

Constitution for Society of Manufacturing Engineers

Student Chapter S079

University of Houston

PREAMBLE

For the purpose deemed wise and well, hereinafter set forth, the Society of Manufacturing Engineers is hereby established submitting itself to be by, and dedicating itself to uphold the following constitution.

ARTICLE I. NAME

The name of this organization shall be Society of Manufacturing Engineers Student Chapter S079, or SME Student Chapter S079.

ARTICLE II. PURPOSE

1. Promote professionalism and educational manufacturing involvement.
2. Provide hands-on experience in the industry of manufacturing.
3. Ensure networking opportunities within SME regional and student chapters.

ARTICLE III. RIGHTS AND RESPONSIBILITIES

Section 1. SME Student Chapter S079 has a right to pursue any activities in achieving its stated goals and/or purpose, as long as those activities are not in violation of any rules and regulations of the University of Houston's Center for Student Involvement.

Section 2. SME Student Chapter S079 shall have at least one member of the Executive Board, or other responsible party present at each regularly scheduled Student Council Board meetings.

Section 3. SME Student Chapter S079 shall adhere to all the rules and regulations of the University of Houston.

Section 4. SME Student Chapter S079 shall also adhere to all rules and regulations of SME International Headquarters, the SME Constitution.

ARTICLE IV. MEMBERSHIP

Section 1. Membership is open to regularly enrolled undergraduates, post graduates, faculty, and staff, in good standing with the University of Houston and who meet and fill the following requirements: interested in manufacturing, machine tools, robotics, programmable logic controls (PLCs), automation and other related topics. Students from Engineering are given preference. In addition, National Membership with SME requires student members to major in a manufacturing related field which are Engineering Technology or Engineering.

Section 2. Members in good standing shall be those who have met the qualifications set forth in the SME Constitution and the Engineering Governing Council Guidelines.

Section 3. Active members shall be members who have consistently attended SME Student Chapter S079 activities. Only active members in good standing shall be eligible to vote.

Section 4. A Member may resign by submitting the intention in writing to the Chairman or another Executive Board member. The resignation shall be read to the members at the next business meeting, although it becomes effective upon submission.

Section 5. Members missing more than 3 meetings in any one semester, without permission from an SME Executive Board member, shall be declared inactive.

Section 6. To become an active member again, the Executive board must have a 4/5 vote.

Section 7. Members on cooperative education shall be considered active and eligible to vote, unless the member was inactive before leaving for co-op.

ARTICLE V. OFFICERS

Section 1. The duties of the officers in SME Student Chapter S079 shall be in order of rank: Chair, Vice Chair, Secretary, Treasurer, and Public Relations.

Section 2. The responsibilities of the Chair shall be as follows:

- A. To preside at meetings of this organization;
- B. To serve as the representative of this organization to University Administration, the Student Government Association, and other organizations;
- C. To execute the orders of this organization, subject to approval of the membership;
- D. To appoint chairpersons and members of all committees (Programs, Communications, Finance), subject to the approval of the membership;
- E. To delegate Chair responsibilities when deemed appropriate, subject to the approval of the membership;

- F. To have signature authority on all checks issued by this organization;
- G. To inform succeeding officers of their responsibilities to this organization, University Administration, the Student Government Association, and other organizations;
- H. To perform other such duties as the membership or Constitution may specify.

Section 3. The responsibilities of the Vice-Chair shall be as follows:

- A. To assist the Chair in his/her duties;
- B. To preside as Interim Chair at meetings of this organization in the absence of the Chair;
- C. To establish, administer, and enforce an attendance policy, subject to membership approval;
- D. To assume the office of Chair in his/her absence, vacancy, resignation, or dismissal;
- E. To ensure and keep record(s) for the actions of all committees and report updates to the Chair;
- F. Serve as Administrator for Programs Committee members, who in-turn will report directly to the Vice-Chair;
- G. To perform other such duties as the membership or Constitution may specify.

Section 4. The responsibilities of the Secretary shall be as follows:

- A. To prepare agendas and to record Minutes of meetings of this organization;
- B. To handle all correspondence of this organization not under the preview of the Chair;
- C. To pick up all mail received at the Center for Student Involvement at least once a week, in addition to any other location at which mail for this organization may be delivered;
- D. To maintain an accurate list of the membership of this organization;
- E. To update and maintain all files of this organization;
- F. To assume the office of Vice-Chair in his/her absence, vacancy, resignation, or dismissal;
- G. Serve as Administrator for Communications Committee members, who in-turn will report directly to the Secretary;
- H. To report and update all actions of Communications Committee to the Vice-Chair;
- I. To perform other such duties as the membership or Constitution may specify.

Section 5. The responsibilities of the Treasurer shall be as follows:

- A. To keep accurate records of the financial status and transactions of this organization;
- B. To receive and disburse all monies of this organizations accordingly;
- C. To have signature authority on all checks issued by this organization;
- D. To hold personal responsibility for all organization funds in his/her possession;
- E. To represent this organization when requesting funds from the Activities Funding Board;

- F. To assume the office of Secretary in his/her absence, vacancy, resignation or dismissal;
- G. Serve as Administrator for Finance Committee members, who in-turn will report directly to the Treasurer;
- H. To report and update all actions of Finance Committee to the Vice-Chair;
- I. To perform other such duties as the membership or Constitution may specify.

Section 6. The responsibilities of Public Relations shall be as follows:

- A. To serve as liaison between SME Chapter S079 and SME National/SME Regional;
- B. Shall report all public relations updates directly to the Chairperson;
- C. To plan and direct public relations programs designed to create and maintain a favorable public image for the SME membership or SME sponsor/SME non-membership;
- D. To promote SME products and services through public relations initiatives;
- E. To create and deliver press releases, media relations content, case studies, Executive Board bios, social media content, and speaking proposals;
- F. To conduct extensive media and membership outreach;
- G. To prepare public relations agendas and conduct research;
- H. To help clarify the organization's point of view to their main constituency;
- I. To perform other such duties as the membership or Constitution may specify.

Section 6. Qualifications for office shall be to maintain good academic standing as defined by the University of Houston (not on academic probation). In order to be nominated for office, a member must have been an active member in good standing during the previous quarter (not including summer quarter or an official cooperative education block).

Section 7. To meet SME International Guidelines, SME Student Chapter S079 officers must be National SME Members enrolled in an engineering major related to manufacturing. These majors would be: Manufacturing Engineering, Industrial and Systems Engineering, or Mechanical Engineering.

Section 8. The officers shall be elected in the manner provided in the constitution and shall serve One calendar year beginning after elections. Officers are eligible for re-election.

Section 9. Elections shall be held on the last Monday of February each year. Officers are replaced if they leave for co-op. They are replaced until the end of their co-op or until the next regular election, whichever is sooner.

Section 10. No officer may hold more than one office simultaneously.

Section 11. An officer may resign from office by submitting the intention in writing to the Executive Board. The resignation becomes effective upon approval of the Executive Board. The Faculty Advisor must be informed when an officer resigns within a week notice.

ARTICLE VI. ADVISORS

Section 1. There shall be at least one qualified faculty advisor, who has undergone required Advisor's training, to be approved by University of Houston and Center for Student Involvement.

Section 2. The advisor must be a member of SME Regional Chapter.

Section 3. The duty of the advisor shall be to ensure that the organization follows the constitution and the policies for the University of Houston, Center for Student Involvement.

Section 4. The Chair appointed advisor (if he/she so wishes) shall be the Chair of the previous school calendar year and shall hereon be known as the Chair Emeritus.

Section 5. Chair Emeritus must be an SME member of Region or Chapter S079 and has the same rights as voting membership.

ARTICLE VII. ELECTIONS

Section 1. Candidates for any office of this organization must be SME members, thus being students of the University of Houston.

Section 2. Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.

Section 3. Election of officers shall take place at a meeting of this organization called for that purpose to occur within the last 30 days of the Spring semester, with term of office lasting one year.

Section 4. Election of officers shall be by a majority vote.

Section 5. In case of a tie, the Current Chair shall cast the deciding vote.

Section 6. If there is only one candidate applying for an office, that candidate shall take office by default, but he/she may still be called on to present himself/herself during meeting.

Section 7. Officers may be re-elected without limitation.

ARTICLE VIII. REMOVAL

Section 1. Any officer may be removed by a three-fourths vote of the membership.

Section 2. In case of a tie, the Faculty/Staff Advisor shall cast the deciding vote.

Section 3. A vacancy of any office shall be filled by Chair appointment, subject to membership approval.

ARTICLE IX. MEETINGS

Section 1. Meetings of this organization shall be no less than once a month during the Fall and Spring semesters, the general day and hour to be set by the voting membership at the first meeting of the Fall semester.

Section 2. Special meetings shall be called at the discretion of the Chair upon the request of any five voting members of this organization.

Section 3. The Chair shall have the authority to modify the meeting calendar as benefits majority of the schedules of voting members of this organization.

ARTICLE X. RULES OF PROCEDURE

Section 1. This organization shall use Robert's Rules of Order, current edition, as its authority on parliamentary procedure.

Section 2. Quorum

- A. One more than half the present voting membership shall constitute a quorum.
- B. No business shall be conducted without the presence of a quorum.

Section 3. Business shall be decided by majority vote.

Section 4. All references to voting or approval of the membership of this organization refers to voting membership except where specified.

ARTICLE XI. AMENDMENTS

Section 1. One or more voting members of this organization may author an amendment to this Constitution.

Section 2. The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3. The Executive Board shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting membership (refers to voting member) of this organization. This shall constitute a first reading.

Section 4. Approved amendment to this Constitution shall be done with four-fifths vote of voting membership.

Section 4. At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

Non-discrimination clause:

We do not discriminate on the basis of race, ethnicity, religion, color, national origin, age, sex, familial status, sexual orientation, disability, veteran status.

Anti-hazing clause:

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

EFFECTIVE DATE: _____(month/year)

(Note: effective date shall be written on final printout of constitution, not typed)