

# The Constitution and By-Laws of the Southeast Student Chapters Conference

of

The American Society of Civil Engineers

**Revised March 25, 2011**

**Ratified March 23, 2012**

***THE CONSTITUTION OF THE  
SOUTHEAST STUDENT CHAPTERS CONFERENCE  
OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS***

We, the members of the Southeast Chapters Conference of the American Society of Civil Engineers, in order to foster desirable relations among the Student Chapters, and to further the knowledge of the standards and ethics of the Engineering profession, do ordain and establish this Constitution for the Southeast Student Chapters Conference of the American Society of Civil Engineers.

**ARTICLE I**

Charter Members of the Conference shall be the following chapters: University of Alabama, Auburn University, University of Tennessee and Vanderbilt University, with the addition of any chapters proving through any records that they are charter members who are actively involved in the conference. The membership of the Southeast Student Conference shall be comprised of the chapters as listed in the By-Laws of the Southeast Student Conference of the American Society of Civil Engineers.

**ARTICLE II**

The Membership of the ASCE Southeast Conference of Student Chapters shall be open to any school listed as belonging in the Southeast Conference by the official register of the current year. Membership shall be granted by approval of the Executive Committee, as set forth in the Conference By-laws.

**ARTICLE III**

SECTION 1. The Conference shall be governed by the Executive Committee consisting of two student delegates from each Member Chapter. The two delegates must both be in good academic standing and one delegate shall have at least one academic year remaining. Each chapter in the Conference shall have one vote in the Executive Committee meeting.

SECTION 2. The Executive Committee shall meet during each annual conference for the purpose of transacting any business properly brought before it, as provided for in the By-laws.

SECTION 3. The Executive Committee may recommend to the ASCE National Committee on Student Activities that member chapters be suspended from the Conference. In a like manner, the Executive Committee may request a chapter be reinstated to the Conference upon approval of the ASCE National Committee on Student Activities.

**ARTICLE IV**

SECTION 1. One conference shall be held annually. The host Chapter shall be chosen in a manner as provided for in the By-laws.

SECTION 2. The host Chapter shall be solely responsible for financing the Conference, as provided for in the By-laws.

**ARTICLE V**

The Constitution may be amended by a three-quarter vote of the Executive Committee present at the annual Conference.

**BY-LAWS OF THE  
SOUTHEAST STUDENT CHAPTERS CONFERENCE  
OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS**

1. The Proceedings of the Executive Committee Meetings shall be governed by Robert's Rules of Order.
2. A quorum shall exist if two-thirds of the Executive Committee are present at the annual Conference.
3. A tentative schedule of host rotation shall be set up among the members of the Conference as identified below. New members will be added to the list in the position just prior to the present host. The opportunity to host/co-host shall be offered to all members of the conference in the following order:

Florida Atlantic University  
Savannah State University  
Georgia Southern University  
Embry Riddle Aeronautical University  
University of North Florida  
Polytechnic University of Puerto Rico  
University of Florida  
University of Tennessee at Knoxville  
University of Central Florida  
Florida Institute of Technology  
Vanderbilt University  
Tennessee State University  
University of Alabama at Birmingham  
University of Alabama at Huntsville  
Alabama A & M University  
Florida Gulf Coast University  
Tennessee Technological University  
Auburn University  
University of South Alabama  
Florida A & M University – Florida State University  
Southern Polytechnic State University  
University of Miami  
University of South Florida  
University of Tennessee at Chattanooga  
University of Alabama  
University of Puerto Rico

4. SECTION A. The Chapter due to be the next host shall give at the Conference a tentative data for the next annual Conference.

SECTION B. The host chapter shall provide a corresponding secretary and Faculty Advisor whose names, postal addresses, phone numbers, fax numbers, and e-mail addresses shall be submitted to the other members of the Conference and whose duties shall consist of distributing information to all member chapters regarding upcoming meetings and other items of interest.

5. A copy of the Constitution, By-laws, minutes and complete final Conference report shall be sent to the National Office of the Committee of Student Services, to the Faculty Advisors of each member chapter and to the chapter presidents of the next two member chapters on the Conference host rotation list within two months following the data the Executive Committee adjourns each year. A letter of report availability shall

be sent to each member Chapter President at the time of report mailing, making the report available via request to the national office of Committee of Student Activities.

6. SECTION A. Each attending chapter and attending guest organizations shall pay a registration fee, determined by the host chapter, not to exceed two hundred dollars (\$200.00) per chapter and a fee not to exceed fifty five dollars (\$55.00) per attending member. These fees shall be used to aid conference expenses and provide appropriate awards for student competition as determined by the host Chapter.

SECTION B. Student competition shall be open to undergraduate ASCE student chapter/club members in good standing as verified by the Faculty Advisors. Notification of the type of competition and method of scoring shall be made available by the host at least four months in advance of the Conference Data.

SECTION C. Each chapter represented at the annual conference shall be limited to one entry in all conference contest competitions.

SECTION D. Judges shall be furnished by the host chapter and shall be a minimum of three in number.

SECTION E. Competition rules for events that are also held nationally should be those set forth by the national event. Additional criteria may be included by the majority of the member Chapters present in the business meeting when the proposal is voted on or by the host Chapter. Under no circumstance should the rules amended by the Conference cause any hindrance to the chapters' ability to compete in the national level.

7. Universities that are recognized by ASCE National office whose Student Chapters or Clubs were assigned to the Southeast Conference are eligible to compete. Nonmembers of the Southeast Student Chapter Conference (universities not listed in item 3 of the Conference By-Laws) desiring to attend a conference must notify the host chapter in writing no later than four months in advance of said conference. Registration fees as well as attendance fees per student shall be set by the host chapter.

8. If a significant amount (greater than \$500) is made from hosting the annual conference, then distribution of said significant funds is to be split evenly between the school that raised the money and conference host of the following year.

9. The By-laws shall require a three-fourths vote of the Executive Committee present at the annual conference for amendment.