

Engineering House Constitution

Engineering House(E-House)
The Pennsylvania State University
Formed October 8, 2004

Revised Fall 2016

Article I. Purpose

Section 1.01 Definition

- A. To provide students with a constructive and positive live-in community that creates and supports projects, activities, and social events relevant to students with majors in the College of Engineering or the College of Earth and Mineral Science. Engineering House is a registered student organization affiliated with the College of Engineering but also a Special Living Option affiliated with Residence Life.

Article II. Membership

Section 2.01 Definition

- A. Membership is open to full-time undergraduate students at University Park, registered for an Engineering Degree within the College of Engineering and the College of Earth and Mineral Science.
- B. There are two categories of membership: active and associate.
 - (i) Full-time undergraduate students registered in the College of Engineering or the College of Earth and Mineral Science at University Park campus living in Engineering House Special Living Option (SLO) are eligible for active membership.
 - (ii) Full-time undergraduate students registered in the College of Engineering or the College of Earth and Mineral Science at University Park campus who do not live in Engineering House SLO are eligible for associate membership.
 - (iii) Co-op work experiences and Study Abroad situations must be presented to the Webmaster / Housing Chair before the points deadline of the semester immediately prior to the absence. Those situations deemed excusable by the Webmaster / Housing Chair are treated as case (i).
- C. The majority (50% + 1) of Engineering House must be undergraduate students.
- D. Only currently registered students are eligible for membership.
- E. There must be at least 10 active student members at all times.
- F. Only active members may vote, preside, officiate, or solicit funding on the organization's behalf.

Section 2.02 Becoming a New Member

- A. Students New to University Park:
 - (i) Students placed in Engineering House SLO for their first semester of on-campus residency at University Park are automatically considered active members of Engineering House.
- B. Students returning to University Park without previously living in the Engineering House SLO:
 - (i) Those already attending University Park campus who wish to become active members of Engineering House must request a housing contract and indicate a preference for placement in Engineering House SLO. Selection or placement to Engineering House SLO will then be made according to the priority list determined by the Assignment Office.
- C. Students who wish to become associate members must only meet the active status requirements described in section 2.03c.

Section 2.03 Maintaining Membership

- A. All members, both active and inactive, reserve the right to refrain from participating in any activities without consequence to their ability to maintain membership, based upon demonstrated personal/religious beliefs, personal values, or moral reserve as defined by the member.
- B. Active Members must:
 - (i) Be involved in at least one committee each semester.
 - (ii) Earn at least the minimum number of social and academic points determined at the beginning of each semester by the Executive Board. Points are subject to the approval of the advisors. The points deadline is voted on by the Executive Board at the beginning of each semester. A point may be awarded based on any of the following criteria:
 - a) Completion of an event activity as deemed by the event host.
 - b) Attendance at an event for at least half of the event's scheduled duration.
 - c) If extenuating circumstances are present, a point may be awarded at the discretion of the event host.

- (iii) Attend all mandatory meetings called during the year by either the Engineering House Executive Board or Residence Life staff members.
 - a) Note: in the event that a mandatory meeting is missed the point for attending may be earned by participating on the Academic or Social Committee and hosting an event.
 - b) In the event that the offending party is already on one of those committees they can host an additional event or host an event for the opposite committee.
 - c) To receive a point in such a way the offending party must notify both the President and the corresponding Chair for the creation of the event and upon the event's completion.
 - d) This exception can only be made for a single meeting missed with an unexcused absence.
 - (iv) Pay a membership fee of five dollars (\$5.00) per semester by a deadline as specified by the Executive Board at the beginning of the semester (Note this deadline is not necessarily the same as the points deadline).
 - a) Five dollars (\$5) will be added if dues are not paid by the deadline.
 - b) The membership fee will be paid twice a year, with the option of paying for both semesters at once (first semester only).
 - c) Members with special financial circumstances can pay late without an added fee, or at a decreased fee, at the discretion of the Treasurer and the advisors.
 - (v) No housing contract for Engineering House SLO will be offered until active membership status has been earned.
- C. Associate Members must:
- (i) Earn at least the minimum number of social and academic points determined at the beginning of each semester by the Executive Board. Points are subject to the approval of the advisors.
 - (ii) Attend all mandatory meetings called during the year by the Engineering House Executive Board.
- D. In the event a student is unable to complete all of the requirements due to extenuating circumstances in the fall, a majority vote by the Executive Board may allow the missing requirements to be completed in the spring.
- E. In the event a student is unable to complete all of the requirements due to extenuating circumstances in the spring, a majority vote by the Executive Board may allow the missing requirements to be waived for the current semester. This decision is subject to the approval of the advisors.

Section 2.04 Loss of Membership

- A. Members are no longer considered active if they fail to meet the active membership requirements for a given semester and those requirements are not waived. Loss of membership will result in the SLO housing contract changing to a supplemental housing contract for the following academic year.

Article III. Placement in Engineering House Special Living Option

Section 3.01 Definition

- A. If a current Engineering House resident remains active during the fall and spring semesters and receives a housing contract, he or she will be eligible to return to the Engineering House SLO.
- B. If a current Engineering House resident earns active status in the fall semester, resulting in an accepted SLO housing contract, but does not earn active status in the spring semester, the SLO housing contract will be changed to a supplemental housing contract for the following academic year.
- C. If a student enters Engineering House mid-semester, he or she will be required to obtain a number of points determined by the percentage of the semester remaining and fulfill all other active status requirements in order to return to the Engineering House SLO.

Article IV. Officers

Section 4.01 Definition

- A. Only full-time, officially registered active student members shall be eligible to serve as appointed or elected officers in Engineering House.
 - (i) See article VIII for special circumstances in which associate members are eligible to serve as an appointed official.
- B. Officer Team Positions:
 - (i) Executive Board**
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer

e) Webmaster/Housing Chair

(ii) Committee Chairs and Other positions

a) Academic Chair

b) Social Chair

c) Public Relations and Fundraising Chair

d) Community Service/THON Chair

e) Professional Development / Alumni Relations Chair

f) Historian

g) Intramural Sports Chair

h) West Halls Residence Association Representatives

i) Any other interim positions as appointed by the Executive Board

Section 4.02 Duties of the Executive Board

A. Universal Duties:

- (i) All officers are required to attend all Officer Team and general meetings, unless they have a reasonable excuse and have informed the President prior to their absence. More than two unexcused absences could result in removal of an officer.
- (ii) All officers must remain active for the duration of their term. This includes attending all mandatory meetings, participating on a standing committee, participating in events to receive points, and paying dues.

B. President

- (i) Conduct and organize appropriate business to be discussed at Engineering House Officer Team, Executive Board, and general meetings.
- (ii) Ensure that all other officers are fulfilling their duties and responsibilities.
- (iii) Develop good working relationships with all members of the house, as well as faculty and staff members associated with Engineering House.
- (iv) Should be adamant about Engineering House functioning productively.

C. Vice President

- (i) Acts in the absence, resignation, or removal of the President.

- (ii) Work in tandem with the President and act as a constant aid whenever required.
- (iii) Be familiar with all Engineering House activities involving the President.
- (iv) Be familiar with the position description of all Officer Team members.
- (v) Act as liaison between the College of Engineering and Engineering House.
- (vi) Coordinate Faculty Lunches throughout each semester to aid in the education and professional development of members.
- (vii) Lead a constitutional review committee each year.

D. Secretary

- (i) Record meeting minutes for all Officer Team, Executive Board and general meetings, which should be kept up to date and made available to all members.
- (ii) In the absence of the Secretary, someone will be designated to record meeting minutes.
- (iii) Organize and distribute a weekly Engineering House newsletter.

E. Treasurer

- (i) Develop and maintain a budget with the help of the Executive Board.
- (ii) Collect dues and maintain a record of paid members. Update the website accordingly.
- (iii) Maintain financial records, budget requests, receipts, and financial reports.
- (iv) Prepare and process check requests, cash advances, and purchase orders within the Associated Student Activities Office
- (v) Provide the College of Engineering with accurate budget information and work with them to receive funding each year.
- (vi) Assist in organizing fundraising activities.

F. Webmaster/Housing Chair

- (i) Maintain and update the Engineering House website and member site, including but not limited to managing and updating content, functionality, security, and listservs.
- (ii) Work with the College of Engineering Information Technology department on any necessary website updates or technology needs.
- (iii) Communicate with the Residence Life Coordinator and Assignments Office about Special Living Option housing contract dates and student placement.
- (iv) Communicate with the house about active member status and housing contract eligibility.

Section 4.03 Duties of Committee Chair and Other Positions

A. The general duties of committees are to organize, plan, and execute projects and activities.

B. There are two types of committees:

(i) Standing Committees – committees that are identified in the constitution

(ii) Non-standing Committees – committees formed as needed for special purpose projects or events

C. Standing Committees

(i) Academic Programming Committee

a) Plan, advertise, and execute ongoing programs for Engineering House students to participate in that are based primarily on academics.

b) Track and communicate academic points.

c) Must provide three times the number of academic points per semester as are required to stay active in the house.

(ii) Social Programming Committee

a) Plan, advertise, and execute ongoing programs for Engineering House students to participate in that are primarily socially based.

b) Track and communicate social points.

c) Must provide three times the number of social points per semester as are required to stay active in the house.

(iii) Public Relations and Fundraising Committee

a) Design and sell all Engineering House apparel and other items.

b) Plan, advertise, and execute fundraising activities. (Work alongside Treasurer)

c) Help other engineering organizations with advertisement within Engineering House. (Work alongside Professional Development Chair)

(iv) Community Service/THON Committee

a) Plan, advertise, and execute community service activities.

b) Plan canning weekends and other trips/events related to THON.

c) Work with PR committee to create and sell THON apparel.

(v) Professional Development/Alumni Relations

- a) Establish relationships and host events with relevant employers as well as Engineering House alumni.
- b) Plan, advertise, and execute events around topics such as leadership, proper workplace behavior, networking, etc.
- c) Maintain an up to date Engineering House alumni database.

(vi) Historian

- a) Provide Webmaster with photos and various media pertaining to Engineering House for website.
- b) Maintain an electronic copy of all E-House photos.
- c) Coordinate the Engineering House group photo each year and be responsible for framing each photo.
- d) Work with the Public Relations Committee to organize an end of the school year presentation.

(vii) Intramural Sports Chair

- a) Act as liaison between Engineering House and Intramural Sport Leagues.
- b) Inform members of sports available per sporting season and assist in the creation of teams.
- c) Inform teams of rules and requirements for each sport.

(viii) West Halls Residence Association Representative

- a) Represents the Engineering House special living option at weekly West Halls Residence Association (WHRA) meetings.
- b) Keeps Engineering House informed of relevant WHRA activities.
- c) Must make Engineering House an active part of West Halls.

Article V. Meetings

Section 5.01 Definition

- A. Engineering House general meetings will be held at least twice a semester.
- B. The frequency of meetings may be decided and changed by the Engineering House Executive Board.
- C. Emergency meetings may be called by any Executive Board member with agreement of a majority of the Executive Board members.
- D. Engineering house members will be notified of meetings by email from Executive Board members no less than one week in advance. Emergency meeting may have less notice, but no less than two days.

Article VI. Finances

Section 6.01 Definition

- A. All organizational funds are to be handled exclusively through the Associated Student Activities office.
- B. Engineering House will not have any account located off-campus.
- C. Any budget requirement above a set value, determined by the Executive Board at the beginning of each semester, will need to be approved by the Executive Board (with a majority vote) at least one week before being allocated. The request would need to be accompanied by a signed budget form.
- D. All other allocations will need to have a budget request form signed by the respective Executive Board member and submitted to the Treasurer at least one week prior to the intended date of use for the funds, unless in situations approved by the Treasurer.

Article VII. Voting

Section 7.01 Definition

- A. Only active members may vote during elections of any elected position of the Engineering House board and on constitutional changes.
- B. A quorum of 2/3 of active membership is needed to hold an election.
- C. A simple majority (50% + 1) is necessary for electing any officers of the Engineering House board. This majority shall be derived from the active members present at voting.

Article VIII. Elections

Section 8.01 Definition

- A. An Engineering House election is to be held for two purposes:
 - (i) Vote for new Officer Team members
 - (ii) Ratifications to the constitution
- B. Annual elections for Engineering House Officer Team positions will be held during specially designated meetings in the spring semester for the positions mentioned in Article IV, Section 4.01b. The election process will be publicized.
- C. New officers begin their terms of office effective the following fall semester.
- D. All newly elected officials will immediately start shadowing the incumbent officer for the remainder of the semester in which they were elected.

Section 8.02 Nomination Process

- A. To run for an Executive Board position, the candidate must present a nomination petition, signed by ten different ACTIVE members of Engineering House. (The candidate may be one of the signatories.)
- B. The candidate's intent to run and the nomination petition must be presented to the Secretary of the current Executive Board no later than one week prior to elections.
- C. The Webmaster / Housing Chair is an exception in that it is a solely appointed position. The residing Webmaster receives eligible candidates and takes them on as shadows as long as he/she deems necessary. Once a candidate has been selected the Webmaster presents the candidate to the Executive Board for an internal vote.
- D. Interim Officers may be appointed as deemed necessary by the Executive Board. Any interim position's status may be solidified if so voted by the Executive Board. In the event that a position is voted as necessary, it is to be added to the Engineering House Constitution as a full-fledged position with responsibilities outlined.
- E. In the event that a position is left vacant after the respective election meeting, a candidate may meet with the executive board and be appointed with a simple majority vote. An associate member appointed in this way is allowed to hold office under the condition that they become an active member for their term. See sections 2.02c and 2.03c for further clarification.

Section 8.03 Election Process

- A. Elections will be overseen by an Executive Board member who is not an official candidate for any Officer Team position.

- B. Candidates will be asked to give a short speech encouraging members to vote for them.
- C. Voting will take place by secret ballot.
- D. If a majority (50% +1) is not obtained by any of the candidates for a position, a run-off election will be held between the top two vote receivers, with all other candidates eliminated.
- E. In the case of a tie, the top two candidates will be asked to give another short speech encouraging members to vote for them and a revote will be held.

Section 8.04 Filling Unexpired Terms

- A. In the event of the resignation or removal of the President, Vice President shall immediately assume the Presidency of Engineering House.
- B. In the event that any position other than President becomes vacant, a special election will be held to fill the position.
- C. Elections to fill vacant positions will be held during the house meeting that follows the meeting in which the vacancy was announced.
- D. The replacement officer will take office immediately.

Article IX. Amendments to the Constitution

Section 9.01 Definition

- A. Any general meeting is appropriate for introducing an amendment to the constitution.
- B. Any Engineering House active member may propose amendments.
- C. Amendments will be voted on during the following general meeting following the procedures described in Article VII.
- D. All amendments are subject to approval by the Office of Student Activities.
- E. Approved amendments will take effect in a timely manner after approval by the Office of Student Activities.

Article X. Parliamentary Authority

Section 10.01 Definition

- A. *Robert's Rules of Order, Newly Revised* by Sarah Corbin Roberts shall be used in all cases not specifically covered by the Constitution.

Article XI. Accessibility of the Constitution

Section 11.01 Definition

- A. Copies of the Constitution will be available to anyone upon request.

Article XII. Advisor

Section 12.01 Definition

- A. Engineering House must retain an advisor at all times.
- B. A full-time faculty or staff member at The Pennsylvania State University chosen by the College of Engineering or their successor will serve as the Engineering House advisor.
- C. The Residence Life Coordinator for the Engineering House SLO will also serve as the advisor to Engineering House.

Article XIII. Impeachment

Section 13.01 Definition

- A. Any officer who fails to complete their duties, acts unethically, and/or acts in a way that will affect the reputation or the interests of Engineering House is subject to impeachment.
- B. Calling for Impeachment Proceedings:
 - (i) Officers on the Officer Team may call for impeachment proceedings by a 2/3 vote of the Executive Board, excluding the charged.
 - (ii) Any active member of Engineering House may call for an impeachment proceedings of an officer at a house meeting by a 2/3 vote of the active members present, excluding the charged.

C. Impeachment Proceedings:

- (i) Once the impeachment proceedings have started, the Advisors must be notified.
- (ii) The President will notify, in writing, the officer in question and the Advisors of the charges.
- (iii) The Advisors may dismiss the charges at any time during the proceedings.
- (iv) The President will conduct the proceedings under the supervision of the Advisors. If the President is under question, the Vice President will act as the President in the proceedings from this point forward.
- (v) At a time convenient for all, a meeting will be held to present the charges to the charged.
- (vi) The charged may state his or her defense.
- (vii) The Executive Board will vote by secret ballot, with a 2/3 vote to remove the officer.

Article XIV. Communication with the General Body

Section 14.01 Definition

- A. The Officer Team is capable of communicating with the General Body through whatever medium they see fit.
- B. If a new form of communication is to be created it will be voted on by the general body at a house meeting and the rules and regulations for that medium will be laid out prior to the vote. The voting process for this function will be the same as those laid out in Article VII.
- C. Any means of communication not developed in this way (excluding the secretary's newsletter and website calendar being that they are already constitutionally bound) is deemed unofficial and therefore not susceptible to any regulations by the Officer Team.