Penn State Alumni Society of Architectural Engineers (ASAE) Charter

Operating Principles
In fulfilling its function and responsibilities, the Society should give due consideration to the following principles:

- **Communication** – Regular and meaningful contact throughout the year with alumni, faculty/staff, and students.
- **Committee Expectations and Information Needs** – The Board of Directors should communicate to the Architectural Engineering (AE) Department Head or their designee the expectations of the Board, and the nature, timing and extent of any specific information or other supporting materials requested by the Board, for its meetings and deliberations.
- **Reporting to the Department Head** – The Board, through the Committee chairperson(s), shall report all material activities of the Committee(s) to the Board from time to time or whenever so requested by the Board. In addition, minutes from Committee meetings should be distributed to each Board member prior to the subsequent Board meeting.

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Article I. Name
The name of this organization shall be the Penn State Alumni Society of Architectural Engineers, referred to hereinafter as ASAE or the Society. This Society shall be an Affiliate Program Group (APG) of the Penn State Engineering Alumni Society (PSEAS).

Correspondence shall be sent to:
Penn State Alumni Society of Architectural Engineers (ASAE)
c/o Department of Architectural Engineering
The Pennsylvania State University
104 Engineering Unit A
University Park, PA 16802

Article II. Purpose
The purpose of this organization shall be to stimulate the continued interest and professional development of all graduates of the AE Department and to act as an informal advisory board to the Head of the Department. It will be an objective of the organization to promote fellowship and communication among the alumni, faculty and students of the Department in order to actively work for the improvement of the Department and the College.
As students, the AE Department had a significant impact on our personal and professional development and created opportunities for lasting friendships. Through ASAE, we can expand upon our ever-growing network of geographically diverse alumni and provide industry insight to the department. The Board of Directors (hereinafter, the Board) and its members will work with faculty and current students to best prepare the future of the profession.

Article III. Membership

Section 1
Members: All living graduates, of the Penn State Architectural Engineering Department.

Section 2
Active Members: Are those who participate in one or more committees or projects being conducted by the Society.

Section 3
Associate Members: Are granted to non-alumni of the Penn State AE Department who are actively participating in one or more committees or projects being conducted by the Society. This status requires the approval of two-thirds of the Board.

Section 4
Honorary Members: Are those who may be granted to non-alumni of the AE Department in recognition of acknowledged eminence in some area of engineering or who have rendered outstanding service to the Penn State AE Department. This honorary status requires the approval of two-thirds of the Board.

Article IV. Organization

Section 1
The general affairs of ASAE shall be governed by a maximum of seventeen member Board.
1. Ten (10) ASAE members shall be elected to the Board of Directors by the regular membership.
2. Seven (7) members shall be designated by the Charter. They are:
   ▪ The immediate past president of the society who will serve one year after his/her term
   ▪ The mentoring vice president of Student Society of Architectural Engineers (SSAE) or designee who shall serve ex-officio, without a vote
   ▪ The immediate past mentoring vice president of SSAE or designee who will serve ex-officio for one year after his/her SSAE term, without a vote
   ▪ The AE Graduate Student Association designee who shall serve ex-officio, without a vote
   ▪ The AE department head
   ▪ A current or emeritus AE faculty member
   ▪ The president of PSEAS or designee who shall serve ex-officio, without a vote
3. All elected board members must be PSU AE Alumni.
4. Board members are required to attend at least one (1) in-person meeting per year.
5. Board term lasts three (3) years. Term is from July 1st of the year of election to June 30th of the third year. Board terms shall be staggered such that 1/3 of the board members are elected/re-elected each year.
6. Voting will be held in April or May. The newly elected Board members will be notified by June.

Section 2
The Board will elect its Officers to serve a two-year term: President, Vice President, and Secretary/Treasurer. Consecutive terms are permitted, however officers may not be elected for more than two consecutive terms in the same office. If a Board of Directors member is serving as an officer of the Society, their term on the Board shall not end until the conclusion of their participation as an officer.

Section 3
Actions of the Board shall be decided by a majority vote (except where noted in this Charter). A majority vote is defined as more than 50% of the Board at a regular meeting. A quorum shall consist of six (6) members of the Board. In case of a tie, the presiding officer will break this tie.

If urgent, when a quorum is not present at a Board of Directors meeting, delineation of a proposed action will be prepared and disseminated to all Board members. After their review, each member must forward to the Board Secretary their responsive vote within two weeks, by either postal mail or email.

Section 4
Emeritus status may be granted by the Board of Directors to individuals who have given long and faithful service to the Board. This status will allow for continued participation, committee assignments, and privileges generally accorded to active Board status; however, members accorded Emeritus status will not be counted as part of the active Board membership.

Article V. Election of the Board of Directors

Section 1
The elected members of the Board shall be elected for a term of three years by the ASAE membership. The election will be conducted either at a general membership meeting, or by electronic balloting from all members with current email addresses, at the discretion of the Board.

Section 2
The Board shall select candidates for election to the Board of Directors.

New potential candidates will be recruited and identified by the Board. These candidates will be selected primarily based on professional experience, contribution to the department, and willingness/desire to participate. Secondary consideration will also be given to geographic location and specialty (Construction, Lighting/Electrical, Mechanical, Structural) diversification. Potential candidates will be contacted immediately to confirm their interest in acting on the Board.

Potential candidates will be voted on by the membership. For the first two years of the Society’s existence, Board members will be voted by acclamation of the Board.

Section 3
Vacancies may occur due to resignation or death. The Board may terminate Board membership due to lack of participation. The President will select members to fill vacancies subject to the
approval of the Board at the next Board meeting. The members so approved shall serve the remainder of the unexpired term.

**Article VI. Duties of Officers**

**Section 1**
The President shall preside at all meetings and shall be responsible for general supervision of all work of the Society. He/She shall serve on all committees as an ex-officio member.

**Section 2**
The Vice President shall serve in the absence of the President and shall also perform such duties as may be assigned by the President. The Vice President shall assume the duties of the President in the event of the absence of the President.

**Section 3**
The Secretary/Treasurer shall be responsible for the recording and reading of the minutes of all meetings, maintaining correspondence, and shall be responsible for depositing, disbursing and accounting of all monies of the Society.

**Article VII. Committees**
The Board may appoint standing and/or ad hoc committees as required to accomplish the purposes and objectives of the Society. The Board may terminate previously established standing and/or ad-hoc committees as required.

**Article VIII. Meetings**

**Section 1**
Special meetings of the Society shall be called at the discretion of the President. Written notices of the special meetings shall be sent out by the Secretary or President at least one month in advance.

**Section 2**
The ASAE Board of Directors shall meet as often as may be deemed necessary or appropriate in their respective judgments, but not less frequently than two (2) times annually, either in person or telephonically, and at such times and places as they shall determine. Written notices of the board meetings shall be sent out by the Secretary or President at least one month in advance.

**Section 3**
The committees shall meet on the call of the committee chair or at the request of the President. Committees shall keep the President informed of all meeting schedules, plans and actions.

**Section 4**
Meetings are open to all members of the Society.

**Article IX. Amendments**
**Section 1**
This Charter may be amended by a majority of the votes cast by the ASAE Board of Directors.

**Section 2**
This Charter and its amendments must not be in conflict with the Charter of the PSEAS or the rules and regulations for constituent societies as established by the Executive Board of the Penn State Alumni Association. If any provision is found in conflict with the PSEAS or Alumni Association requirements, they shall be interpreted as closely as possible to comply. All other provisions of this Charter will remain in full force and effect.

Charter Amendments
This Charter was adopted by the Board of Directors on January 25, 2010.

The Society’s name was changed to the Penn State Alumni Society of Architectural Engineers (ASAE) and charter amended on June 5, 2010.

In accordance with Article IX, Section 1 and by a unanimous vote tallied on October 31, 2013, Article III, Section 1 was amended to read “Members: All living graduates, of the Penn State Architectural Engineering Department.”

In accordance with Article IX, Section 1 and by 2/3 majority vote tallied on January 1, 2015, the following changes were made:
- Article I, Sentence I: Remove the first "Architectural" as it is a duplicate
- Article IV, Section 1, Sentence 1: Remove "the fourteen" and replace with "a maximum of seventeen"
- Article IV, Section 1, Sentence 3: Remove “Four (4)” and replace with “Seven (7)”
- Article IV, Section 1, Between Sentence 4 and 5 (subsection 2): Add "The mentoring vice president of Student Society of Architectural Engineers (SSAE) or designee who shall serve ex-officio, without a vote; The immediate past mentoring vice president of SSAE or designee who will serve ex-officio for one year after his/her SSAE term, without a vote; The AE Graduate Student Association designee who shall serve ex-officio, without a vote"
- Article IV, Section 1, Sentence 8 (subsection 3): Add "elected" between All and board.
- Article IV, Section 1, Sentence 11 (subsection 5): Remove "August of the year of election to August 1st" and replace with "July 1st of the year of election to June 30th".
- Article IV, Section 1, Sentence 13 (subsection 6): Add "April or", remove "or June", remove "July 1st" and add "June"
- Article IV, Section 2, Sentence 1: Remove "one" and replace with "two" and add "/Treasurer"
- Article IV, Section 2, Sentence 2: Add ", however officers may not be elected for more than two consecutive terms in the same office. If a Board of Directors member is serving as an officer of the Society, their term on the Board shall not end until the conclusion of their participation as an officer."
- Article IV, After Section 3: Add "Section 4 Emeritus status may be granted by the Board of Directors to individuals who have given long and faithful service to the Board. This status will allow for continued participation, committee assignments, and privileges generally accorded to active Board status; however, members accorded Emeritus status will not be counted as part of the active Board membership."
• Article VI, Section 3: Add "/Treasurer", remove "and", add ",", and shall be responsible for depositing, disbursing and accounting of all monies of the Society." Remove "The Secretary shall also work cooperatively with the Membership Committee and the AE Department to maintain current membership records."
• Article VIII, Second Section 3: Remove "3" and add "4"
• Article IX, Section 1: Remove "two thirds", add "ASAE Board of Directors" and remove "Society provided: (1) the amendments have been placed before the membership at least one month before a vote is taken; and (2) the amendments have been approved by a majority of the Board."