

BYLAWS OF THE
Student Engineers' Council

ARTICLE I: NAME

- Section 1.** The name of this not-for-profit educational organization, 501(c)(3), shall be the Student Engineers' Council (SEC), hereafter referred to as the SEC or the Council.

ARTICLE II: CHARTER

- Section 1.** The Student Engineers' Council was organized on April 24, 1939, by the Dean of Engineering at Texas A&M University.

ARTICLE III: PURPOSE and MISSION

- Section 1.** The Student Engineers' Council is organized as an association for the exclusive purpose of providing advancement to students in the Dwight Look College of Engineering at Texas A&M University through serving as a liaison between the College of Engineering students and the administration and to inform the administration of the concerns of the students, and by providing programs that promote Texas A&M Engineering and engineering as a whole both on and off campus.
- Section 2.** The Student Engineers' Council is a member of the National Association of Engineering Student Councils (NAESC). As part of NAESC, the Student Engineers' Council attends Regional and National conferences for the purpose of exchanging and forming new ideas with other councils. SEC may have Regional and/or National officers dedicated to this purpose.
- Section 3.** The Student Engineers' Council's Mission is:
To serve as a representative voice for the students, societies, and administration within the Dwight Look College of Engineering, to increase engineering awareness, and to provide for professional advancement of Texas A&M Engineering students.

ARTICLE IV: MEMBER SOCIETY REPRESENTATIVES

- Section 1.** Member Societies of the Council shall be those recognized student chapters of major professional engineering and scientific societies, or other clubs organized for engineering or scientific purposes on this campus. Sponsoring departments shall be wholly or partly supervised by the College of Engineering. There shall be one member of the Council representing each of the Member Societies entitled to such representation. The member will be as follows:
(a) The President of the Student Chapter, or
(b) A representative elected or appointed by the society membership.
- Section 2.** The Executive Board has the authority to review the membership status of an organization and to take appropriate actions.
- Section 3.** It is the duty of the Society Representatives to inform their society of the SEC's current events and issues as well as inform SEC of their society's events. In order to complete this requirement, it is necessary that the society

representatives attend all of the SEC General Meetings. Society Representatives have voting privileges as outlined in the Articles of Association.

ARTICLE V: ENGINEERING STUDENT SENATORS

Section 1. The Student Engineers' Council shall seat the student senators from the College of Engineering as members-at-large who are exempt from point requirements. Engineering Student Senators have voting privileges as outlined in the Articles of Association.

ARTICLE VI: EXECUTIVE BOARD

Section 1. The voting members of the Executive Board shall consist of the President, Vice President Internal, Vice President Development, Vice President External, the Council's advisor and the Dean of Engineering. The Executive Secretary shall be a non-voting member of the Executive Board. The Executive Secretary's participation in Executive Board meetings is at the discretion of the Executive Board.

Section 2. The President and Vice Presidents must meet the requirements outlined in Article V of the Articles of Association.

Section 3. Each voting member of the Executive Board will consult with incumbent committee chairs to decide new chairs. Each voting member of the Executive Board also serves as a voting member of the Fiscal Board.

Section 4. Responsibilities of President

- (a) To act as the official representative of the Council
- (b) To coordinate the Executive Board and Executive Council
- (c) To develop the agendas for and presiding over General Council, Executive Council, and Executive Board meetings, unless otherwise delegated
- (d) To act as the NAESC National Communication Coordinator for the Council or delegating this responsibility as seen fit
- (e) To keep in contact with other engineering councils around the country concerning activities and conferences unless this responsibility is delegated
- (f) To oversee all Ad Hoc Committee Activity
- (g) To ensure that SEC remains a recognized student organization
- (h) To act as (or appoint) a parliamentarian in all Council meetings when necessary
- (i) Assisting with the organization of the bids the SEC may submit for a regional or national conference
- (j) To attend Department Head Council meetings
- (k) To keep advisors up to date with SEC matters
- (l) To act as liaison to the Engineering Student Services and Academic Programs (ESSAP)
- (m) To know and abide by the bylaws of the Council
- (n) To act as the primary liaison to SEC at Texas A&M Qatar

Section 5. Responsibilities of Vice President Internal

- (a) To oversee the Legislation, Marketing, Membership, Society and Graduate Relations, and System Administrations committee by discussing progress and sharing ideas with the aforementioned committee chairs
- (b) To represent the Internal Division's committee chairs in Executive Board meetings
- (c) To oversee all Internal activities
- (d) To submit registration and travel arrangements for conferences

- (e) To ensure that the SEC equipment is maintained and that the SEC office has necessary supplies
- (f) To coordinate the member-at-large selection process
- (g) To know and abide by the bylaws of the Council

Section 6. Responsibilities of Vice President Development

- (a) To oversee the SEC Career Fair, Corporate Relations, and Finance committees by discussing progress and sharing ideas
- (b) To represent the Development Division's committee chairs in Executive Board meetings
- (c) To act as interim Chief Financial Officer if the current Chief Financial Officer is unable to fulfill his/her duties
- (d) To ensure that the Finance Committee or a proxy approved by the Executive Board comes at least weekly to the SEC office to deal with financial matters
- (e) To facilitate Fiscal Board meetings
- (f) To know and abide by the bylaws of the Council

Section 7. Responsibilities of Vice President External

- (a) To oversee Engineers Week, Texas A&M Regional Engineering Conference (TREC), Leaders in Freshman Engineering (LIFE), Philanthropy, and Future A&M Engineers (FAME) committees by discussing progress and sharing ideas
- (b) To represent the External Division's committee chairs in Executive Board meetings
- (c) To oversee all interaction between the SEC and the community
- (d) To act as Risk Management Officer by properly evaluating risk in all important and possibly risky events and reducing, mitigating, or eliminating those risks
- (e) To attend risk management certification workshops given by the Department of Student Activities
- (f) To know and abide by the bylaws of the Council

Section 8. Responsibilities of Executive Secretary

- (a) To organize the composite picture
- (b) To take, publish, and post minutes of Executive Council and General Council meetings
- (c) To create meeting slides and agendas, if delegated
- (d) To ensure agendas from previous meetings are posted on the web
- (e) To update bylaws and Articles of Association at the end of each academic year

Section 9. Special Elections will be called to fill officer vacancies due to

- (a) Change in academic status (graduation, expulsion, academic ineligibility, or withdrawal from the University)
- (b) Cooperative education
- (c) Health
- (d) Resignation
- (e) Removal from office through a two-thirds majority vote (See Article V of the Articles of Association)

Section 10. Expectations of the Executive Board-Elect

- (a) To hold meetings with the present officer in their position and discuss responsibilities, suggestions, et cetera
- (b) To meet as an Executive Board-Elect to discuss future goals and activities of the Council

- (c) To recruit and evaluate committee chair positions
- (d) To appoint committee chairs at a subsequent meeting (new officers shall assume the duties of their positions no later than at the last general meeting of the year on a date determined by the outgoing Executive Board)

ARTICLE VII: COMMITTEE CHAIRS

- Section 1.** Any SEC member may serve as a committee chair. The committee chairs are subject to member-at-large requirements.
- Section 2.** Committee Chairs apply for positions and are then appointed to their respective positions by the Executive Board.
- Section 3.** Committee Chairs are required to represent their respective committee members and activities at the Executive Council meetings.
- Section 4.** As soon as a new chair is appointed, all Executive Council voting privileges from the previous chair are relinquished to the new chair.

ARTICLE VIII: LIFE TEAM LEADERS

- Section 1.** LIFE Team Leaders are members of the SEC with director status of the LIFE committee and are subject to member-at-large requirements.
- Section 2.** LIFE Team Leaders will have to remain students in the College of Engineering for at least the first semester of their term.
- Section 3.** Pre-selected LIFE Team Leaders who withdraw from the College of Engineering before the completion of the full semester will have to relinquish their position immediately.
- Section 4.** Those Team Leaders who withdraw from the College of Engineering in the spring semester will no longer be able to serve with LIFE or SEC in the following year.
- Section 5.** A code of ethics will be developed by the current co-chairs; failure of a Team Leader to abide by this code could result in his/her removal from the position of Team Leader, and depending on the severity of the violation, the Team Leader could be removed from SEC.

ARTICLE IX: MEMBERS-AT-LARGE

- Section 1.** Representatives from all scholastic levels within the College of Engineering shall be selected to fill member-at-large positions through an application/interview process. The maximum number of positions to be filled shall be determined by the Membership Board, taking into consideration specific committee needs.
- Section 2.** The member-at-large positions should be filled at the beginning of each long term semester, no later than four weeks after the first class day.
- Section 3.** The Vice-President Internal and the Membership Chair will determine the application/interview process. They, with the remaining voting members of the Executive Board, will then choose the new members-at-large.

- Section 4.** The Membership Chair will ensure confidentiality of the applications during and after the review process.
- Section 5.** Under special circumstances, members-at-large shall be put on leave of absence (LOA) at the discretion of the Membership Chair and Executive Board.
- Section 6.** Each member of the Council shall have one vote in all matters acted upon by the Council, unless otherwise stated in the Bylaws.
- Section 7.** Responsibilities of members-at-large
(a) To accumulate a specified number of points detailed by the point system drafted by the Membership Chair and approved by the Executive Board
(b) To actively serve on at least one committee
(c) To attend mandatory General Council Meetings
(d) To refrain from engaging in behavior that reflects unprofessionally on the SEC (e.g. choosing to violate the Alcohol and Illegal Drug Policy [Article XV])
- Section 8.** Failure to meet point requirements could result in removal from SEC at the discretion of the Membership Chair, Executive Board, and the appropriate Committee Chair(s). Under special circumstances a member failing to meet member-at-large requirements may instead be placed on probation status as outlined by the Membership Chair and Executive Board. Members may petition to speak on their behalf and request probation, as opposed to removal.
- Section 9.** Members who fail to meet requirements (a), (b), or (c) will be sent an e-mail from the Membership Chair that indicates loss of SEC membership the final week of the semester of the violation. Members who fail to meet requirement (d) will be sent an e-mail from the Membership Chair that indicates loss of SEC membership within one week of the violation.
- Section 10.** Freshmen are not to be considered for membership during their first semester at Texas A&M.

ARTICLE X: EXECUTIVE COUNCIL

- Section 1.** The Executive Council shall be comprised of the Executive Board and the committee chairs.
- Section 2.** In the event that a committee chair is deemed inactive by the Executive Board, he/she can be removed from office by a 2/3 majority vote by the Executive Council. If such a case arises, the committee chair will have the opportunity to address the Executive Council prior to voting.
- Section 3.** Executive Council meetings are held every two weeks unless otherwise specified by the Executive Board.

ARTICLE XI: COMMITTEES

- Section 1.** The Executive Board shall appoint the chairperson(s) responsible for the organization, direction, and functions of the committees. Chairperson(s) are selected annually within the final month of the academic year through an application and Executive Board appointment process. Unfilled positions may be filled through an application and Executive Board appointment process as needed throughout the following academic year.

- Section 2.** Newly selected committee chairs shall meet with the previous committee chair and discuss responsibilities, suggestions, and the budget for the position.
- Section 3.** Each committee chair shall appoint directors as needed within their committees. The director is to be considered a leadership position and will be filled only by official SEC members.
- Section 4.** An Ad Hoc Committee may be temporarily established by the Council through Presidential appointment with Council approval, at which point the selected chairperson will become a member of the Executive Council for the duration of the committee's existence. The voting status of the committee chair(s) will be determined by the Executive Board.
- Section 5.** Organization of Committees
- (a) Internal
- (i) To provide for the operations of the Council and foster leadership development within the Council.
- 1) Legislation
The purpose of the Legislation Committee is to act as the primary SEC liaison for interactions among faculty, administration, students, and student organizations. They gather feedback through student surveys and present the results to Engineering Department Heads and Deans each semester.
- 2) Marketing
The purpose of the Marketing Committee is to represent the voice of the students and societies within the College of Engineering. The primary publication of this committee is The Look Book, a full year planner. The Marketing Committee will also be responsible for any outgoing publications in order to maintain the professionalism and uniformity of the Council.
- 3) Membership
The purpose of the Membership Committee is to make sure that each member of SEC is gaining a valuable experience through serving on a committee, as well as providing opportunities for members to socialize. Additionally, the Membership Committee organizes the annual Parents' Weekend Brunch, the end of year banquet, and works in coordination with the Marketing Committee to design the SEC member shirt.
- 4) Society and Graduate Relations
The purpose of the Society and Graduate Relations Committee is to motivate and promote society involvement in order to fulfill SEC's vision of serving as the representative voice of the College of Engineering.
- 5) Systems Administration
The purpose of the Systems Administration Committee is to maintain all workstations and servers in the SEC office and provides a functional, resourceful, and up-to-date website.
- (b) Development
- (i) To provide for the financial and corporate relations development of the Council.
- 1) Career Fair
The purpose of the Fall and Spring SEC Career Fairs are to bring Texas A&M Engineering students and corporate recruiters together. The committee sets the dates for Fall and Spring Career Fairs no later than two weeks after the previous Career

Fair. Also, the committee organizes and archives all records for the Career Fairs.

2.) Corporate Relations

The purpose of the Corporate Relations Committee is to promote long-term relationships between SEC, corporations, and alumni. They are to invite corporate sponsors (for the year) to the SEC banquet, to coordinate corporate speakers for SEC meetings, and to organize and distribute the SEC members' résumés to companies attending the Career Fair.

3.) Finance

The purpose of the Finance Committee is explained under Fiscal Policy (Article XIII).

(c) External

(i) To provide programming for the students of the Look College of Engineering and to promote Engineering at Texas A&M University and the community.

1) Engineers Week

The purpose of Engineers Week (E-Week) is to promote the engineering community. The E-Week committee organizes and executes various celebratory and informative events in conjunction with other engineering societies. E-Week is a nationally observed week of events that many universities and businesses take part in each year at the end of February.

2) Future A&M Engineers (FAME) Conference

The purpose of FAME is to host an annual conference directed at high school students from around Texas and surrounding states. This weekend is a chance for these prospective students to learn about the different A&M engineering programs and to see the campus.

3) Texas A&M Regional Engineering Conference

The purpose of the Texas A&M Regional Engineering Conference (TREC) is to host an intercollegiate conference featuring a design competition along with other team-building activities. Corporate representatives are invited to participate with the student teams to add an industry perspective and answer students' questions.

4) Leaders in Freshman Engineering

The purpose of Leaders in Freshman Engineering (LIFE) is to provide leadership experience to freshman engineers through experiential learning as they plan and organize various activities.

5) Philanthropy

The purpose of the Philanthropy Committee is to provide a link between students of the College of Engineering and their community through student or university initiated service projects. In addition, the Philanthropy Committee will host E-Day each semester in order to promote engineering awareness to elementary and middle school students.

ARTICLE XII: MEETINGS

Section 1. General meetings are to be held every week during the semester unless otherwise specified by the Executive Board.

- Section 2.** Regular meeting dates will be set by the Executive Board. Changes may be agreed upon from time to time, and special meetings may be called by the Dean of Engineering or the President of the Council as needed.
- Section 3.** If a member of the Council misses two (2) consecutive regular meetings or a total of three (3) regular meetings during the semester without an approved excuse, they shall be removed from the Council, and notification will be sent to the member or society (if the member is a society representative). The organization involved will be responsible for replacing the removed representative. The validity of an excuse is determined by the Membership Chair. A voting representative may be sent by a Council member if approval is given by the President, and the member shall not be charged with an absence.
- Section 4.** The maximum time that an issue may be debated shall be determined by the President of the Council. This rule may be waived by a simple majority vote of all members of the Council present.

ARTICLE XIII: FISCAL POLICY

- Section 1.** The Finance Committee will be chaired by the Chief Financial Officer and other positions as designated by the Chief Financial Officer.
- Section 2.** Responsibilities of the Chief Financial Officer
- (a) Overseeing the Finance Committee and all SEC accounts
 - (b) Organizing the overall SEC budget based on previous year expenditures and aiding in budgetary appropriations
 - (c) Submitting an initial budget estimate for the forthcoming year and a budget summary of the ending year at the last Fiscal Board meeting of the spring semester
 - (d) Overseeing all tax and legal issues for the organization
 - (e) Overseeing all sales for the Council
 - (f) Providing documentation to the appropriate body in the case of an audit
- Section 3.** Each committee's budget shall be submitted by the incoming chairs, through their Fiscal Board representative, before the last Executive Council meeting. The Fiscal Board shall then allocate all budgetary appropriations and financial guidelines.
- Section 4.** The Fiscal Board shall be comprised of the Executive Board and the Chief Financial Officer. The voting members of the Fiscal Board shall consist of the Chief Financial Officer and the voting members of the Executive Board.
- Section 5.** Responsibilities of the Fiscal Board
- (a) To review all budgets
 - (b) To appropriate funds
 - (c) To vote on budgetary amendments and appropriations
- Section 6.** Budgetary amendments (e.g., requests for additional funding) shall be submitted to the Fiscal Board for approval.
- Section 7.** Approval by the Fiscal Board requires a majority vote. A Fiscal Board member cannot vote on his/her own budget, and a majority is still required from the remaining members.
- Section 8.** The Fiscal Board meetings are held immediately before the Executive Council meetings unless otherwise specified.

Section 9. The Fiscal Board shall administer the SEC Operations Endowment. This includes budgeting for and making a yearly contribution to the fund based on the End of Fiscal Year Report.

ARTICLE XIV: FINANCIAL TRANSACTIONS

Section 1. All monies belonging to this organization shall be deposited and distributed through a bank account established for this organization at the Student Organization Finance Center (SOFC) and/or the TAMU Fiscal Office. All funds must be deposited within twenty-four (24) hours after collection. The advisor to this organization must approve each expenditure before payment.

ARTICLE XV: ALCOHOL AND ILLEGAL DRUG POLICY

Section 1. SEC members are to abide by the Alcohol Policy established by Appendix VIII, Section II, of the University Student Rules for Student Organizations.

Section 2. SEC is not to be affiliated with alcohol or illegal drugs in any way whatsoever (exceptions listed in Section 4).

Section 3. Alcohol and illegal drug affiliation (includes, but is not limited to)

- (a) To promote, advertise, or distribute of alcohol or drugs at any SEC-related event
- (b) To provide alcohol to a minor at any SEC-related event
- (c) To wear official SEC-affiliated apparel including polos, name tags, as well as general member and LIFE member t-shirts, while consuming alcohol or illegal drugs; additionally, SEC members are encouraged not to consume alcohol or illegal drugs while wearing other SEC-affiliated apparel

Section 4. As of October 11, 2004, exceptions to this policy are as follows

- (a) At NAESC conferences, SEC members of legal Texas drinking age may consume alcohol responsibly during NAESC conference socials and after formal NAESC business for the entire day has been completed as long as alcohol does not hinder the member's performance the following day
- (b) At SEC Career Fair Student-Recruiter Social, members of legal Texas drinking age may consume alcohol after all of his SEC responsibilities are completed
- (c) Temporary Alcohol Policies for additional events not explicitly outlined in these exceptions must fall within University Student Rules and be submitted to the Exec Board for approval at least one week prior to the event or event registration, where applicable; any event that has alcohol use identified as a risk through the Student Activities Risk Management "Pre-Event Planning Form" should submit a policy

Section 5. SEC-related events include SEC-sponsored events and personal events promoted at SEC events, on the SEC listserv/email/website, or in the SEC office.

Section 6. Enforcement: Violation of the Alcohol and Illegal Drug Policy, as determined by the Exec Board, could result in the following

- (a) Immediate loss of SEC membership
- (b) Report to University and local police (when applicable)

- (c) At NAESC Conferences, SEC will send the member home at the member's own expense, and SEC will no longer be responsible for the member or his actions

ARTICLE XVI: MEMBER DUES

- Section 1.** SEC Member-at-Large Dues are to be \$10.00 per Academic year, regardless of the collection date.
- Section 2.** Member Dues for returning SEC members and members accepted in the Fall are to be collected at the first Fall General Meeting after new members have been selected.
- Section 3.** Member Dues are to be collected for returning members who were inactive in the Fall and new members accepted in the Spring at the first Spring General Meeting after new members have been selected.
- Section 4.** The CFO will collect Member Dues and provide a receipt for each member upon payment.
- Section 5.** Member Dues may not be increased, decreased, or otherwise changed without a bylaws amendment.

ARTICLE XVII: AMENDING THE BYLAWS

- Section 1.** All amendments to the Bylaws shall be conducted on a one-vote-per-member basis with a two-thirds majority necessary to pass all changes.
- Section 2.** The Bylaws and Articles of Association together act as the SEC constitution with respect to the Department of Student Activities. The SEC constitution is reviewed annually by and subject to approval of the Department of Student Activities.

In witness whereof, we have hereunto subscribed our names.

_____ Signature of Advisor	_____ Date	_____ Signature of President	_____ Date
_____ Category Advisor	_____ Date	_____ Director of Student Activities	_____ Date

Revision September 22, 1997
Revision September 3, 1999
Revision April 29, 2001
Revision February 2, 2002
Revision September 1, 2003
Revision September 26, 2005
Revision April 12, 2008

Revision March 9, 1998
Revision May 2, 2000
Revision September 3, 2001
Revision November 4, 2002
Revision October 11, 2004
Revision April 16, 2007
Revision September 7, 2009