailed, line item request for funds
3. The Director of Philanthropy can deny an application if the respective design team has not used at least 75% of their allocation from the last expired fund. If special consideration is needed, the respective design team needs to contact the Director of Philanthropy prior to submitting an application.
4. The application process shall begin no later than the end of October in the fall semester and end of February in the spring semester.
5. 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**

1. After the application process has concluded for all teams, Directors shall decide how the funds should be allocated based on the following criteria:
	1. The benefit that both the College of Engineering and its student body receive from the use of awarded funds.
	2. The number of students that will participate in the team.
	3. The diversity of the proposals submitted.
	4. How reasonable the teams' expenses are and how well they are justified.
	5. Other sources of funding available to the team.
	6. The demonstrated success of the teams' previous use of funds.
2. 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.
3. 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.
4. If awarded a Design Team Grant, the applicant shall still be eligible to apply for an Engineering Organization Fund.
5. 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.
6. 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**

1. The amount to be given for each semester is to be detailed in the annual budget as approved by Directors after Expo.
2. 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.
3. 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.
4. 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**

1. 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.
2. The Director of Philanthropy can deny an application if the respective organization has not used at least 75% of their allocation from the last expired fund. If special consideration is needed, the respective organization needs to contact the Director of Philanthropy prior to submitting an application.
3. 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.
4. 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.
5. 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.

1. In all application materials, the applicant shall list the following:
	1. Organization Name
	2. Type of Engineering Organization 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. Organization Membership Statistics
	9. Amount Requested
	10. General Operating Budget for the Organization
	11. Budget for Engineering Organization Funds requested
2. 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 reflected 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.
3. 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 Engineering Organization Fund amount.
	2. Include a copy of the organization's annual budget.
4. Formal applications shall be signed and dated by the Organization President and Faculty Advisor.
5. 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.
6. 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.