

**FLORIDA ENGINEERING SOCIETY  
CONSTITUTION  
VALENCIA COLLEGE, WEST CAMPUS  
2013 - 2014**

**ARTICLE I – ORGANIZATION NAME**

**Section One**

- A) This organization shall be known as the Valencia College Student Section of Florida Engineering Society also known as *FES or FES - Valencia College Chapter*.

**ARTICLE II – PURPOSE OF ORGANIZATION**

**Section One**

- A) The purpose shall be the advancement and dissemination of the theory and practice of engineering, the presentation of proper prospective of engineering work and the opportunity to become acquainted with the personnel and activities of the Society, as well as to promote a professional consciousness and fellowship.

**Section Two**

- A) The **mission** is: FES supports engineering education, advocates licensure, promotes the ethical and competent practice of engineering and enhances the image and well-being of all engineers in the state of Florida.
- B) The **vision** is: FES promotes and defends the professional interest of all engineers in the state of Florida.

**Section Three**

- A) The relationship of the Student Section to FES shall be governed by the Constitution, by-laws and rules of FES, and the constitution of the Student Government Association of Valencia College.

**ARTICLE III – OFFICERS AND LEADERSHIP**

**Section One**

- A) The minimum officers of this Student Section shall be a President, Vice President, Secretary, and Treasurer, each of which is elected from those who are active student members at Valencia College. Term of office shall be for two consecutive semesters (fall and spring). No person shall be permitted to hold the same office for more than two consecutive terms as long as there is no other active member able and willing to fulfill the responsibilities of that office. Additional officer positions may be created at the discretion of the Executive Committee. The Executive Committee shall be made up of all student member elected officers.
- B) The Executive Board will have jurisdiction in appointing the Senators. The Senators are considered officers of the Florida Engineering Society – Valencia Chapter and will follow the same guidelines as an officer. Some exceptions may apply.

**Section Two – Executive Board**

**A) President**

- I. Preside over all meetings and call all meetings to order.
- II. Maintain communication with the office of Student Development and ensure that all paperwork is current.
- III. Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- IV. Ensure that all officers are performing their duties as defined in this Constitution.

- V. Coordinate leadership training for officers and club/organization members.
- VI. Keep advisor informed of activities and functions of the organization.
- VII. Be familiar with Robert's Rules of Order to conduct meetings.
- VIII. Provide all documents and records pertaining to his/her responsibilities to the newly-elected President.
- IX. Assign special projects to officers.

**B) Vice President**

- I. Assist the President in his/her duties.
- II. Work closely with the President to accomplish the club/organization's goals.
- III. Assume the President's responsibilities in his/her absence.
- IV. Perform an audit of all financial transactions of the organization once per semester.
- V. Provide all documents and records pertaining to his/her responsibilities to the newly-elected Vice President.
- VI. Assist in special projects as assigned by the President.

**C) Secretary**

- I. Keep accurate meeting minutes and records.
- II. Provide the Senator of Communication meeting minutes to distribute to members.
- III. Maintain accurate roster, and attendance, of all active members and their contact information.
- IV. Responsible for other club/organization interaction and keeping records of such interactions.
- V. Be familiar with all club/organization documents, including the Constitution and any By-Laws.
- VI. Keep copy of constitution and have available for members.
- VII. Provide all documents and records pertaining to his/her responsibilities to the newly-elected Secretary.
- VIII. Assist in special projects as assigned by the President.

**D) Treasurer**

- I. Maintain an accurate account of all club/organization's funds received and expended.
- II. Present a budget report of deposits and expenditures to the membership as requested by the President, Vice President, Advisor, or Student Development Office.
- III. Complete the club/organization's Campus Student Development Budget Request Form.
- IV. Be responsible for proposing a budget for the Budget Approval process in the spring semester, in conjunction with the President and Advisor.
- V. Chairs any of the club/organization's Finance/Fundraising committee, if applicable.
- VI. Work with the Advisor to access any funds allocated to the club/organization from the Student Development budget or Agency Account.
- VII. Provide all documents and records pertaining to his/her responsibilities to the newly-elected Treasurer.
- VIII. Assist in special projects as assigned by the President.

### **Section Three – Senators**

- A) **Senator of Representation**
  - I. Serve as the club/organization representative to the Inter Club Council or Congress of Clubs.
  - II. Attend Central Florida Chapter board meetings as the Valencia Chapter representative.
  - III. Represent FES during tabling and special events.
  - IV. Assist in special projects as assigned by the President.
- B) **Senator of Communication**
  - I. Notify members, in advance, of meetings/events via e-mail and/or other media in use.
  - II. Distribute meeting minutes provided by the Secretary to members through email.
  - III. Send invitations and thank-you notes to guests and others (clubs, speakers, etc.).
  - IV. Assist in special projects as assigned by the President.
- C) **Senator of Marketing**
  - I. Create flyers for club recruitment and upcoming meetings/events.
  - II. Manage the Valencia Chapter website for FES.
  - III. Propose and initiate creative methods to recruit members.
  - IV. Assist in special projects as assigned by the President.
- D) **Senator of Philanthropy**
  - I. Schedule and coordinate volunteer opportunities for members to learn and reach out to the community.
  - II. Keep track of member's attendance and volunteer hours through the Florida Engineering Society.
  - III. Assist in special projects as assigned by the President.
- E) **Senator of Fundraising**
  - I. Propose and initiate creative methods to raise money for the Valencia Chapter.
  - II. Keep record of funds raised and provide funds to the chapter advisor as soon as fundraiser is over.
  - III. Assist in special projects as assigned by the President.

### **Section Four – Eligibility of Officers**

- A) Any person running for office must have, and maintain, an academic standing minimum of a 2.0 GPA and be enrolled for a minimum of six credit hours to qualify as a candidate.
- B) Each Executive Board position of this Student Section is elected by a secret ballot.
- C) Each Senator position will be appointed by the Executive Board.
- D) All elected student officers must be willing to abide by, and sign the Student Section FES at Valencia College Constitution. It shall be the responsibility of the Secretary to maintain the security of the original document in a secure location. Newly elected student officers are required to sign the Constitution before the start of their term.

## **ARTICLE IV – ELECTION OF OFFICERS**

### **Section One - Procedures for Elections**

- A) Elections shall be held during the spring semester of the academic year. Date is to be determined by the Executive Board.
- B) Nominations for all elective officers shall be held prior to the eighth week of the Spring semester.
- C) At the general body meeting following the nomination deadline, each candidate for a student officer position shall present to the Student Section a brief statement of qualifications and intentions. A limited question and answer period shall immediately follow each presentation, limitation to be set by the President.

- D) Elections shall be held during the same regular meeting following the speech of candidacy qualifications.
- E) A simple majority vote (fifty percent plus one person) of the active student members present will be required to elect student officers.
- F) Election shall be held in the following order: (1) President, (2) Vice President, (3) Secretary, (4) Treasurer.
- G) The newly elected officers shall take office as the new Executive Committee on the first day of the Fall semester following elections.
- H) The time between elections and the start of the Fall semester shall be a transition period. Newly elected officers shall meet with the current officer for their position and develop a transition plan. All officers must specify an officer transition meeting no later than two weeks following officer elections.
- I) If any office vacancy shall exist, a special election shall be held to fill the vacant position at the next scheduled general body meeting.

## ARTICLE V – MEMBERSHIP

### Section One

- A) Membership in the Student Section shall not be denied to any Valencia College student.

### Section Two

- A) **Active Student Member:** Current student at Valencia College in good standing per Valencia College guidelines, who has attended at least one general meeting during the academic semester.
- B) Length of membership shall be for one academic year.
- C) Membership renewal shall be automatic and perpetual until such a time as the member requests to leave the organization, remains active or no longer meets the requirements of an active member.
  - a. Inactivity for two consecutive semesters will result in membership being revoked. Student may reapply for membership.
- D) Membership with FES is strongly encouraged for all members. Membership in these organizations is not required for membership in the Student Section.
- E) All active student members have nominating and voting rights.
- F) Active student members will have priority to special events and be rewarded based on the point system located at:

<http://fesvalencia.weebly.com/faq.html>

## ARTICLE VI – DUES

### Section One

- A) No dues are required to be a member of *FES at Valencia College*.

## ARTICLE VII – COMMITTEES

### Section One

- A) Special purpose committees may be established by the Executive Committee as needed. The purpose and length of service for each committee shall be expressly outlined before the establishment of such a committee.

### Section Two

- A) The affairs of the Student Section shall be advised by an Executive Committee, which shall consist of the President, Vice President, Secretary, Treasurer, all other student elected student officers, and the Advisor (when applicable).

## **ARTICLE VIII – MEETINGS**

### **Section One**

- A) The Student Section shall hold two meetings per month. (Time and Place designated by the Executive Committee) Additional meetings may be held as arranged by the Executive Committee.

## **ARTICLE IX – QUORUM**

### **Section One**

- A) A quorum shall consist of not less than fifty percent plus one student members, provided that at least two members are current student officers.

## **ARTICLE X – REMOVAL OF OFFICERS**

### **Section One – Procedure for Officer Removal**

- A) A written grievance, with proof of wrongdoing, is filed by an Executive Board member or Faculty Advisor.
- B) After two written grievances, if said officer proves to wrongdoing once more, the Executive Board member, with guidance from the Faculty Advisor, shall decide on the validity of each grievance. A written decision shall be prepared no more than 14 business days from the last offense.
- C) If valid, the officer will be removed from office and will be required to forfeit possession of documentation and records relating to his position.

## **ARTICLE XI – RULES OF ORDER**

### **Section One**

- A) Meetings will be governed by Roberts Rules of Order newly revised, with the final process of meeting decided by the Executive Committee.

## **ARTICLE XII – AMENDMENTS**

### **Section One**

- A) All changes made to the FES Student Section Constitution shall be made only upon the completion of the following in the order they appear:
  - a. An active student member proposes a change.
  - b. The proposed change is clearly articulated as a motion and must be seconded by an active student member.
  - c. The Executive Board discusses the change at an officer's planning meeting.
  - d. The Executive Board drafts a copy of the Constitution with the change within 30 days of the motion, and presents the draft changes to the student members for a 30-day review and comment period.
  - e. All active student members reserve the right to voice their opinion during discussion prior to the vote on any proposed changes to the Constitution.
  - f. A draft of the proposed Constitution change(s) is presented to the officer board for a vote.
  - g. The Constitution change is passed by a two thirds vote of officer members present at the meeting provided a quorum is achieved as outlined above.
  - h. A final review is made by Valencia College Student Development.

### **Section Two**

- A) The Faculty Advisor shall have no vote in proposed changes to the Constitution but shall retain the right to advise and discuss any decision. Discussion and advisement shall be made solely on the basis

of: safety and security concerns for the organization, student members, and/or organization equipment.

### **Section Three**

- A) Any active student member not able to attend the vote may vote by proxy as outlined by the Executive Board.
- B) All Constitution changes passed shall take effect seven days from that vote, and are duly recorded as a revision date on the Constitution. The Secretary is responsible for maintaining a history of revisions to the Constitution.
- C) Upon change of the Constitution a new original copy shall be created and signed by the current officers. A new copy shall be distributed to all active student members.

## **ARTICLE XIII – HAZING**

### **Section One**

- A) This society/organization prohibits its members, both individually and collectively from committing any acts of hazing as defined:
  - a. “Hazing” as defined by 240.326, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person’s willingness to participate. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.
- B) In addition, hazing is prohibited at Valencia College pursuant to section 240.326, Florida Statutes and College policy.

## **ARTICLE XIV - ORGANIZATION AGREEMENT**

### **Section One**

- A) Organization agrees to abide by Florida State Statute 240.326 regarding hazing. Furthermore, agrees to abide by all Student Development policies as outlined in the student handbook, to check the organization’s mailbox regularly, to communicate via email upon request, and to update the organization’s records whenever there is a change.