

CONSTITUTION OF THE
MILWAUKEE SCHOOL OF ENGINEERING
STUDENT CHAPTER OF
THE SOCIETY OF AUTOMOTIVE ENGINEERS

Revised September 27th, 2014

Article I. Name

The name of this organization shall be the Milwaukee School of Engineering Student Chapter of the Society of Automotive Engineers, to be abbreviated MSOE-SAE

Article II. Purpose

The purpose of this organization shall be the following:

- A. To give members a better understanding of engineering developments in automotive and mobility related industries.
- B. To promote the exchange of information between members, educators, and industry through meetings, presentations, and tours.
- C. To promote sportsmanship, teamwork, and application of engineering knowledge through involvement in student engineering competitions.
- D. To provide an environment for social interaction among society members.

Article III. Membership

Membership in this organization shall be open to all undergraduate students at the Milwaukee School of Engineering subject to the provisions set forth in the by-laws.

Article IV. Officers

- A. There shall be eight officers elected by the general membership. They are: Chairperson, Vice-Chairperson, Secretary, Treasurer, Program Coordinator, Sponsorship Coordinator, Webmaster, and Design Team Liaison.
- B. There shall also be a Student Government Representative or multiple representatives according to the provisions set forth in the by-laws.

Article V. Amendments

The constitution may be amended at any meeting by a $2/3$ majority vote of the elected officer membership, provided a written notice of the amendment is given at the previous meeting. The by-laws may be amended by a $2/3$ majority vote of the elected officer membership, provided a written notice of the amendment is given at the previous meeting.

Article VI. By-Laws

By-laws shall be all rules and regulations not included within the articles and amendments of this constitution.

BY-LAWS OF THE
MILWAUKEE SCHOOL OF ENGINEERING
STUDENT CHAPTER OF
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Article I. Duties and Powers of Officers

A. Chairperson

The Chairperson of the chapter will:

1. Attend and preside over general meetings of the chapter and weekly officer meetings.
2. Oversee the planning of events, speakers, tours, open houses, special meetings, and other activities in which the chapter participates.
3. Maintain proper communication with members, officers, faculty advisor, local SAE section, Student Government, and engineering departments within the college.
4. Oversee the recording of activities of the chapter, including finances.
5. Appoint committees, call for reports from such committees, and follow up with all committees in order to insure continuity and execution of their assignments.
6. Ensure meetings, speakers, tours, and other special events are communicated to the membership.
7. Attend general and officer meetings of the chapter.

B. Vice Chairperson

The Vice Chairperson of the chapter will:

1. Fill in for the chairperson whenever the chairperson cannot fulfill their duties to the chapter.
2. Assist the chairperson with matters of the chapter when called upon.
3. Attend the meetings of the Student Government Association. *This duty may be delegated to any paid member of the chapter, but is still the vice chairperson's obligation to see that all SGA requirements are fulfilled.*
4. Attend general and officer meetings of the chapter.

C. Secretary

The secretary of the chapter will:

1. Record the minutes of all officer meetings of the chapter and maintain a history of the minutes.
2. Maintain a current email list for the chapter.
3. Announce meetings, speakers, tours, and other special events to the membership.
4. Maintain and keep current the bulletin board of the chapter.
5. Plan, collect articles, organize, and publish a newsletter of chapter activities, design projects, and announcements.
6. Attend general and officer meetings of the chapter.

D. Treasurer

The treasurer of the chapter will:

1. Maintain a current record of all chapter finances.
2. Maintain the chapter's bank account(s) and issue checks when needed.
3. Give a financial report to the chapter when needed.
4. Collect membership applications and dues from members.
5. Send all membership applications to SAE Headquarters, both new and renewal members.
6. Maintain a current record of the chapter's members.
7. Attend general and officer meetings of the chapter.

E. Program Coordinator

The Program Coordinator of the chapter will:

1. Plan, organize, and attend special events of the chapter including but not limited to tours and speakers.
2. Assist the chapter in raising awareness and boosting membership.
3. Assist other officers when called upon.
4. Follow up in appreciation with all speakers and tour hosts.
5. Attend general and officer meetings of the chapter.

F. Sponsorship Coordinator

The Sponsorship Coordinator of the chapter will:

1. Communicate with past, present, and potential sponsors in order to fundraise for the chapter.
2. Along with the Design Team Liaison, coordinate to ensure the design teams receive adequate funding.

3. Work with the development office to receive permission/help to solicit sponsorship.
4. Maintain a historic list of contributions to the chapter.
5. Attend general and officer meetings of the chapter.

G. Webmaster

The Webmaster of the chapter will:

1. Maintain and keep current the chapter website.
2. Maintain the chapter Facebook page.
3. Help with the design of presentational materials as well as flyers and brochures for the chapter.
4. Attend general and officer meetings of the chapter.

H. Design Team Liaison

The Design Team Liaison of the chapter will:

1. Coordinate with the design teams to ensure that their needs are identified, and to propose solutions to the officers of the chapter as necessary.
2. Communicate the funding needs of the design teams with the Sponsorship Coordinator.
3. Ensure that the design teams have current sponsorship and presentation materials available.
4. Coordinate design team reviews to the general membership as seen fit by the chapter officers.
5. Attend general and officer meetings of the chapter.

Article II. Quorum

A quorum shall consist of at least one third (1/3) of the voting membership or twenty (20) members.

Article III. Meetings

- A. Regular meetings shall be held during the even weeks of the Fall, Winter, and Spring trimesters.
- B. Special meetings shall be called at the discretion of the officers.
- C. No voting shall take place unless a quorum is present.

Article IV. Election of Officers

- A. Any member who complies with Article VII, Section A and has been a member of the organization for a minimum of two (2) full terms is eligible to be an officer.
- B. First-Time officer candidates are eligible only for the following positions: Secretary, Treasurer, Program Coordinator, Sponsorship Coordinator, Webmaster, and Design Team Liaison.
- C. The positions of Chair and Vice-Chair are open only to members who have held one the office of Secretary, Treasurer, Program Coordinator, Sponsorship Coordinator, Webmaster, and Design Team Liaison.
- D. A member is not eligible if he/she will be unable to fulfill their duties for a full term of office. (i.e. a student who intends to graduate during the school year)
- E. Elections for the next academic year will be held 8th week of Spring quarter.
- F. Officers shall assume their duties at the conclusion of the year during which they were elected.
- G. Nominations for the officers shall be opened a minimum of two weeks prior to elections, and nominations for each office will close immediately prior to the election of that officer.
- H. Officers shall be voted in the following order: Chairperson, Vice-Chairperson, Secretary, Treasurer, Program Coordinator, Sponsorship Coordinator, Webmaster, and Design Team Liaison.
- I. Officers must have and maintain a minimum of 2.5 for both cumulative and major G.P.A. (the SAE advisor will check the G.P.A. Quarterly, where the members do not have the right to obtain an individual(s) numerical G.P.A.)

Article V. Vacancies in Offices

- A. A vacancy occurring in the Vice-Chairperson, Secretary, Treasurer, Program Coordinator, Sponsorship Coordinator, Webmaster, or Design Team Liaison offices prior to the termination of the regular term of the office shall be filled by nominations and elections at the next regular meeting. An officer elected by this means is to remain in office for the remaining period of the regular term in office.

- B. In the event that a vacancy exists in the office of Chairperson, the Vice-Chairperson shall fill that office, and elections will be held for the office of Vice-Chairperson. If the Vice-Chairperson's office is also vacant, the Secretary will succeed the Chairperson, followed by the Treasurer.

Article VI. Student Government Representative

- A. At the time of elections, any member who desires to represent the organization at Student Government Association meetings, and also complies with Article VII, Section A, may volunteer to be a representative.
- B. A vote shall be taken by the general membership to approve each volunteer as a representative of the organization.

Article VII. Membership

- A. Membership Requirements
 1. Membership is obtained when an application for membership is submitted to the treasurer along with payment of dues.
 2. MSOE students who apply for membership must also have fulfilled the requirements set fourth in the MSOE student life handbook for students eligible to join organizations.
- B. Termination of Membership

Any offense by a member which shows malicious intent of destruction of MSOE-SAE property or any offense which disgraces the society name and image shall by brought before the executive committee who shall make a ruling as to what action should be taken.

Article VIII. Dues

Dues shall be assessed for both the student branch and SAE International. The amount to be assessed for student chapter dues shall be set each year by the governing officers at the first officer's meeting of the fall trimester.