Constitution

For

The American Society of Mechanical Engineers

Student Section in District B at Michigan State University

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**ASME**
Student Section in District B at Michigan State University

**PREAMBLE**

The Michigan State University Student Section of ASME has twelve officers responsible for the basic operations and leadership of the section. There is also a Faculty Advisor who advises the section, offers suggestions, and acts as intermediary between the College of Engineering and the section.

ASME is organized to benefit its members by providing a structured professional setting to gain skills and knowledge useful in their future careers. It will inform students of engineering developments through activities and events, promote fellowship and interaction with other students and professionals, and provide other opportunities for students to get involved with the International ASME, Michigan State University, the community, and the rest of the world.
ARTICLE 1: NAMES AND OBJECTIVES

SECTION 1: NAME

1.1 This organization shall be known as the American Society of Mechanical Engineers Student Section at Michigan State University in District B of the International ASME organization.

SECTION 2: OBJECTIVES

2.1 The purpose of this student section is to:
   - To provide an opportunity for students to begin their professional careers by joining a professional engineering society.
   - To inform students of recent developments in the field of engineering through publications, field trips and meetings.
   - To promote fellowship and interaction with other student sections as well as professional sectors of the Society.

2.2 Our mission is to set high standards in the engineering community through technical and social events while enhancing personal and professional relationships with integrity.

2.3 The vision is the advancement and dissemination of the theory and practice of engineering, the presentation of proper perspective of engineering work, and the opportunity to become acquainted with the personnel and activities of the society as well as to promote professional consciousness and fellowship.

2.4 The Constitution and by-laws of the International ASME organization shall govern the relations of the student section in association to the International ASME organization.

ARTICLE 2: MEMBERSHIP

SECTION 1: MEMBERSHIP

1.1 ASME is open to all students at Michigan State University. It is primarily focused towards mechanical engineering students, but is non-discriminatory and will welcome other members regardless of major.

1.2 The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also only MSU students may be officers and/voting members.

1.3 No university student may be denied membership due to inability to pay dues, if a member is not able to pay dues, other arrangements will be made.
1.4 Membership in the student section shall consist of student members who have applied for student membership and whom the International ASME have accepted.

1.5 Applications for student membership may either be submitted on the form provided by the society or submitted online at www.asme.org. The membership chair shall forward all applications and dues to the international headquarters.

1.6 Prospective student members must also register with the student section by completing a registration form online at http://www.egr.msu.edu/asme.

1.7 Membership with the student section terminates if a member fails to renew their membership each fall semester or upon graduation.

**ARTICLE 3: BASIC ORGANIZATION**

**SECTION 1: OFFICERS**

1.1 All officers must be student members during the period in which they hold office. It is the officers’ responsibility to plan and carry out the activities of the section.

**SECTION 2: FACULTY ADVISOR**

2.1 The student members, the Michigan State University Mechanical Engineering Dept., and the International ASME section shall approve the Faculty Advisor. The responsibility of the advisor is to provide advice to the section, offer suggestions, and act as intermediary between the College of Engineering and the section. The section has the option to request a new advisor according to these by-laws.

2.2 The President will nominate a faculty member to be server as advisor. Upon the approval from a majority vote of the Executive Board the nominee will be submitted to the department head and the ASME National Office for approval. Once the nominee is approved by both organizations his / her term will begin. If they are rejected by one of the parties the nomination process will start over.

**SECTION 3: DOCUMENTATION**

3.1 Each officer is responsible for keeping an operations manual/binder specific to his or her position that is to be regularly updated and finalized prior to turnover. Proper documentation of events and activities in the section provides a means to create a smooth and complete turnover and for future use by the student section. It can also be used to evaluate the section. Status reports are used to increase communication among officers, help organize events and activities, and set agendas and goals.

**ARTICLE 4: OFFICERS**
SECTION 1: OFFICERS

1.1 The officers of this student section include:
   - President
   - Vice President
   - Treasurer
   - Secretary
   - Publicity Chair
   - Membership Chair
   - Social Chair
   - SEC/SOCC Representative
   - Curriculum Committee Representative
   - Community Relations
   - Freshman Representative
   - Webmaster

1.2 The officers shall be elected according to these by-laws. Each officer is responsible for a particular area of activity within the section. Officers are ultimately responsible for their positional duties. They are also responsible for documentation of their events and activities, office hours, weekly attendance of business and general meetings, weekly status reports, and other general needs. The term for all officers is a one-year period that begins in May of each year. There is no limit to the number of terms that one individual may hold a specific office.

ARTICLE 5: Events

SECTION 1: GENERAL MEETINGS

1.1 The student section shall hold monthly regular meetings for members to attend. Unless otherwise specified meetings and events are open to all members of the MSU community. Events, activities, and committee meetings can be a part of meeting business. Meetings should be a balanced mixture of Industrial and Faculty speakers held regularly throughout the semester. At the first kick-off meeting and elections meetings each year there should be at least 30 minutes dedicated to Student Section affairs. General meetings will be run by the President or an officer that is appointed by the President.

SECTION 2: SUGGESTIONS FOR THE CONDUCTION OF A MEETING

2.1 The value of a technical meeting lies in the opportunity it offers for the interchange of experience and information. For a technical session to be of greatest value, the following things are essential: effective advance publicity, adequate meeting room and suitable equipment, a good speaker, and an adequate discussion.

SECTION 3: SOCIAL EVENTS
3.1 Social events are crucial to maintaining fellowship among the membership. Hence, the student section shall hold social events for its members at least once a month during the fall and spring semesters.

**ARTICLE 6: ELECTIONS**

SECTION 1: ELECTION GUIDELINES

1.1 Each Spring semester there shall be elections to vote for new officers for the student section.

1.2 A person wishing to run for an officer position must be a registered member of ASME or will plan to become a member immediately. They must be intending to get a degree at Michigan State University and are currently working on that degree (not necessarily an engineering degree). All those fulfilling these requirements may run for an officer position. Officers may not hold multiple offices, except in the advent that there are not enough people to fill the officer positions.

SECTION 2: ELECTION PROCEDURE

2.1 Nominations: A person fulfilling the eligibility guidelines to run for office may be nominated to run for an open officer position

2.2 Order of Elections: The positions for election are listed below, in rank order. These constitute the members of the Executive Board:
   - President
   - Vice President
   - Secretary
   - Treasurer
   - Membership Chair
   - Publicity Chair
   - Social Chair
   - SEC/SOCC Representative
   - Community Relations
   - Curriculum Committee Representative
   - Webmaster
   - Freshman Representative

2.3 The President of the student chapter is to be elected solely by the members of the current Executive Board listed in section 2.2. A person wishing to run for president must have prior E-Board experience in addition to being an active, cardholding member of ASME

2.4 Procedures for Election to Office:
   - The office up for election is announced.
   - All nominees for that office are listed.
   - The floor is open to additional nominees.
   - The floor is closed. Each nominee gives a 30-second presentation.
   - Nominees leave the room.
All members present vote by a show of hands or by secret ballet at a request of any nominee. Votes are counted separately by President and Vice President to declare the winner. In the event the Vice President is running for the office being voted on, the next ranking officer not running, listed in descending order in 2.2, will take his/her place. Candidates re-enter the room and the winner is declared. The next office up for election is announced. After the elections are complete, incoming and outgoing officers should meet to receive further introductions and transitional packets.

2.4 The President shall mediate the elections. Neither the President nor the Vice President may comment on any of the candidates except to answer questions. The Secretary shall note the candidates and the eventual winner in the minutes for the meeting. In the event of a tie, a special vote shall be taken from only the outgoing officers. If there is a tie in vote again, the newly elected President shall break the tie. If the tie is for the election of the new President, the faculty advisor shall break the tie.

ARTICLE 7: OFFICER TURNOVER

SECTION 1: GENERAL OUTLINE FOR TURNOVER

1.1 The new officers are to receive an information packet at the meeting in which they are elected. This information packet must include the vital administrative information that goes along with the responsibility of being an ASME officer, as well as an outline of the roles and responsibilities for that office.

1.2 The first Officer Meeting after elections should include a social time to introduce all of the new officers to each other. However, the second part of the meeting should be a business meeting, so that the new officers will be able to observe an actual business meeting.

1.3 The outgoing officer will meet with the new officer for their position regularly during the transition period to fill out status reports, familiarize them with the ASME office and the duties of their position, and allow for Q&A.

1.4 Outgoing officers will still be responsible for all activities planned during their term but which take place after their term has expired. Outgoing officers are also ultimately responsible for the smooth transition and to answer any future questions the new officers may have. Preparations should be made for future contact if needed by the new officer.

1.5 Outgoing officers are to prepare a binder to hand over to the new officer detailing all necessary information they made need to complete their responsibilities for their position. Examples of overheads for events, lists of contacts, etc. should be included.

SECTION 2: REPLACING A VACATED OFFICE (consider putting this section before the prior one)
3.1 If for any reason an office is vacated prior to the conclusion of the regular term an interim replacement will be selected using the following procedure. The President will nominate a candidate to the position. The Executive Board review his/her qualifications at the next officer’s meeting, and a vote will be held to confirm or deny the candidate. A majority vote in favor will confirm the appointment of the candidate and he/she will immediately assume the position.

3.2 The interim officer will complete the term of the officer he/she is replacing.

SECTION 3: REMOVAL OF AN OFFICER

2.1 If an officer is no longer able to perform the duties of his/her office, or in the opinion of another officer or the faculty advisor an officer is not adequately fulfilling his/her duties, or not conducting himself/herself in a manner consistent with ethical code of ASME, a motion for removal can be introduced at the next officer’s meeting.

2.3 When a motion to impeach is introduced by a member of the Executive Board at an officers’ meeting it must be seconded by another officer in order to proceed. A two-thirds majority vote by secret ballot is required for the movement to pass.

2.4 The faculty advisor can remove an officer for the reasons about without the prior consent of the Executive Board. A member of the Executive Board can challenge this decision and call for a vote to overturn the decision. The decision is overturned with a four-fifths majority vote of the Executive Board members present.

ARTICLE 8: NOMINATIONS FOR FACULTY ADVISORS

SECTION 1: NOMINATING A NEW FACULTY ADVISOR

1.1 In the event a new Faculty Advisor is needed, the President shall consult with the Department Chair to ascertain which faculty members are available to serve as faculty advisor. The student members’ choice of an ASME member on the Faculty is then referred to the ASME Regional Office for confirmation of membership. Upon recommendation of the Department Chair, the Regional Vice President then appoints the Faculty Advisor to serve until which time they are unable or unwilling to do so anymore, or until replaced.

ARTICLE 9: AMENDMENTS

SECTION 1: AMENDMENTS

1.1 These by-laws may be amended by a two-thirds vote of the student members present at the general meeting immediately following the proposal of the amendment, provided the amendment has been proposed and made available for review at least one week previous to
the time of voting. Such amendments shall conform to the rules governing the student sections established by the Board of Governors of ASME International.

1.2 At the general meeting, the section of the by-laws for which the amendment applies, as well as the amendment itself, must be distributed to the members and explained. The floor is then opened to the members present to discuss the amendment. The floor is closed to discussion by the President and a vote is taken by a show of hands. The Vice President and President shall count votes separately and announce the decision immediately following the vote. The Secretary shall take notes of the vote count and record the decision. An exact count of votes and those present must be taken.

1.3 When an amendment is accepted, changes to the by-laws will take place immediately following the ruling, unless an effective date is otherwise set in the amendment.

**ARTICLE 10: OFFICER POSITIONS AND RESPONSIBILITIES**

**SECTION 1: OFFICERS**

1.1 The officers of this student section include the President, Vice President, Secretary, Treasurer, Social, Publicity, Webmaster, Membership, SEC/SOCC Representative, Curriculum Committee Representative, and Freshman Representative, (this needs to be made consistent with Section 2.2 – are officers different from the Executive Board?)

1.2 The officers shall be elected according to Article 6 in these by-laws. Each officer is responsible for a particular area of activity within the section. Officers are highly encouraged to recruit others to help them, but ultimately they are responsible for their positional duties. They are also responsible for documentation of their events and activities, office hours, weekly attendance of business and general meetings, weekly status reports, and other general needs.

**SECTION 2: PRESIDENT**

The President is responsible for the general coordination of the Executive Board in their endeavors to carry out their assigned tasks. The President is responsible for ensuring that the student chapter acts in accordance with the guidelines set out by ASME International, the national organization's constitution as well as guidelines set forth by the University's Office of Registered Student Organizations. Furthermore, the President serves as the official representative of the student chapter, acting as a liaison among the other student chapters as well as the national organization.

**SECTION 3: VICE PRESIDENT**

The Vice-President of the MSU Student Chapter of ASME is responsible for making contacts within the engineering industry. The sole purpose of creating and maintaining these contacts is to bring recruiters and others within the engineering industry that have working knowledge of their company and its role within the engineering world, to Michigan State to give informational presentations. These sessions are essential to inform Michigan State’s engineering population of the opportunities available after graduation. These sessions should focus on but are not limited to: the functions of each company/industry, opportunities available for graduating students from
each company/industry, what each company/industry gives to the non-engineering world (consumer), the role each company/industry plays within the engineering world, etc.

SECTION 4: SECRETARY

This officer is responsible for keeping minutes at meetings and distributing these minutes no more than two days following the meeting date. Also distributes any presentations to the board and must store any important paperwork in a binder for record keeping.

SECTION 5: TREASURER

The Treasurer is responsible for ensuring the student chapter complies with all rules and regulations governing registered student organizations, maintenance of accurate financial records for the student chapter, and promptly depositing funds and reimbursing officers and committee members.

SECTION 6: MEMBERSHIP CHAIR

The Membership Chair is responsible for keeping a complete record of all members’ names, contact information, and membership status. In addition, membership is to have membership applications on hand and has the responsibility of turning over membership fees collected to treasurer.

SECTION 7: PUBLICITY CHAIR

The publicity officer is responsible for organizing advertising campaigns for all ASME events. This includes designing and posting flyers, maintaining ASME’s social networking pages, creating DECS messages, posting events to the College of Engineering calendar, and having the Department of Mechanical Engineering distribute emails. Information for the events including date, time, room number, speaker name, and the company the speaker is representing will be obtained from the officer serving as coordinator for this event. Advertising campaigns should begin approximately one week prior to the event. Writing the bi-annual article for the Mechanical Engineering Bulletin is also a responsibility of this officer. The article must be approved by the President before submission for publishing. The Publicity Officer will work with the other officers to plan events and perform any special projects at the will of the President.

SECTION 8: SOCIAL CHAIR

The ASME Social Chair is responsible for organizing social events for the ASME members such as intramurals, cookouts, bar crawls, paintball, broomball, and many others. This position works closely with other student societies, such as Pi Tau Sigma, The American Society of Civil Engineers, and the Society of Women Engineers to put on joint social events.

SECTION 9: COMMUNITY RELATIONS

Talk with the K-12 Outreach, The Center, and other student groups and coordinate events where ASME will provide assistance or host the event. The events will be throughout the local community and on Michigan State’s campus. The Community Outreach Chair shall also foster positive relations.
between ASME at MSU and the East Lansing community as well as between ASME at MSU and other student groups at MSU.

SECTION 10: SEC/SOCC REPRESENTATIVE

This officer is responsible for representing ASME in the bi-weekly Student Engineering Council meetings. They are to make the council aware of any issues concerning ASME and its events and voice the opinions of students to SEC/SOCC. The representative will report back to the Executive Board all issues brought up at the meeting during the weekly ASME meeting.

SECTION 11: CURRICULUM COMMITTEE Representative

The curriculum committee representative is responsible for representing the student body on any curriculum changes. The officer must attend all curriculum committee meetings, actively participate in the meetings, and relay any relevant information to the ASME executive board. When necessary, the officer should also gather student opinions on curriculum topics the committee wants feedback on.

SECTION 12: WEBMASTER

The webmaster is responsible for maintaining the ASME website. This includes updating the main, events, and officers pages as needed. There will be occasions when the officer will need to update photos or other features of the website.

SECTION 13: FRESHMAN REPRESENTATIVE

Be an active mediator between ASME and the freshmen, recruit new members and find new ways to introduce freshmen class to organization. Must be an underclassman pursuing an undergraduate degree and be either a freshmen or a sophomore.

Article 11: Student Section Finances and Fundraising

SECTION 1: Budget Management

The Treasurer under the supervision of the President manages the ASME Student Section Budget. A majority of the executive board must approve all major decisions, expenditures above $500, with the Faculty Advisor reserving the right to veto all decisions.

SECTION 2: FUNDRAISING

2.1 The Executive Board reserves the right to enact membership fees, by a majority vote, in order to properly fund the Student Sections activities.

2.2 In order for donations to be tax deductible they must go through the University and be deposited in the account managed by the Mechanical Engineering Department.
2.3 All cash donations made directly to the group should be deposited into the flexible spending checking account at Michigan State University Federal Credit Union, henceforth MSUFCU.

2.4 Receipts for all expenditures must be submitted to and maintained by the Treasure for a minimum of five years.

SECTION 3: ACCOUNT MANAGEMENT

3.1 The Treasurer is responsible for managing the ASME accounts with the Department of Mechanical Engineering, henceforth the Department Account. Only the Treasurer and President may submit reimbursement documentation for the Department Account.

3.2 The Treasurer and President are the joint parties on the MSUFCU flexible spending checking account. Checks and a Debit Card connected to the account will be held by the Treasurer and whenever possible he/she will be present when expenditures to the account are made.

3.4 When new officers are elected, the current President and Treasurer must accompany the President-elect and Treasurer-elect to MSUFCU to change the joint parties listed on the MSUFCU account.

ARTICLE 11: RESOURCES AND CONTACTS

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<th>TITLE</th>
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