

Constitution of the Engineers' Council  
School of Engineering and Applied Science  
The George Washington University

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*Preamble:*

*This document serves as the Constitution for The Engineers' Council. This document outlines the duties and responsibilities of the members of The Engineers' Council. This document also outlines the purpose and mission of The Engineers' Council. This organization shall be known as The Engineers' Council of The School of Engineering and Applied Science (SEAS) at The George Washington University (GW), herein referred to as The Engineers' Council, or the Council.*

# ARTICLE I: TITLE AND PURPOSE

## Section A: Mission Statement

The purpose of The Engineers' Council shall be to facilitate collaboration between the student organizations within SEAS, and to facilitate interactions between the students and student organizations within SEAS and the faculty, administration, and Student Association within GW. The Engineers' Council shall concern itself with matters pertaining to the general interest and welfare of the student body within SEAS. The Engineer's Council shall help to cultivate the leadership development of student organization leaders and promote the inclusion of all students in SEAS.

## Section B: Specific Purposes

The specific purposes of this organization shall be to:

- Facilitate and assist with interactions between the students of SEAS and the administration of SEAS and GW at large;
- Facilitate and assist with interactions between the student organizations within SEAS and the administration of SEAS and GW at large;
- Assist student organizations within SEAS in sponsoring activities for the SEAS community;
- Promote and facilitate communication between the student organizations within SEAS and the student body;
- Assist in the professional and leadership development of the members of the student organizations within SEAS;
- Promote and enhance the diversity and inclusion of the SEAS community;
- Organize other activities and events to fulfill the purpose set forth above that are consistent with the rules set forth by SEAS and GW at large;
- Report the progress of the above programs in the General Body Meetings at least once every thirty school days; and
- Perform any other actions deemed consistent and/or voted upon by the members of the Council General Body with the purpose of forwarding the Council's mission statement.

## Section C: University Policy

All events and actions conducted by the Council must abide by all University policies and policies of SEAS.

## Section D: Organization Advisor

The Council shall have a team of faculty and/or staff advisors, who shall be

members of different departments within SEAS.

## **ARTICLE II: ENGINEERS' COUNCIL MEMBERS**

### Section A: Recognized Members

Recognized members of the Engineers' Council are defined as follows, with the specific details of each position defined in Article IV and Article V:

1. Elected Officers:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Events Director
  - e. Secretary
  - f. Marketing Director
  - g. Community Outreach Director
  - h. Professional Development Director
2. Appointed Officers:
  - a. Each member organization recognized by the Council must appoint one (1) voting delegate, who shall serve as the Organization Delegate.
  - b. Each SEAS Class can be represented by one (1) to two (2) Class Representatives. The SEAS Class Representatives are as follows:
    - i. Freshman Class Representatives
    - ii. Sophomore Class Representatives
    - iii. Junior Class Representatives
    - iv. Senior Class Representatives
3. Non-Voting Appointed Officers and Committees
  - a. Each Elected Officer may appoint an assistant or committee to assist them in fulfilling the responsibilities of their office. To appoint an assistant or committee, an interest form must be sent to the general engineering student body. By simple majority vote, the Executive Board can appoint an assistant or committee to assist an Elected Officer.

- b. Engineers' Ball Planning Committee
- c. Hackathon Planning Committee
- d. Fundraising Coordinator

#### 4. General Body

- a. The General Body shall include all undergraduate and graduate students enrolled in a SEAS program.
- b. All General Body members may attend General Body Meetings.

### Section B: Executive Board

The Executive Board consists of all Elected Officers of the Council.

### Section C: Voting Members

All members listed in Article II, Section A, Part 1 and Part 2 are hereby defined as Voting Members of the Council. Organization Delegates may cast votes on behalf of their organization. Class representatives may cast votes on behalf of their class. Elected Officers may cast votes for themselves. Votes may be in favor, not in favor, or abstain. Voting Members, except for Class Representatives, shall be allowed one (1) vote. Class Representatives are allowed one (1) vote per class, not per representative. No other members are allowed any votes and shall be considered guests at Council meetings.

### Section D: Term Length

1. The term of office for all Elected Members shall be one year, beginning and ending as specified in Article VI, Section B of this Constitution.
2. The term of office for all Appointed Members shall be one semester. Appointed Members may serve the Council for multiple terms if the Council or member organization so chooses.

### Section E: Member Eligibility

1. Only registered SEAS students who are in good standing with the University are eligible to serve as an Elected or Appointed Member. Requirements for Organization Delegates can be found in Article III, Section D of this Constitution.
2. Only currently registered GW students can be considered members of the Council. All others present (alumni, friends, family, faculty, staff) are considered guests. Guests are welcome to attend events and General Body Meetings, but they cannot hold officer positions or manage money on behalf of the Council.

### Section F: Non-Discrimination Clause

The Engineers' Council does not unlawfully discriminate against any person on any basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law, including without limitation, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression.

The George Washington University values respect, communication, community, and diversity, and the Council and its members are expected to uphold and espouse these values. Members whose actions do not reflect these values are subject to removal from the organization. Grounds for removal may include, but are not limited to, the following actions: discrimination, harassment, illegal activity, sexual assault, or violence and other abuse. Members who have allegedly acted in a way that does not live up to the values of the University and/or the Constitution of The Engineer's Council are subject to removal.

#### Section G: Council Staff/Faculty Advisor

The advising team for the Council has the right to attend all General Body Meetings of the Council, and may attend Executive Board meetings by invitation from the Executive Board.

### **ARTICLE III: MEMBER ORGANIZATIONS**

#### Section A: Member Organizations

The member organizations of the Council shall include The George Washington University student chapters of:

1. The American Institute for Aeronautics and Astronautics (AIAA)
2. Alpha Omega Epsilon (AOE)
3. The American Society of Civil Engineers (ASCE)
4. The American Society of Mechanical Engineers (ASME)
5. The Association for Computing Machinery (ACM)
6. Association of Energy Engineers (AEE)
7. The Biomedical Engineering Society (BMES)
8. Engineering World Health (EWH)
9. Engineers Without Borders (EWB)
10. GW DATA (DATA)
11. The Institute of Electrical and Electronic Engineers (IEEE)
12. International Council on Systems Engineering (INCOSE)

13. The National Society of Black Engineers (NSBE)
14. Pi Tau Sigma (PTS)
15. Systems Hacking Club (SHC)
16. Society of Professional Hispanic Engineers
17. The Robotics Club
18. The Society of Asian Scientists and Engineers (SASE)
19. The Society of Women Engineers (SWE)
20. Tau Beta Pi (TBP)
21. Theta Tau (OT)
22. George Washington Tech Collective (GWTC)
23. Women in Computer Science (WiCS)

#### Section B: Member Organization Registration Requirements

1. Registration of previously established organizations shall be done annually. This shall begin at the end of each academic year, to be completed in accordance with the University's Center for Student Engagement.
2. The following must be submitted to the Executive Board for an organization to remain a member organization:
  - a. A copy of the member organization's Constitution and Bylaws;
  - b. Confirmation of successful registration of the member organization with both the Center for Student Engagement and Student Association.
3. Due dates for the above information are subject to change according to the Council Executive Board.

#### Section C: Privileges of Member Organizations

Member Organizations who are in good standing with the Council are entitled to the following privileges.

1. Two members of each Member Organization shall receive 24-hour tap access to the SEH, which shall expire in May or June of each academic year.
2. Member Organizations with a valid GW Organizational Email Account shall receive \$15 worth of free printing via the Wireless Everywhere, Print Anywhere (WEPA) printers located on campus. This balance will be reset to \$15 at the beginning of each month.
3. The Council will assist Member Organizations with advertising upcoming events by publishing events on the SEAS Organization Events Calendar, and by

publishing flyers on the weekly Engineers' Council Newsletter and the digital signs located in the lobby of the SEH.

#### Section D: Registering to Become a Council Member Organization

Organizations that are not listed in Article III, Section A may become a member organization if Executive Officers from the prospective member organization complete the following steps:

1. Complete the registration form found on the Council's webpage,
2. Submit a copy of the Constitution and Bylaws to the Executive Board of the Council;
3. Submit proof of:
  - a. Center for Student Engagement organization registration, or registration with the SEAS Dean's office, and
  - b. Registration as a sub-organization under The Engineers' Council umbrella;
4. Meet with the Executive Board of the Council; and
5. Acknowledge the requirements of being a Member Organization as laid out in Article III, Section E.

At least 50% of the student membership of prospective member organizations must consist of registered SEAS students.

#### Section E: Removal of Inactive Member Organizations

1. A Member Organization shall be automatically removed from Council membership if they are inactive for more than one (1) semester. A Member Organization is considered inactive if they do not maintain their registration with the CSE.

#### Section F: Member Organization Delegates

1. Each member organization shall be represented by one (1) delegate to the Council, who must be an active member in said member organization.
  - a. Organization Delegates shall be appointed by each member organization. The Council Executive Board must be notified of each new Member Organization Delegate appointment in writing.
  - b. In the case that the Organization Delegate be unable to attend a meeting, an alternate delegate can serve in their absence. If an alternate delegate will be present instead of the Organization Delegate, the Executive Board of the Council shall be notified immediately.
  - c. Elected Officers of the Council will not be recognized as the

representative of a member organization, a Class Representative, or any other Appointed Officer.

- d. No single person can be appointed a delegate for more than one (1) member organization.
  - e. No single person can be an Appointed Officer for more than one (1) position.
  - f. Member organizations may replace delegates each term to accommodate for scheduling changes and conflicts. Delegates must be presented no later than the second meeting of each semester.
2. Organization Delegates shall have the following responsibilities:
- a. Organization Delegates shall attend all General Body Meetings of the Council.
  - b. All business conducted at General Body Meetings shall be reported to each Member Organization via their Organization Delegate.
  - c. Organization Delegates shall serve as a liaison between the Council and their respective Member Organization.

#### Section G: Member Organization Membership Requirements

1. Representation by Organization Delegates is required at all General Body Meetings of the Council.
  - a. If the appointed delegate, or their alternate, is not present at a Council General Body Meeting, the organization which they represent shall be considered absent.
  - b. Each organization is allowed one absence from scheduled meetings per semester
  - c. If a Member Organization is absent from two or more General Body Meetings, Advertising will be revoked
2. Representation at the annual Leadership Summit held during the Fall semester. The date of the Summit shall be announced at least 45 days prior to the planned date.
3. Representation by the organization president, or a suitable alternate, at the annual Presidents' Roundtable held during the Spring semester. The date of the Roundtable shall be announced at least 45 days prior to the planned date.
4. Member Organizations are encouraged to assist the Council in planning and executing Engineers' Week events and activities. This can include hosting and co-hosting events and activities during Engineers' Week.



# ARTICLE IV: TERMS AND CONDITIONS OF COUNCIL MEMBERSHIP

## Section A: Officer and Membership Eligibility

1. A student must be in good judicial standing and good academic standing with GW to be considered eligible to be a Voting Member of the Council
2. Students who wish to run for The Engineers' Council President must have previously served as an Elected or Appointed Officer of the Engineers' Council for at least three (3) months. Serving as an Organization Delegate does not satisfy this requirement
3. The President of any member organization may not hold the office of President or Treasurer of the Council.

## Section B: Election Process

Elected Officers are elected by majority vote of present Voting Members. All nominations must be submitted to the Council Executive Board. The election process is outlined further in Article VIII.

## Section C: Impeachment Process

Members or Member Organizations of the Council may be removed from their office for failure to fulfill their specified duties. If the member or Member Organization in question is the President, the petition must be submitted to the Vice President. The Vice President will then assume the responsibilities of the President and preside over the meeting during which the removal is considered.

Removal procedures at the specified meeting will take precedence over all other Council business. In order to proceed, a quorum of the Council must be present. Removal of a member or Member Organization must adhere to the following procedure.

1. A written petition may be submitted by any Voting Member and must be submitted to the President of the Council detailing all charges against the member or Member Organization.
  - a. The petition must bear the signature of one-third of the Voting Members to be considered by the Council.
  - b. All charges must be accompanied by an explanation.
  - c. The petition must be submitted at least one week prior to the meeting at which removal will be considered.
2. The President of the Council must inform the member or Member Organization in question of the charges filed against them and must present said member or Member Organization's Delegate with a copy of

the charges.

3. The President of the Council must inform the Voting Members of the removal procedures that are to take place at the next meeting at least five (5) days prior to the meeting.
4. During removal procedures, a hearing will take place during which the member or Member Organization's Delegate in question is allowed to defend himself/herself, following the reading of the petition.
  - a. He/She may invite any witness to testify on his/her behalf and present any supporting evidence to the Council.
  - b. The filing Council member may present additional information, evidence, or call any witnesses to support his/her allegations against the member or Member Organization in question.
  - c. The hearing will continue until both the member or Member Organization in question and the filing Council member have presented all necessary information.
  - d. The hearing may also be concluded by a Motion to Vote from a Voting Member of the Council after initial arguments from both parties have been presented.
5. Upon completion of the hearing, a vote will occur by ballot of present Voting Members. Removal of the member in question requires a two-thirds vote.
  - a. If a petition for removal fails, the member or Member Organization may resume their responsibilities.

#### Section D: Resignation from a Position

1. To resign from a position as an Elected Officer, said officer must submit a formal letter of resignation to the President or Elected Officer of the highest authority.
2. To resign from a position as an Appointed Officer, said officer must submit a formal letter of resignation to the President.
3. To resign from a position as an Organization Delegate, one must confer with one's member organization to ensure that the member organization appoints a new Organization Delegate to represent them. The change in the Organization Delegate must be submitted to the Executive Board as soon as possible.

#### Section E: Vacancy of Elected Officer Positions

1. In the case that an Elected Officer is impeached or resigns from their position, the Executive Board must be informed within four (4) days and the general engineering student body within seven (7) days of the impeachment or

resignation. An election to fill the position will be conducted at the next scheduled General Body Meeting or in two weeks' time, whichever comes first. If an election does not occur within two weeks, the President will appoint an individual to the position.

- a. In the case that the President is impeached or resigns from their position, the Vice President shall assume the position of President.
2. Once the general engineering student body is notified of the vacancy, they are then eligible to nominate candidates. If a majority of the present Voting Members vote to allow the President to appoint a specified individual to the position, no further election proceedings will occur.
3. In the case that the vacated seat is an Elected Officer's position, a current Elected Officer may run for the vacated position if the position is of a higher authority than their current position. If a current Elected Officer decides to run for the vacated position, they must alert the remaining Elected Officers of their intention to do so within seven (7) days as specified above. By running for the position of higher authority, they will automatically relinquish command of their current position and an election for their current position will occur concurrently to the elections to fill the vacancy. They may rerun for their current position in the case that they are not elected to the seat.

#### Section F: Vacancy of Appointed Officer Positions

In the case that an Appointed Officer, but not an Organization Delegate, is impeached or resigns from their position, the President will appoint an individual to the position.

#### Section G: Fitness to Perform Duties of Elected or Appointed Position

In the event that an elected or appointed officer feels they are unable to perform the roles and responsibilities assigned to their position, they agree to immediately schedule a meeting with the president and vice president. If the situation does not improve, the Engineers' Council officer is strongly encouraged to consider resignation.

## **ARTICLE V: DUTIES OF ELECTED AND APPOINTED OFFICERS**

### Section A: Elected Officers

The Fostering Relationships In the Engineering Network of Delegates (FRIEND) initiative states that all Elected Officers shall foster a personal relationship with the Organization Delegate from three (3) to five (5) specific member organizations.

1. President
  - a. Shall preside at all General Body and Executive Board Meetings of the

Council.

- b. Shall assist the Vice President to ensure that the duties of the Council and its members are performed as described in this document.
- c. Shall create an agenda for all General Body Meetings with the assistance of the Vice President.
- d. Shall serve as the Director of Elections in accordance with Article 7, Section A.
- e. Shall act as a liaison to the SEAS and GW administrations.
- f. Shall act as the primary representative of the Council and SEAS students, and shall attend outside meetings as necessary.
- g. Shall represent the Council and SEAS students at events as necessary.
- h. Shall serve as the liaison between the Council and the Center for Student Engagement (CSE).
- i. Shall act as a liaison to outside organizations and companies as necessary.
- j. Shall be responsible for turning over administrative paperwork and duties to the new Executive Board at the end of their Presidential term.
- k. In the case of a member organization's executive board disbanding, the President of the Council shall hold replacement elections for the member organization.

## 2. Vice President

- a. Shall ensure that the duties of the Council and its members are performed as described in this document.
- b. Shall act in the absence of the President in the same capacity as the President.
- c. Shall assume the position of the President if the President resigns or is no longer eligible or able to fulfill his/her duties.
- d. Shall assist the President in creating an agenda for all General Body Meetings.
- e. Shall be responsible for organizing and planning the annual Leadership Summit.
- f. Shall be responsible for making all room reservations for all meetings and events held by the Council.
- g. Shall be responsible for liaising with the GW SEAS Director of

Communications to maintain The Engineers' Council website.

- h. Shall act as a liaison to the SEAS and GW administrations.
- i. Shall act as a liaison to outside organizations and companies as necessary.

### 3. Treasurer

- a. Shall have custody of all monies of the Council, shall make all remittances when so ordered by the Voting Members, and shall keep an account of all receipts and spending of the Council.
- b. Shall submit an itemized budget for the next school year to the Executive Board no later than the last regular meeting of the spring semester, after consulting with the Executive Board and preceding Treasurer. The budget must be approved by the majority of the Executive Board to be accepted by the Council as the budget for the school year.
- c. Shall be responsible for the preservation of all financial records of the Council, and must be able to report on the current financial standing of the Council at any meeting.
- d. Shall oversee the Fundraising Coordinator and assist as necessary.
- e. Shall make financial help resources available to Member Organizations and SEAS students on the Council webpage. Resources can include how to submit a funding request with SEAS or with the SA.

### 4. Secretary

- a. Shall be responsible for notifying all Council members, including the General Body, of the date, time, and location of General Body meetings at least one week prior to each meeting.
- b. Shall be responsible for sending agendas for General Body Meetings to the Voting Members and for Executive Board Meetings to the Board Members no later than 11:59 pm the night before each meeting.
- c. Shall keep correct and orderly minutes of all regular and special meetings of the Council, notify members of all General Body Meetings, and provide a copy of the meeting minutes to the public within three (3) business days of the conclusion of the meeting.
- d. Shall take note of the persons in attendance at meetings of the Council and events held by the Council.
- e. Shall be responsible for the preservation of all official records of the Council, except those accounts of the Treasurer.

- f. Shall be responsible for managing and updating the SEAS Organization Events Calendar with any new or updated event information provided by the Council or its members.
- g. Shall be responsible for adding new Organization Delegates to the GW SEAS Slack Workspace, and ensuring the members in the 'org-reps' channel are frequently and consistently updated.
- h. Shall be responsible for the creation and distribution of the weekly Engineers' Council Newsletter, which shall be distributed to the general engineering student body on Friday of each week.

#### 5. Marketing Director

- a. Shall oversee the use of all Council social media. This includes, but is not limited to, an Instagram account and Facebook page.
- b. Shall review the website at least once per semester and submit any necessary updates to the Vice President.
- c. Shall be responsible for liaising with SEAS Computing Facility to update the digital signs located in the lobby of the SEH.
- d. Shall assist the Secretary in the creation and distribution of the weekly Engineers' Council Newsletter.
- e. Shall be responsible for the design and creation of flyers for all Council events.

#### 6. Events Director

- a. Shall be responsible for planning the annual Engineers' Ball and Engineers' Week.
- b. Shall be responsible for serving as the chair of the Engineers' Ball Planning Committee.
- c. Shall be responsible for organizing two barbecues each academic year. One shall occur in August or September, and shall include a SEAS Organization Fair. The other shall occur in April or May.
- d. Shall serve as the liaison between the Council and the Hackathon Planning Committee.
- e. Shall assist the Council in organizing and planning other events hosted by the Council.

#### 7. Professional Development Director

- a. Shall serve as liaison between the Council and SEAS Career Services and GW Career Services.

- b. Shall coordinate at least one (1) Excellence in Leadership Seminar to be held during a General Body Meeting.
  - c. Shall organize at least one (1) professional development event per semester in coordination with SEAS Career Services.
  - d. Shall promote professional development events among member organizations.
  - e. Shall act as a liaison to outside companies as necessary.
8. Community Outreach Director
- a. Shall serve on the Diversity and Inclusion Committee as a representative from the Council.
  - b. Shall serve as liaison between the Council and the Diversity and Inclusion Committee.
  - c. Shall serve as liaison between the Council and the Multicultural Student Services Center (MSSC).
  - d. Shall be the point of contact for Member Organization Delegates.
  - e. Shall oversee the relationships that Member Organizations have with the Council. This includes overseeing the FRIEND Initiative.
  - f. Shall plan and carry out one event per semester, with the focus on promoting diversity and inclusion within SEAS. This event can be in coordination with the Diversity & Inclusion Committee, and can be in coordination with the MSSC.
  - g. Shall promote diversity and inclusion events among member organizations. This can include but is not limited to co-sponsored events held with Member Organizations.

#### Section B: Appointed Officers and Committee

The Appointed Officers and Committees listed below are expected to assist the Council to achieve the goals set forth by the Council. This includes attending General Body Meetings, attending the annual Leadership Summit, attending Executive Board meetings as requested, and assisting in planning and executing Engineers' Week events and activities.

1. Engineers' Ball Planning Committee
  - a. Shall assist the Events Director in organizing and planning the annual Engineers' Ball.
2. Hackathon Planning Committee
  - a. Shall organize and plan an annual Hackathon with the assistance of the

Events Director.

3. Fundraising Coordinator

- a. Shall work with the Treasurer to organize and plan at least one Council fundraiser per academic semester.

4. Class Representatives

- a. Shall represent the interests of their class in decisions made by the Council.
- b. Shall assist the Council in advertising upcoming events by sharing and posting events to the SEAS Class Facebook pages.
- c. Shall be responsible for organizing and planning a class-specific event each academic semester.
- d. Shall assist the Council in encouraging and facilitating collaboration between member organizations and the general engineering student body.
- e. Shall assist the Executive Board in accomplishing goals and tasks of the Council as deemed necessary by the Executive Board.

5. Engineers' Ball Director

- f. Shall take predominant responsibility for the Engineers' Ball in collaboration with executive board members and the events director. Obligations include but are not limited to the following: event planning (space rental, food, etc.), advertising, and ticket sales. Additionally, the Engineers' Ball Director shall provide frequent updates and maintain communication with executive board members and organization advisors.

## **ARTICLE VI: MEETING PROCEDURES**

### Section A: Meeting Deadlines

- 1. The Council must hold at least one General Body Meeting per month.

Special meetings of the Council may be called by the President upon the receipt of a petition from five (5) Voting Members of the Council requesting a special meeting. The purpose(s) of such a meeting must be set forth in the petition. The President shall call a meeting within 72 hours after receiving the petition and shall give notice of the meeting in accordance with the policies and procedures set by the Council.

- 2. Executive Board meetings shall occur at least twice per month.

### Section B: Transparency



1. General Body meetings of the Engineers' Council shall be open to the general public. By two thirds vote, the Council may go into Executive Session, limited to only Voting Members of the Council. A quorum shall be no less than two-thirds of the Present Voting Members of the Council.
2. Meetings of the Executive Board will remain closed, unless guests are invited.

#### Section C: Meeting Procedure

1. The President shall be the presiding officer at all Council meetings. In their absence, the Vice President shall preside. In the event that neither officer is present, no meeting may be held.

#### Section D: Decorum

1. In all cases of dispute, the conduct of meetings shall be governed by procedures outlined in [Robert's Rules of Order](#). In the event of a conflict between Robert's Rules and this Constitution, the policies and procedures set forth in this Constitution shall take precedence.

#### Section E: Attendance

1. General Body Meetings must be attended by two-thirds of the Voting Members. Elected Officers must be in attendance. Elected Officers with more than two unexcused absences per semester will have their voting rights suspended. At the next meeting of the Council, such member may petition for the reinstatement of their voting privileges, which shall require a simple majority vote of present Voting Members. If such petition fails, a motion to remove the member shall automatically be considered, in accordance with Article 4, Section C.
2. If any Elected Officer, Organization Delegate, or Appointed Officer has three (3) or more unexcused absences during a semester, proceedings for removal shall be commenced. The proceedings shall be conducted in accordance with Article 4, Section C. Excused absences should be documented through a form provided from the president or vice president at the beginning of their term. In the event that there is an ongoing conflict which prevents an officer from attending, this shall be considered on an individual basis between the president and vice president.

## **ARTICLE VII: ELECTION GUIDELINES**

#### Section A: Director of Elections

1. Election of Elected Officers shall be executed by the President, who will serve as the Director of Elections. If the President is running for a position, the election for that position will be executed by the next most senior Elected Officer (senior in class, not in authority) who is not seeking re-election.
2. The Director of Elections may not be a candidate for any Council position and

cannot be a candidate for the President or Treasurer of any member organization's upcoming election.

3. The duties of the Director of Elections shall include:
  - a. Overseeing the election process and executing the election procedures set forth in the Constitution;
  - b. Solicitation of nominations and composition of ballots;
  - c. Regulation of election procedures;
  - d. Counting of ballots; and
  - e. Reporting of election results.
4. The Director may appoint other persons to assist in the execution of their duties. All such persons must comply with the limitations set forth in Section A above.
5. The Director of Elections shall not participate in debate except to respond to factual questions or clarify previously made points. They shall not participate in the vote, unless their vote is the deciding vote.

#### Section B: Election Timeline, Transition, and Terms of Office

1. Elections shall be held at least once annually. Elections may be held more than once annually if:
  - a. The President calls for elections with a favorable majority of present Voting Members;
  - b. A two-thirds favorable majority of present Voting Members calls for an election; or
  - c. There is a vacancy in an Elected Office.
2. The term of office for all Elected Officers will begin in the first meeting in April and end at the first meeting in April of the following year.
3. During the period between elections and the beginning of the new term, both the old and new Executive Boards shall meet to discuss projects from the previous year, improvements, suggestions, and to conduct an Officer Training Retreat. The new Executive Board will meet independently as well to discuss the upcoming year.
4. The transition at the first meeting in April will involve both the Incoming and outgoing Executive Boards. After the incoming Executive Board has been installed, the floor may be reopened for new business at the discretion of the newly elected President.

#### Section C: Election of Members

1. Each Voting Member may cast one (1) vote. Current Elected Officers who are running for an Elected Officer position may not cast a vote for the position for which they are running.

#### Section D: Nominations

1. Nominations may be accepted until midnight, seven (7) days prior to the date set forth for the general election.
2. Nominations must be submitted directly to the Director of Elections via paper, email format, or web form. The Director of Elections shall notify candidates immediately upon certification of their candidacy. Acceptance of the nomination must occur in writing via paper or email format
3. The method of nominating a candidate shall be set forth by the President after consultation with the Executive Board
4. The candidates running for a position will be announced to Voting Members at least five (5) days prior to elections.

#### Section E: Campaigning

1. All candidates seeking a Council position may begin campaigning only after receiving notification of the certification of their candidacy. Candidates may not spend money on their campaign.
2. Campaigning for Council positions must follow these regulations:
  - a. Campaigning may not take place during classes or Council meetings.
  - b. Speeches may be made at the meetings of member organizations with approval of their Executive Boards. In this event, all other candidates running for the same position must take initiative to be afforded the same opportunity to speak at such a meeting.
3. The Council may organize a forum for all candidates, which should be held directly before or after a General Body Meeting. The forum would occur during the two weeks prior to the general election.
4. Member organizations may endorse candidates they feel would best represent their interests.
5. The Director of Elections shall immediately remove a candidate from the general election ballot if said candidate violates any of these regulations.

#### Section F: Election Proceedings

1. The date of the general election shall be set by the President of the Council after consultation with the Elected Officers. The general election shall be held no later than April 20th of any given academic year.
2. The general election will start with the position of highest authority to the

position of lowest authority. Any other specific election procedures shall be determined by the President after consultation with the Executive Board. Elections may be conducted using paper ballots, voting machines, or web-based voting.

3. Any Organization Delegate who fails to attend the election forfeits their right to vote in election.

#### Section G: Election Results

1. The candidate for any Elected Officer position receiving the greatest number of votes wins the seat. Said candidate must receive at least 40% of the votes.

#### Section H: Run-Off Elections

1. In the case that no individual candidate receives more than 40% of the votes, a runoff election will be held one week after the general election for all necessary offices. All campaign rules are still in effect during that week.

#### Section I: Election Debate Specifics

1. A Voting Member may make a Motion to Vote to end debate and move towards a vote. Motion is granted by the favorable majority vote of present Voting Members.
2. A Voting Member may have a Point of Order to clarify a procedure, ask a question, or correct an error. Motion is granted by the chair.
3. A Voting Member may make a Motion to Recess to take a recess for an amount of time specified by the member who proposed the motion. Motion is granted by the favorable majority vote of the Council.

## **ARTICLE VIII: CONSTITUTION**

#### Section A: Constitutional Power

1. All decisions enacted by the Voting Members shall be considered binding for all future Councils regardless of membership changes, or until specifically repealed. If there is a conflict between this Constitution and the Constitution of a member organization, this Constitution will take precedence and the member organization must pass an amendment to remove the conflict from their Constitution.

#### Section B: Constitutional Convention

1. An annual Constitutional Convention shall be held by the incoming and outgoing Executive Boards. The incoming and outgoing Presidents and Vice Presidents shall co-lead this annual Constitutional Convention. Revisions to this Constitution shall be made in accordance with the following:
  - a. The Executive Boards shall determine necessary revisions to the

Constitution before the annual Constitutional Convention.

- b. The Vice President shall be the author of the Constitutional revision.
- c. Copies of the proposed revision shall be made available to Executive Boards one (1) week in advance of the vote.
- d. The revision must be approved by a two-thirds majority of the incoming and outgoing Executive Boards. Upon approval, the revision will move into the amendment portion of voting to be presented to the Voting Members.

#### Section C: Constitutional Amendments

1. This Constitution may be amended upon a three-fourths favorable vote of all Voting Members of the Council. Amendments may be voted on using paper ballots, voting machines, roll call votes, or web-based voting.
2. Amendments shall be made in accordance with the following:
  - a. Any Appointed or Elected Officer or Organization Delegate may propose amendments to this Constitution.
  - b. Proposed amendments may be submitted during the Fall and Spring semesters.
  - c. Proposed amendments must be submitted in writing to the Executive Board. The Executive Board may make recommendations to the author of the amendment.
  - d. Copies of the proposed revision shall be made available to the Executive Board one (1) week in advance of the vote.
  - e. A report of the results of the vote shall be made available to the Executive Board within one (1) week after the date of the vote.

#### Section D: Ratification of the Constitution

- 1: This Constitution shall become effective by a two-thirds majority vote of all Voting Members.
- 2: Copies of the proposed revision shall be presented to the Voting Members one (1) week in advance, with explanations of the revisions presented at the General Body Meeting immediately preceding the introduction of the revised constitution.
- 3: Each proposed amendment may be voted on individually if a Motion to Divide the Question passes by a majority vote of the present Voting Members. Otherwise, the amended Constitution as a whole will be voted on.
- 4: A two-thirds majority vote of all Voting Members is required for the approval of

a specific amendment.

#### Section E: Grammatical and Aesthetic Changes

1. Any Elected Officer may make changes to the Constitution that pertain specifically to the grammar or aesthetics (ex. Spacing, renumbering, boldface, alignment) of the constitution. Any such changes to the constitution must be approved by a two-thirds majority of the Executive Board.

## **ARTICLE IX: CODE OF CONDUCT AND ADDITIONAL UNIVERSITY POLICIES**

#### Section A: Non-Discrimination Clause

1. The Engineers' Council does not unlawfully discriminate against any person on any basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law, including without limitation, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression.

#### Section B: Agreement to Abide by University Policies

1. The Engineers' Council will abide by all University policies.

#### Section C: Membership Statement

1. Only currently registered GW students are considered members of the organization; all others (alumni, friends, family, faculty, staff) are considered guests. Guests are welcome to attend events, but they cannot hold officer positions or handle money on behalf of the organization.

#### Section D: Conduct and University Values

1. The George Washington University values respect, communication, community, and diversity, and our organization and its members are expected to uphold and espouse these values. Members whose actions do not reflect these values may be subject to removal from the organization, according to the processes outlined in the organization's constitution and consistent with university policy and the Student Code of Conduct.