

# **AMERICAN SOCIETY OF MECHANICAL ENGINEERS**

**STUDENT SECTION  
UNIVERSITY OF UTAH**

## **Constitution**

Date of Publication: August 2018

# **I. General Organization Information**

## **A. Club Name**

ASME Student Section of the University of Utah. It will be referred to on campus as ASME or ASME Student Section. This club is a Student Section of the American Society of Mechanical Engineers ([www.ASME.org](http://www.ASME.org)) organization (mentioned in this document at national ASME organization).

## **B. Purpose and Mission**

The purpose of the ASME Student Section of the University of Utah is: to advance the arts, sciences, and technologies related to Mechanical Engineering; to provide an opportunity for students engaged in these pursuits to nurture and promote their professionalism through publications, field trips, competitions and meetings; to promote fellowship and interaction with other student sections, as well as professional sectors of the society; and to create a sense of unity between different student groups at the University of Utah and the Mechanical Engineering faculty.

This is a non-profit organization.

# **II. Membership**

## **A. Eligibility**

In order to be a member of the ASME, the individual must be a full-time student enrolled in an approved engineering curriculum at the University of Utah, faculty, or staff at the University of Utah, and pay the required fees to the national ASME organization.

Students must apply for membership to the club through University of Utah's OrgSync and be approved by the president of Behrend ASME or another officer designated by the president.

There shall be no dues required to join ASME student section, however national ASME organization requires a membership fee.

Hazing will not be used as a condition of membership in this organization.

Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described by University policies or any federal, state, or local law

Removal will be approved by two third of committee.

## **B. Membership Rights and Benefits**

### **1. Benefits**

Every member is privileged to attend events organized by the executive committee as well as the benefits of being a member of the national ASME organization. Members will be able to

participate in technical meetings with guest speakers invited from a particular segment of business or industry as well as combined meetings with counterpart student groups from other disciplines (such as Chemical, Electrical, etc.) on topics of mutual interest. Members will have the opportunity to participate in field trips to industrial facilities and other points of particular significance to engineering students. Members will be invited to meetings in conjunction with local ASME Sections providing those who attend with an opportunity to meet and network with senior ASME members.

## **2. Office and Vote**

All student members are eligible to run for and hold office.

All members are eligible to vote for the office positions.

## **3. Anti-discrimination Statement:**

ASME members have a right to be free from illegal discrimination and sexual harassment. Per University of Utah's policy, any kind of discrimination, harassment or prejudicial treatment of any individual because of his/her race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, or status as an individual with disability, or as a protected veteran that occurs from any of the members is not tolerated and will result in termination of the ASME membership.

# **III. Executive Board**

## **A. Executive Officers**

The elected officers of the organization shall be a President, Vice-President, and Treasurer. In order to register the student section, all positions must be elected and filled.

### **1. President**

The duties of the President include but are not limited to the following: coordinate all activities of the organization, be a liaison to the university community, be the official representative of the organization, call regular and special meetings, preside at meetings and to prepare the agenda for meetings.

### **2. Vice President**

The duties of the Vice-President include but are not limited to the following: assume the duty of the President in the latter's absence, schedule organization activities and organize those events with the help of the other elected officers. Upon resignation, or removal of the President, the duties of the President will be assigned to the Vice-President until end of the term.

### **3. Treasurer**

The Treasurer is responsible for maintaining the accounts of the Student Section. Each new Treasurer needs to consult with the retiring Treasurer to ensure that records are in good order, funds are on hand, reports are up-to-date, etc. Authorized persons wishing to make a purchase shall prepare a voucher and submit it for approval by the Treasurer and Student Section Advisor before funds are expended. A copy of the voucher is to be retained in the files of the Student Section to expedite an audit of the account.

#### **4. Additional Positions**

If the executive board decides to add other officer positions, the position will be considered as temporary for that term and dealt with as a vacant position until the end of the term. The position can be added to the constitutions for the subsequent terms according to the Constitution Amendments section.

### **B. Term Length**

The term of all positions, excluding that of the advisor, is limited to only one year, with the option for reelection in subsequent years. So long as the position is reelected in this manner, they can continue to hold that position for as many terms as they are elected to serve. Officers assume their positions at the beginning of each academic year.

### **C. Elections**

All executive officers shall be elected by 50% +1 of eligible present members at the final General Body Meeting at the end of the academic year.

#### **1. Candidate Eligibility**

To be eligible for an elected position an individual must be a current student in good standing at the University of Utah, must be a registered national ASME member and a current member of the student section. The nominations for positions take place before the election procedure and can include both self-nominations as well as peer-nominations. Candidates will present their fitness for office through oral presentation of academic interests, achievements and past projects as well as prospective club projects.

#### **2. Procedures for Election Tie**

When any two or more candidates tie election for a given position, a re-vote will take place, with the new ballot containing those in the tie. Upon further tie in the votes, the executive board will decide for further actions.

## **D. Officer Vacancies**

The officer vacancy occurs when an officer graduates, dies, removed of his status as officer by the members' vote, or removed of his status as a student of University of Utah. In the event of vacancy for the position, the executive board has the option of appointing an active student member to the vacated position or organizing an election for the position. The elected officer will be assigned on a temporary basis until the end of the term when the position can be reelected through official means.

## **IV. Operations**

### **A. Activities**

The ASME Student section has two types of meetings for its members: executive board meetings and general body meetings.

#### **1. Executive Board Meetings**

Executive board meetings are held by the entire executive board once every other week. These meetings are meant to discuss all issues concerning the organization such as proposed social events or planned trips. All executive board members are entitled to vote at the meeting. The President must create an agenda and is charged with leading the meeting. In case of his or her absence, Vice-President can replace the President in leading the meeting. The meetings follow the agenda supplied by the President. Items proposed by executive committee members must be submitted to the president at least one day in advance.

General body meetings are held three times an academic year. The first meeting is scheduled for early in the month of September, the second meeting is scheduled for late January, and the final meeting is intended to occur at the beginning of May. These meetings are intended to inform all current members as well as promote recruitment through the university. All members of the society as well as non-members are encouraged to attend. However, only active members have the privilege to vote on proposed items. The President, or an appointed substitute, is charged with leading the meeting. Agendas will be provided for attending members. If a member has an issue of particular interest to the group, they may propose a discussion at the conclusion of the listed items on the agenda, but the President has the authority to deny the request. These meetings may only be called by the President.

### **B. Financial Information**

Membership dues are paid directly to the national ASME organization and are not managed by the ASME Student section at the University of Utah. The University of Utah Student Section receives a portion of the dues paid based on student membership. Freshmen have the opportunity to

apply for free membership; however, they are only entitled to a select few privileges listed by the national organization. There is no policy on refunded dues.

All financial purchases must be approved by the President and the Treasurer. The treasurer is charged with filling out all purchase request forms. An official request for funds for any purchase must be completed and submitted to the ASUU before a purchase is made. If additional funding is supplied by the Mechanical Engineering Department or by the Office of the Dean of Engineering, additional forms must be completed in accordance with the associated benefactor.

Any member of the executive board is authorized to make a payment on behalf of the organization pending authorization by the ASUU. However, organizational funds may only be spent on items that directly benefit the advancement of the society. These items include requested objects related to any social or networking event, organized trip, and, on special request, travel expenses and registration fees for executive members to regional or national conferences. Funds may not be used under any circumstances for anything illegal under University, local, state, or federal laws.

At the end of the academic year, or in the event of a deposed executive member, a special transition meeting will be scheduled in order to ensure that incoming executive board members have all necessary information from outgoing executive board members. Leaving members may not vacate a position without providing all requested information concerning their position to their incoming replacement.

## **V. Constitutional Changes**

### **A. Constitutional Ratification**

In order for a constitution to be ratified, at least seventy-five percent of the current executive board in addition to the student advisor must approve all aspects of the document. The constitution will take effect pending ratification by the current executive board when the document is originally written.

### **B. Constitutional Amendments**

Amendments to the constitution of the ASME will be decided upon at general elections. For amendments to be considered during the general elections, the aforementioned amendments must be submitted to the President at least two weeks prior to the date of the general elections. Once an amendment is officially proposed, executive officers must review the amendments to ensure that any amendments do not conflict with laws and regulations of the national ASME association, University of Utah, the state of Utah, or the United States of America. If any concern regarding the proposed amendment exists, or conflicts with any of the aforementioned laws and regulations, the amendment must be reviewed with the ASUU advisor.

A decision pending addition or rejection of the proposed amendments must be made during general election. All members may cast one vote towards the proposed amendment. At least seventy-five percent of the voting members must vote to approve the amendment for it to be added to the constitution. Passed amendments take effect immediately after they are passed.

All amendments must be added in the amendments section below, And the date of revision and the President at the term must be mentioned at the Document Revision History section.

### **C. Bylaws**

The inclusion of bylaws to the constitution of the ASME will be decided upon vote of the executive board. For bylaws to be considered during the board meetings, the aforementioned bylaws must be submitted to the President at least two weeks prior to the date of the general elections. Once a bylaw is officially proposed, executive officers must review the bylaw to ensure that there is no conflict with laws and regulations of the national ASME organization, University of Utah, the state of Utah, or the United States of America. If any concern regarding the proposed bylaw exists, or the propose bylaw conflicts with any of the aforementioned laws and regulations, the bylaw must be reviewed with the ASUU advisor.

A decision pending addition or rejection of the proposed bylaw must be made during board meetings. All executive officers may cast one vote towards the proposed bylaw. At least seventy-five percent of the officers must vote to approve the bylaw for it to be added to the constitution. Passed bylaw take effect immediately after they are passed.

## **VI. Amendments**

### **1. Amendment 0**

There is no amendment upon first writing of the constitution of the ASME Student Section at the University of Utah.

## **VII. Document Revision History**

Date of revision	President	Notes