

# University of Nebraska

## Student Chapter of Mechanical/Electrical Specialty Contracting

### Constitution

#### PREAMBLE

We, the charter members of the Student Chapter of Mechanical/Electrical Specialty Contracting, do hereby establish and adopt the following constitution.

#### ARTICLE I

##### Name

The name of this organization shall be the Student Chapter of Mechanical/Electrical Specialty Contracting.

#### ARTICLE II

##### Purpose

The purpose of the Student Chapter of Mechanical/Electrical Specialty Contracting is to introduce and promote mechanical and electrical contracting among students.

The objectives used to accomplish this purpose shall be to:

1. Promote communication and networking between student members and contractor members.
2. Expand the student members' knowledge of the mechanical/electrical industry.
3. Unite and promote fellowship between student members and the professional societies that serve the mechanical/electrical industry.
4. Familiarize students, faculty and administration with the professional character and economic impact of the mechanical/electrical industry.

## ARTICLE III

### Membership

#### Section 1 Eligibility

- a. This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of a person's age, race, national origin, color, gender, sexual orientation, creed, handicap or place of residence.
- b. This organization shall consist of at least five currently enrolled student members. Non-students will be allowed to participate in any student organization activity, but will not be a voting member, or an elected or appointed officer of said organization. A non-student is someone who is not currently enrolled at the University of Nebraska-Lincoln for the Fall or Spring Semester.

#### Section 2 Classes of membership

- a. **Student Members.** Any student of the University of Nebraska-Lincoln who subscribes to the purpose of the organization, signifies his or her desire to become a member, and pays the stated dues, shall be duly constituted a voting member.
- b. **Alumni Members.** Alumni membership shall automatically follow active membership upon graduation. No dues shall be assessed. Alumni members will not be voting members of the organization.
- c. **Faculty Honorary Members.** Faculty Honorary membership may be conferred by the chapter upon faculty and administrative personnel. No dues shall be assessed. Faculty Honorary members will not be voting members of the organization.
- d. **Associate Honorary Members.** Associate Honorary membership may be conferred upon anyone whom the chapter deems to have merited such an honor, provided that they receive at least a majority of the quorum's votes. No dues will be assessed. Associate Honorary members will not be voting members of the organization.
- e. **Non-Student Members.** Any student enrolled at an institution other than the University of Nebraska-Lincoln, who subscribes to the purpose of the organization, signifies his or her desire to become a member, and pays the stated dues, shall be duly constituted a Non-

Student Member. Non-Student members will not be voting members of the organization.

Section 3     Expulsion

- a. Any member who discredits the organization may be expelled from the organization by a two-thirds vote of a quorum of the voting members.

ARTICLE IV

Officers

Section 1     Officers

- a. The Student Chapter offices shall consist of a President, Vice-President, Secretary, and a Treasurer.

Section 2     Duties

- a. The President shall:
  1. Preside at all meetings of the Student Chapter.
  2. Appoint committees and committee chairs.
  3. Maintain the line of communication between the Chapter and the National Organizations.
  4. Work for the accomplishment of the objectives of the Student Chapter.
  5. Be an ex officio member of all committees.
- b. The Vice President shall:
  1. Preside in the absence of the President.
  2. Communicate information between the Student Chapter and various construction programs at the University of Nebraska.
  3. Assist the President.
  4. Be responsible for setting up Student Chapter meetings, times, and locations.

- c. The Secretary shall:
  - 1. Maintain and provide to all members a list of all Student Chapter members.
  - 2. Keep accurate minutes of proceedings at Student Chapter meetings, and present a written copy as well as an oral review at every Student Chapter meeting.
  - 3. Maintain a current copy of the constitution, as well as providing a copy to all Student Chapter members.
  - 4. Maintain a file of all Student Chapter records.
  
- d. The Treasurer shall:
  - 1. Maintain an account sheet on all funds and transactions of funds, and be responsible for the whereabouts of the funds.
  - 2. Be responsible for paying due accounts, reimbursement accounts, and receivable accounts.
  - 3. Be responsible for the collection of chapter dues and any other Student Chapter money matters.
  - 4. Report any financial discrepancies and attempted misuse of funds to the proper university and organization authorities.
  - 5. Submit a monthly meeting budget analysis of the financial standings of the organization at chapter meetings.
  - 6. Assist in any financial matters at the request of any organizational officer.
  - 7. The Treasurer shall keep accounts, deposit the organization's funds, and make expenditures in a manner approved by the Student Activities Financial Services.

Section 3      Election

- a. Qualifications of Officers
  - 1. Officers shall be elected by, and from among, the voting members

2. Officers shall meet the requirements set by the University of Nebraska-Lincoln.
  3. Officers must be a student, either part time or full time, graduate or undergraduate, and must not anticipate leaving the University of Nebraska-Lincoln before his or her term expires.
- b. Nominations
1. Nominations shall be made by any voting member at the first meeting in November, and elections shall take place at the December meeting.
  2. Additional nominations for each office may be made from the floor provided the nominee consents to serve.
- c. Election Procedure
1. Voting for officers shall be by secret ballot, with the candidate receiving the largest number of votes being elected in each case. If only one candidate for an office is nominated, that candidate may be elected by affirmation.
- d. Term of Office
1. Officers shall serve for one year from January to December.

Section 4 Procedure to Fill Vacancies

- a. If a vacancy occurs in the office of the President, the Vice-President shall succeed. If vacancies occur in the offices of the Vice-President, Secretary, or the Treasurer, the student members, by a majority of the quorum, shall elect replacements for the balance of the term.

Section 4 Impeachment

- a. An officer may be impeached from office for discrediting the organization, or willfully breaking the regulations of student conduct set by the University of Nebraska-Lincoln, by a two-thirds vote of a quorum of the voting members.

## ARTICLE V

### Organizational Structure

- Section 1     Committees: The President shall establish appropriate committees, and designate their purpose and goals. The President shall appoint a willing chair.
- Section 2     Committee Chair Responsibilities: The committee chair is responsible for the accomplishment of the goals that are set forth by the President. The committee chair will report committee findings to the officers of the Student Chapter.

## ARTICLE VI

### Advisors

- Section 1     The Chapter shall have a faculty advisor. The advisor must be Academic/Administrative or Managerial Professional faculty staff of the University of Nebraska-Lincoln.
- Section 2     The faculty advisor shall be duly accepted by the active members and shall have been installed as a member of the Student Chapter.
- Section 3     The faculty advisor shall serve for a term of 3 years and, if deemed acceptable by the Student Chapter, may be renominated to serve another 3-year term.
- Section 4     The duties of the faculty advisor shall be:
1. Represent the chapter to the administration as required by the academic institution.
  2. Assisting the chapter by being willing to mentor, lead, listen, counsel, and explain any issue which comes before the chapter.
  3. Maintaining the line of communication between the chapter and the national organizations.
  4. Attending meetings and chapter functions whenever possible.
  5. Providing chapter continuity during periods of academic inactivity.

## ARTICLE VII

### Rules of Procedure

- Section 1 Parliamentary Authority: Robert's-Rules-of-Order, Revised, shall govern all Student Chapter proceedings not provided for in this constitution
- Section 2 Frequency of Meetings: There shall be at least one meeting every month the academic year, the time and place to be determined by the Vice-President.
- Section 3 Quorum: A quorum of the membership shall be one-half of the voting members; a quorum shall be required to conduct business. If there shall be less than a quorum present, those present may either adjourn or act on the matters before it, subject to ratification at the next meeting which constitutes a quorum.
- Section 4 Minutes: the Secretary shall keep the minutes of each meeting. At the next subsequent meeting, the Secretary shall present one written copy of the minutes and will also present an oral review of the minutes.
- Section 5 Special Meetings: the President can call Special meetings at any time.

## ARTICLE VIII

### Finance

- Section 1 Dues and Membership Fees:
- a. The chapter shall have the power to set reasonable dues and to levy assessments when necessary for chapter functions.
  - b. Dues and assessments affect only student members,
  - c. Dues are to paid upon entry into the organization and at the beginning of each semester within the first thirty days of the semester, or a yearly due amount may be paid during the fall semester within the first thirty days of the semester.
  - d. Failure to pay dues will result in an inactive membership.
- Section 2 Organizational monies will be handled by the Student Activities Financial Services, regardless of source.

## ARTICLE IX

### Non-Campus Affiliation

- Section 1 Each student member of the Chapter shall be granted student membership in each of the following sponsoring professional organizations:
- a. The Mechanical Contractors Association (MCA)
  - b. The American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE).
  - c. The National Electrical Contractors Association (NECA).
- Section 2 Relationship-nonfinancial: Student Chapter members shall have the rights and benefits of a student member in each of the sponsor organizations. Student Chapter members will have access to all of the chapter meetings of the sponsoring organizations, including access to all tours, seminars, short courses, and other similar activities.
- Section 3 Procedure for Affiliation: The Secretary of the Student Chapter shall submit a copy of the approved constitution, along with a formal request for affiliation, to each of the three sponsoring organizations. Upon approval from the sponsoring organizations, each student member of the Chapter will be required to submit, without fee, a membership application form to each of the sponsoring organizations.
- Section 4 Financial Relationship: Each of the sponsoring organizations will provide financial support for scholarships, attendance at local and national trade shows, and other opportunities, at the discretion of the sponsoring organization.
- Section 5 De-affiliation: By written notice from either the Student Chapter or the sponsoring organization, the relationship between the Student Chapter and the sponsoring organization can be terminated.

## ARTICLE X

### Amendments

- Section 1 This constitution may be amended by a two-thirds vote of voting members at a regular or special meeting of the membership (quorum being present), provided the members are notified of such proposed amendment not less than ten days in advance of the meeting.

Section 2 All amendments to the constitution must be approved by the Association of Students of the University of Nebraska (ASUN).

ARTICLE XI

Effective Date of Constitution

Section 1 This constitution shall be enacted upon the approval of the Association of Students of the University of Nebraska (ASUN).

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Date of Adoption

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President

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Advisor