

Article I. Membership

Section I.01 Officers

- a. General
 - i. The Officers are comprised of the President, Vice President of Executive Affairs, Vice President of Finance, Vice President of Membership, Vice President of Operations and the Vice President of Relations.
 - ii. The duration of a term for each Officer is one academic year.
 - iii. All election procedures will follow the procedure outlined in Article IV.
 - iv. If for any reason any Vice President position is vacated, an election shall take place as outlined in Article IV to fill the vacant position.
 - v. In the case that the President position becomes vacant, the Vice President of Executive Affairs will take on the President's full responsibilities temporarily until a re-election of President occurs.
- b. Duties
 - i. Must attend all SEC General, Committee, Leadership, and Officer meetings further specified in Section 5. If an Officer is unable to attend they must notify another Officer and, in the case of a vote during a General meeting, designate a proxy vote in writing or in email to another Officer prior to the meeting.
 - ii. Must prepare a transition report at the end of their term, focusing on but not limited to recommendations for the future Officer in their position.
 - iii. Evaluate the standing of Members-At-Large and Member Societies on a yearly basis.
 - iv. Promote ethical leadership, growth, progress and development within the council.
 - v. Oversee the daily operation and general well-being of the organization.
- c. Powers
 - i. Select Committee Directors for all committees with the input of the previous Director(s) as necessary.
 - ii. Select Members-at-Large.
 - iii. Restructure committees as necessary.
 - iv. Create, dissolve and restructure events as necessary.
 - v. Each Officer has one vote in the Council.
- d. Duties of the President
 - i. Preside over all Officer meetings and General Assembly meetings and prepare agendas for both.
 - ii. Prepare meeting presentation slides for General Assembly meetings.
 - iii. Act as the official spokesperson of the Council to the Cockrell School of Engineering, Senate of College Councils, University of Texas at Austin and other external entities.
 - iv. Hold regular meetings with the Dean of Cockrell School of Engineering, Assistant Dean
 - v. Hold regular Office Hours.
- e. Duties of Vice President of Executive Affairs
 - i. Act as the official liaison between the Officers and Committees.

- ii. Prepare an agenda for, and preside over, the Leadership meetings.
 - iii. Coordinate the activities and responsibilities of the Committee Directors.
 - iv. Meet with Committee Director(s) on a regular basis to ensure the progress of each
 - v. Fulfill the President's duties when necessary.
- f. Duties of Vice President of Finance
 - i. Generate an annual budget at the beginning of each year.
 - ii. Create a budget for, and allocate funds to, each committee based on their needs and their directors' request.
 - iii. Maintain accurate records of council's financial accounts.
 - iv. Deposit funds received by SEC through different sources of income.
 - v. Establish spending rules and a reimbursement policy that would govern all SEC financial transactions.
 - vi. Establish and implement an appropriations process to allocate funds to member societies.
 - vii. Sit on the Senate of College Council's Financial Directors committee and vote on SEC's behalf.
- g. Duties of Vice President of Membership
 - i. Act as the official liaison between the Officers and the following groups:
 - 1. Members-At-Large
 - 2. Organization Representatives
 - ii. Prepare an agenda and preside over Representative Meetings and Internal Meetings, specifically the internal announcements section.
 - iii. Maintain involvement and attendance records for all Members-at-Large and Society Representatives.
 - iv. Promote membership retention.
 - v. Coordinate community building activities between SEC (Internal) members.
 - vi. Send out weekly newsletter to Members-at-Large and Society Representatives.
- h. Duties of Vice President of Operations
 - i. Maintain SEC facilities, including but not limited to:
 - 1. SEC Office
 - 2. SEC Storage
 - 3. SEC Meeting spaces
 - ii. Manage the SEC Store, including but not limited to:
 - 1. Ordering and purchasing items
 - 2. Maintaining and regulating supply
 - 3. Maintaining inventory
 - iii. Manage SEC Supplies deemed available to our member societies
 - iv. Handle all room reservations for SEC Committees, events and activities.
 - v. Order food for General Meetings
 - vi. Handle or appoint someone to handle the IT responsibilities of the SEC
- i. Duties of Vice President of Relations
 - i. Maintain SEC's relationship with different offices within the Cockrell School of Engineering as well as University of Texas at Austin.

- ii. Maintain SEC's corporate relationships and increase corporate participation in SEC events.
- iii. Maintain SEC's relationship with different campus organizations such as Student Government, Student Events Center and others.
- iv. Maintain and promote the SEC brand and establish a marketing strategy for SEC.
- v. Act as the SEC representative to the Senate of College Councils and fulfill the duties of a Senate Rep as described by Senate's constitution.

Section I.02 Committee Directors

- i. Prepare an agenda for, and preside over, their respective committee meetings.
- ii. Attend all general and leadership meetings to inform the council and officers of their progress and upcoming projects.
- iii. Meet with and report to Vice President of Executive Affairs on a regular basis about their progress as well as needs and potential challenges.
- iv. Act as the official spokesperson of their respective committee and manage their yearly budget as allocated by Vice President of Finance.
- v. Act as a role model and mentor for their committee members and promote ethical leadership within the committee.
- vi. Form the internal structure of their respective committee by appointing members to sub committee chair and event coordinator positions.

Section I.03 Member Societies

- a. Responsibilities of Member Societies
 - i. To represent their societies views and opinions within SEC.
 - ii. To inform the Council of events and activities within their society.
 - iii. To inform their society about Council events and activities.
 - iv. Provide one official Society Representative to attend General Assembly and Representative Meetings.
 - v. To collaborate with SEC and other Member Societies to ensure the success of events and activities of all groups.
- b. Admission
 - i. In order to become a Member Society of SEC, a society must complete the following requirements:
 - 1. Be a registered organization within the Cockrell School of Engineering.
 - 2. Identify one member to serve as the official SEC Representative.
 - 3. Build an outline of their society including mission statement, Society structure, Membership base, examples of past events or activities, and reasons for applying to be a Member Society.

4. Society President and anticipated Representative will present the above outline to the current officer team. The officer team must give approval to move onto a General Meeting presentation.
 5. Present application at a General Assembly Meeting. Voting Procedure will follow the procedure outlined in Article IV.
- c. Good Standing
- i. In order to maintain good standing with SEC, a Member Society Representative must do the following:
 1. Attend 6 out of 7 general meetings throughout the semester
 2. Attend 4 out of 6 of the rep meetings throughout the semester
 3. Attend 1 SEC Social per semester
 4. Volunteer for 3 different SEC events or help plan an SEC event within a committee each semester.
 5. Read weekly Internal Updates sent out by the VP of Membership.
- d. Probation
- i. If a society fails to maintain good standing as outlined above, they will be placed on probationary standing for the following semester. Under probationary status, an organization cannot host Cheap Lunch and will not be considered for Organization Event Partnerships.
 - ii. Probation will last one semester, during this time the society will be required to send a representative to the General meetings and the Representative meetings, missing no more than 2 meetings of each in a given semester.
 - iii. At the end of the semester, upon completion of the probationary requirements, the society's President and SEC Representative must attend an evaluation meeting with the current SEC Officers. After this, the Officer team will vote on the removal of the Probationary standing.
 - iv. If a Society fails to complete the Probationary requirements after one semester, they are removed as a SEC Member Society. They may regain membership through the official admission process outlined above, in the next long semester.
- e. Removal
- i. At any time, a member of the Student Engineering Council Student Body may call for the removal of a Member Society, following the procedure outlined in Article I.
 - ii. Upon the inactivation as a Registered Organization with the Cockrell School of Engineering, a Society is automatically removed as a SEC Member Society.

Section I.04 Members-At-Large

- a. Appointment procedure
 - i. Members-At-Large will be appointed by an application procedure including one round of written applications, and one round of interviews.
 - ii. Appointed Members-At-Large will have a 1 year term.

- iii. Reapplications of Members-At-Large will occur yearly. Members-At-Large will be evaluated on their past performance and their application. The re-application procedure will be decided at the discretion of the current Officer Team.
- iv. Members-At-Large may be removed at any given time according to the procedure outlined in Article I.
- b. Number of MALs
 - There may be no more than 65 Members-at-Large at any given time.
- c. Duties of a Member-At-Large
 - i. Assigned one committee each year.
 - ii. Must perform all committee responsibilities assigned by the Director(s) of their respective Committee.
 - iii. Attend General and Committee Meetings.
 - iv. Must fulfill all other duties outlined in the MAL Guidebook.

Section I.05 SG Representatives

- a. Election Procedure
 - The Student Government Representatives will be selected by Student Government Procedures
- b. Responsibilities & Duties
 - i. Attend all General SEC meetings and all Student Government meetings. If unable to attend a General SEC meeting, the Student Government Representative must notify VP of Relations beforehand and, in the case of a vote during a General meeting VP of Relations is the designated proxy.
 - ii. Each Student Government Representative must make themselves available to address and Student Government related questions.
 - iii. Serves as a liaison between the Student Engineering Council and Student Government and keep the Council informed of pertinent Student Government business as well as any upcoming events or issues that may be of interest to engineering students
 - iv. Attend Representative meetings in order to collect the opinion of SEC Member Societies.
 - v. Fulfill all other duties according to the Student Government Constitution and its supporting documents.

Section I.06 Senate Representative

Senate Representatives duties will be covered by Vice President of Relations.

Section I.07 Associate Members

- a. Every student in the Cockrell School of Engineering is classified as an Associate Member of SEC.
- b. Associate Members are invited and encouraged to attend General meetings and serve on an SEC Committee.
- c. Associate Members do not have the power to vote in the Council.

Section I.08 Executive Advisors

Executive Advisors are comprised of the two previous Officer Groups of the Council.

- a. Term
 - i. Executive Advisors serve their term until the end of their undergraduate career and do not have the power to vote in the Council.
- b. Duties
 - i. Should be available to meet with the Officer Group as necessary.
 - ii. Should continue to attend General meetings.
 - iii. Should continue their overall involvement in SEC.

Section I.09 Elected Member Removal Procedure

During open forum of a general meeting, any voting member may obtain the floor, state that he/she is proposing the removal of an elected member due to official misconduct, and present evidence as appropriate.

- a. The accusing member should then move to consider removal of the elected member and, if their motion receives a second, the Council shall immediately vote on the motion to consider removal. A simple majority is required to pass the motion.
- b. If the motion passes, discussion of removal will be made the first item of business at the next general meeting. During that meeting, the case for removal must once again be presented before the Council by the member bringing the accusation. The accused member then has the floor for rebuttal. Any member of the audience may raise a question during an appropriate time during either presentation.
- c. A general discussion takes place with the accused and the accuser out of the room. At an appropriate time during the general discussion, a motion to take a vote on the question of immediate removal of the elected member may be made by a voting member of the Council. A two-thirds majority is required to pass the motion.
- d. If the motion for a vote on immediate removal passes, a vote by ballot on the question of immediate removal of the elected member will immediately take place. If the vote passes by a three-fourths majority, the accused member is immediately removed from office.

Section I.10 Appointed Member Removal Procedure

Based on excessive absences or lack of execution of duties, an appointed member may be removed by the consensus of the Officer Group.

Appeal of Removal

- a. Removed members may move to appeal their removal before the Council during a general meeting. If the motion receives a second, a vote on the question to consider restoring the member status of the appealing individual will take place. A simple majority is required in order to pass the motion. ii. If the motion passes, the Member-At-Large is immediately given three minutes to address the Council followed by a two-minute Q&A session to address any questions from the audience. iii. At the conclusion of the appealing individual's Q&A session, the Officer Group is immediately given three minutes to address the Council followed by a two-minute Q&A to address any questions from the audience.
- b. The Council must then vote by ballot on the question of restoring the Member-At-Large status of the appealing individual. If the vote passes by two-thirds majority, the appealing individual is immediately restored to Member-At-Large status.

Article II. Committees

Section II.01 List of Committees

- a. Academic Affairs
The mission of Academic Affairs Committee is to promote academic excellence through supporting and recognizing the academic endeavors of students and faculty within the Cockrell School of Engineering.
- b. Engineering Activities
The mission of Engineering Activities Committee is to create a sense of community and cohesiveness among engineering students and promote camaraderie between engineering organizations.
- c. Expo
The mission of the Career EXPO Committee is to plan and execute the Fall engineering EXPO which will act as platform for corporations to interact and recruit the Cockrell School of Engineering students.
- d. Publicity
The mission of Multimedia & Publicity Committee is to promote and advertise SEC and member societies' events and activities to the general student body.
- e. Service

The mission of Service Committee is to promote volunteerism and service among the engineering student body and create opportunities for engineering students to give back to the community.

f. Senior Advisory Board

- i. The mission of the Senior Advisory Board is to allow tenured, experienced members to take an objective, 3rd party view of the organization and provide feedback to the officer team, as well as plan social events.

g. Society of Freshman Engineers

The mission of the First Year Engineering Committee is to provide leadership and personal development opportunity to first year engineering students and create the opportunity for them to grow as student leaders.

h. Vector Magazine

The mission of Vector Magazine is to act as the official publication of Cockrell School of Engineering students and to inform the engineering community of different issues across the school.

Article III. Meetings

Section III.01 General Meetings

a. Purpose

The purpose of General Meetings is to inform the community on the current operations of the Council, its Member Societies, the Cockrell School, and the University, and to discuss these operations.

b. Frequency

General Meetings (GMs) are held every other week throughout the duration of the semester.

c. Facilitator

- i. GMs are led by the President.
- ii. In the case of the President's absence the VP of Executive Affairs shall lead the GM as defined by their duties in Article I.

d. Attendance

- i. Officers, Directors, MALs, Student Government Representatives, and Society Representatives are required to attend GMs to the standards set in their specific sections.
- ii. GMs are open to the general public.

Section III.02 Internal Meetings

a. Purpose

The purpose of Internal Meetings is to plan, organize, and execute the vision of the committees as defined in (committee section).

- b. Frequency
Internal Meetings are held on the weeks in which General Meetings do not occur.
- c. Facilitator
Internal Meetings are led by the VP of Membership.
- d. Structure
The first part of Internal meetings are meant to be used for general Internal Member announcements, and will be led by VP of Membership. Following this portion, Internals will split into their Committees, and Committee Directors will lead the rest of meeting.
- e. Attendance
Officers, Directors, MALS, and any committee members are required to attend the Internal Meetings to the standards set in their specific sections.

Section III.03 Representative Meetings

- a. Purpose
The purpose of Representative Meetings is two-fold: To connect societies to one another, and to discuss ideas and issues regarding the Cockrell School.
 - i. Member societies should have the opportunity to connect to other societies by sharing their knowledge on various topics for the benefit of Member Societies and the Cockrell School.
 - ii. Representatives should discuss pertinent issues facing the Cockrell school and formulate solutions or plans to solve these issues.
- b. Frequency
Representative Meetings are held on the same weeks as Committee Meetings, therefore alternating with General Meetings.
- c. Facilitator
VP of Membership leads the Representative Meetings.
- d. Attendance
 - i. Representative Meetings are required to be attended by all Society Representatives, along with all Officers.
 - ii. Society Representatives are allowed to bring one guest to any Representative Meeting chosen at the discretion of the Member Society.
 - iii. Additional attendance is up to the discretion of the VP of Membership.

Section III.04 Leadership Meetings

- a. Purpose
The purpose of Leadership Meetings is to ensure the vision and mission of SEC is being maintained and for the Directors to update the other Directors and Officers on their progress and priorities.
- b. Frequency
Leadership Meetings take place during the same week as and prior to General Meetings.
- c. Facilitator

The Leadership Meetings are led by VP of Executive Affairs.

d. Attendance

Only the Officers and Directors are allowed to and are required to attend Leadership Meetings.

Section III.05 Officer Meetings

Officer Meetings are to occur once a week or at the discretion of the officer team. The president will preside over the meetings, prepare the agendas, and invite any necessary guests

Article IV. Election and Voting Procedures

All Elections and official votes require quorum and shall follow the procedures outlined in Article IV of the University of Texas at Austin SEC Bylaws and Robert's Rules of Order, Newly Revised. Any other necessary elections may follow a separate procedure deemed appropriate by the Officer Group. This procedure must be announced and made available in written and electronic form at least one general SEC meeting (or two weeks) prior to elections. In order for a quorum to be reached, two-thirds of the voting membership must be present.

a. Nomination Procedure

- i. Nominations for all positions will take place during a General Meetings preceding the Elections General Meeting. Nominations will be taken until the elections for that position begin.
- ii. During the nomination meeting, the President will call for nominations. Candidates are permitted to nominate themselves; however, all nominations must receive a second.
- iii. Nominations will remain open until they are closed at the following General Meeting.

b. Election Procedures

- i. During the election meeting, the President will call for any additional nominations before each office's election process begins.
- ii. The order of elections will be from first to last: President, Vice President of Executive Affairs, Vice President of Membership, Vice President of Relations, Vice President of Finance, and Vice President of Operations.
- iii. Between each election, the President shall call for any additional nominations, to account for trickle-down candidates and change the election order if need be. Each candidate is limited to 3 trickle-downs (4 positions total).
- iv. If a candidate is uncontested, a voting member of the Council may motion to forego discussion and the Q&A session in order to proceed directly to voting.
- v. It is the responsibility of the presiding officer to ensure the candidates stay within the allotted time limits.
- vi. Presentation

1. Each candidate will make a four minute presentation before the Council followed by a 3 minute Q&A session to address any questions from the audience.
 2. Each candidate may choose to present in any manner they consider appropriate.
 3. Candidates may be granted extended time for the Q&A session by a simple majority of voting members of SEC, but no extra time can be given for presentations.
 4. Before each candidate's presentation, all other candidates for that particular office must leave the room and remain outside of the room.
 5. During each candidate's presentation, the Council must remain in respectful silence.
- vii. Question and Answer (Q&A) Session
1. Once a candidate's presentation is finished, that candidate then has the opportunity for a Q&A session. During the Q&A session, the candidate is responsible for acknowledging and fielding questions from the audience.
 2. During a Q&A session the floor is open for any member of the audience to question the candidate and all other candidates must remain outside of the room. Any negative aspects of a candidate must be addressed during the Q&A session.
 3. The candidate must leave the room after their Q&A session.
- viii. General Discussion
1. After all candidates for a particular office have spoken, they must all leave the room, and the Council may engage in a general positive discussion regarding any candidate for that particular office.
- c. Voting
- i. After general discussion is finished, a vote by ballot for that particular office will take place and a simple majority is required for election. In the event of no majority, preferential voting, as described in Robert's Rules of Order, Newly Revised, will be used until a winner is declared.
 - ii. During any voting, the Council must remain in respectful silence. iii. Once a winner for a particular office has been declared, the election process for that office is officially closed and the ballots should be securely collected and destroyed.
 - iii. The Election Meeting Procedures will repeat until all available Officer Group roles are fulfilled.

Article V. Amendments

A two-thirds majority is required to amend the University of Texas at Austin SEC Bylaws.