The Penn State CEE Alumni Society
CHARTER

1. Name
The name of this Affiliate Program Group (APG) is the Penn State CEE Alumni Society. This group is an affiliate group of the Penn State Engineering Alumni Society (PSEAS)

2. Purpose
The purpose of the Penn State CEE Alumni Society is to foster a connection between Civil and Environmental Engineering (CEE) alumni and current CEE students and faculty to provide a platform for alumni to:
   a) positively influence the educational experience of students;
   b) assist the Department in producing world class engineers;
   c) expose students to the world of the practicing engineer;
   d) socially interact and professionally network.

3. Membership
Members will consist of graduates from the Penn State Civil and Environmental Engineering program. When appropriate, the Board of Directors may designate non-alumni as Honorary Members in recognition of eminence in engineering or outstanding service to the CEE program.

4. Key Objectives
The intent is to create a well organized CEE alumni network that can:
   a) serve as career, job, and internship contacts for students;
   b) connect mentors from industry to students;
   c) provide speakers and example projects from industry to enhance course content and professional society activities;
   d) encourage alumni donations to help fund scholarships and CEE department activities;
   e) provide a cadre of ambassadors who are well informed about CEE department priorities and able to communicate these needs to other alumni and industry representatives;
   f) establish new, or, enhance existing relationships between the CEE department and key employers and research collaborators;
   g) help focus the CEE department strategic goals in education, research, and community outreach;
   h) enhance social and professional interaction.

5. Organization
A Board of Directors will govern the general affairs of the Penn State CEE Alumni Society. The Board will consist of:
   a) a President, Vice President, and Secretary/Treasurer (officers);
   b) the immediate past President;
   c) three Directors;
   d) a current CEE faculty member;
   e) the CEE Department Head;
   f) three CEE students (two undergraduates and one graduate).

The Board will meet using Roberts Rules of Order.
The Board may solicit funding from members as necessary to cover the cost of special projects or operations.

6. Duties
The President will:
   a) preside at all board meetings and be responsible for general oversight of all activities;
   b) serve on all committees as an ex-officio member; [or the President’s designee may serve]
   c) serve as an ex-officio member of the PSES Board of Directors [or the President’s designee may serve]

The Vice President will:
   a) preside at board meetings in the absence of the President;
   b) assume the duties of the President in the event of the incapacity or absence of the President;
   c) perform such duties as may be assigned by the President

The Secretary / Treasurer will:
   a) record minutes of all meetings;
   b) prepare correspondence and reports;
   c) deposit, disburse, and account for all monies

7. Elections
The Board of Directors will nominate a slate of candidates for President, Vice President, Secretary/Treasurer, and Director positions.
Members will be notified of the slate of candidates three months prior to elections. Additional nominations may be made by members within a 30 day period of this notification provided that the candidate has agreed to the nomination.
Elections will be conducted for a one month period following the three month notification period.
Officers and Directors will be elected by the membership, by a majority of those voting.
The President, Vice President, Secretary/Treasurer will be elected to a two year term.
Directors will be elected to a three year term, staggered such that no more than one director is elected in any year. No Officers or Directors will be elected to the same position for more than two consecutive terms. The CEE faculty member will be appointed by the CEE Department Head to a four year term. The CEE student members will be appointed by the CEE Department Head to a two year term; one of the student members should be the ASCE Faculty & Alumni Relations Chair. Vacancies may be filled by appointment by the Board of Directors between elections.

8. Committees
The President, with Board approval, may appoint standing and/or ad-hoc committees as required to accomplish the purposes and objectives of the group. The President, with Board approval, may terminate previously established committees as required.

9. Meetings
An Annual Meeting will be held at a time and place fixed by the Board of Directors. Members will be notified of the annual meeting at least one month in advance. The Board of Directors will meet at the call of the President or at the request of a majority of the members of the Board. The Secretary will provide notice of such meetings at least one month in advance. The Board will meet at least twice per year. Committees will meet at the call of the committee chairperson or at the request of the President.