

# **BY-LAWS & CONSTITUTION**



**ENGINEERS' COUNCIL AT THE UNIVERSITY  
OF HAWAI'I**

**INDUCTED SEPTEMBER 1998  
REVISED SEPTEMBER 2017**

# CONSTITUTION

## ARTICLE I. NAME

The name of this organization shall be the Engineers' Council at the University of Hawai'i hereafter referred to as the ECUH.

## ARTICLE II. MISSION STATEMENT

The Engineers' Council at the University of Hawai'i (ECUH) is a student-operated executive board, consisting of elected executive board (officer) positions, Affiliate College of Engineering (COE) Student Organization representatives, and a council member body. The mission of the ECUH is to provide unity action through cooperative, transparent, and effective representation of the student body of the COE at the University of Hawai'i at Mānoa. By collaborating with students, faculty, affiliate student organizations, affiliate project organizations, and professional partners, the ECUH serves to promote academic, intellectual, cultural, and social understanding throughout the COE, and to provide students with the finest education environment possible.

## ARTICLE III. CANONS

SECTION 1. Members of the Engineers' Council at the University of Hawaii, in the fulfillment of their organizational duties, shall:

- A. Represent the voice of the College of Engineering student body.
- B. Promote transparent communication between College of Engineering Faculty, professional partners, student organizations, and the student body.
- C. Promote academic, intellectual, cultural, and social rapport throughout the College of Engineering and the University of Hawaii.
- D. Advance the frontier of the engineering profession.
- E. Develop ECUH and its function.

## ARTICLE IV. MEMBERSHIP

SECTION 1. The ECUH shall be composed of three (3) branches of student members:

- A. The Executive Board (officers) (see Article V)
- B. Council members (see Article VI)
- C. Organization representatives (see Article VII)

SECTION 2. The ECUH shall include two (2) advisors.

## ARTICLE V. EXECUTIVE BOARD (OFFICERS)

SECTION 1. The elected executive board (officer) positions of the ECUH shall consist of a President, Vice President of Communications, Vice President of Events, Vice President of Finance, Vice President of Information Technology, Vice President of Internal Affairs, Vice President of Records, and Vice President of Student Affairs. These position holders shall be selected by means of popular vote (see Article XI).

SECTION 2. The position of Associated Students of the University of Hawai'i, hereafter referred to as ASUH Representatives, shall not be voted on, but shall be automatically occupied by the

current ASUH Senators to the College of Engineering. The participation of the ASUH Representatives in the ECUH executive board is a voluntary commitment. If opted out, the ASUH representatives shall be considered organization representatives.

#### ARTICLE VI. COUNCILMEMBERS

SECTION 1. The general members of the ECUH shall be selected by means of an ECUH-specific application process (see Article XI)

SECTION 2. There shall be neither a maximum, nor minimum limit to the number of council member positions. The number of councilmembers is dictated only by the number of applicants who pass the selection process.

#### ARTICLE VII. AFFILIATE STUDENT ORGANIZATION REPRESENTATIVES

SECTION 1. The Affiliate Student Organization representatives of the ECUH shall be selected by their own respective organization's election process (see Article XI).

SECTION 2. Each organization may have up to two (2) representatives.

SECTION 3. Affiliate Student Organization representatives shall be selected by a maximum of one month following the beginning of each academic semester.

#### ARTICLE VIII. ADVISORS

SECTION 1. The faculty advisor shall be the Dean of the College of Engineering or his/her appointed representative.

SECTION 2. The student advisor shall be a former executive board member nominated and chosen by the majority of ECUH (See Article XIV).

SECTION 3. Both the student and faculty advisor shall be non-voting members of the ECUH.

#### ARTICLE IX. QUALIFICATIONS

SECTION 1. All members of the ECUH shall be either (1) registered students of in the College of Engineering at the University of Hawai'i at Mānoa with a semester credit standing of half-time or greater, or (2) registered students at the University of Hawai'i at Mānoa, in the pre-engineering program with a semester credit standing of half-time or greater.

SECTION 2. Executive board (officer) positions and organization representatives are required to maintain the minimum grade point average of 2.0, as required by the University of Hawai'i to hold student office.

#### ARTICLE X. AFFILIATE STUDENT ORGANIZATIONS

SECTION 1. All student organizations in the College of Engineering shall be accepted into ECUH as Affiliate Student Organizations (ASO) through the ECUH ASO selection process (see Article IX, Section 2).

SECTION 2. New Affiliate Student Organizations shall be voted in to ECUH. Once accepted into ECUH, the ASO shall undergo a one year probationary period, during which ECUH shall assess their performance and sustainability. During this period, the organization shall attend monthly ECUH general meetings, however they will not be given voting privileges. Upon completion of the probationary period, ECUH and its ASO representatives shall vote again on permanently accepting the new organization at the next general meeting. At this meeting, the new ASO shall give a brief presentation regarding their accomplishments during the previous year and demonstrate how they will be sustainable for future years. If there are no student members present from the new ASO at their permanent acceptance meeting, the vote shall be moved to the following general meeting. Should the new ASO be absent for four consecutive general meetings following the end of their probationary period, the new ASO shall no longer be considered for permanent acceptance. If the ASO wishes to gain permanent acceptance into ECUH after missing four consecutive general meetings, they shall be required to repeat the new ASO process again and complete one additional probationary year. New ASOs shall also fill out ECUH's Affiliate Student Organization form, which requires the organization name, positions of all officers and their respective contact information, faculty advisor contact information, and any other information deemed necessary.

SECTION 3. Affiliate Student Organizations Responsibilities and Requirements

- A. Shall be a sustainable organization that may or may not be a collegiate chapter of a professional engineering organization.
- B. Shall work closely with ECUH to promote cross-major cooperation, encourage student interaction, increase clear communication within the College, and attend monthly general meetings with ECUH and other ASOs to update on their current projects and events.
- C. Shall vote during general meetings with ECUH on issues pertaining to internal changes within the Engineers' Council and the acceptance of new ASOs.
- D. Shall have student representative present during monthly ECUH general meetings to represent their respective organization.

SECTION 4. Affiliate Student Organizations shall fill out a renewal form during each new academic year to remain an official Affiliate Student Organization of the ECUH.

## ARTICLE XI. AFFILIATE PROJECT ORGANIZATIONS

SECTION 1. All student led projects within the College of Engineering who applied for Matching Funding, shall also become an Affiliate Project Organization (APO) of ECUH. ECUH Affiliate Project Organizations are not required to be sustainable organizations.

SECTION 2. Affiliate Project Organizations shall fill out the ECUH's online application form, which will require the project organization title, project manager contact information, finance manager contact information, faculty advisor contact information, a list of all other members in the group, a brief description of the project, and other information deemed necessary.

SECTION 3. Affiliate Project Organizations are not required to attend ECUH's monthly meeting and are not given voting privileges during ECUH general meetings.

SECTION 4. Affiliate Project Organizations shall fill out a renewal form during each new academic year to remain an official Affiliate Student Organization of the ECUH.

## ARTICLE XII. ELECTION/SELECTION PROCESSES

SECTION 1. The upcoming officers of the ECUH shall be selected by means of popular vote by the voting body of the ECUH (see Article XIII). Nomination may be made by any member of the College of Engineering, self-nomination is also accepted.

SECTION 2. The election of upcoming officers of the ECUH shall be held at the second to the last general meeting of the school year. Nominees may choose to run for more than one (1) position. Nominees shall write a biography consisting of, but not limited to: chosen nominated positions, availability, contact information, experience, and etc. Biographies shall be reviewed by the participating members in the quorum. The set order in electing positions shall be: President, VP of Internal Affairs, VP of Communications, VP of Events, VP of Finance, VP of Information Technology, VP of Records, VP of Student Affairs. For each position, nominees shall deliver a speech for nominated positions followed by a Q&A session. When nominees are done presenting their speech, the nominees shall be voted on, using the standard voting protocols (see Article XIV). Non-elected nominees may slate down to open available positions. No one shall be elected for more than one position.

SECTION 3. In the event an elected executive board member ends their term early or cannot discharge their duties, the President may appoint a councilmember to temporarily assume and discharge the duties of the office until a replacement is elected or the elected executive board member can again assume the office. If the office of the President is left vacant or the President cannot discharge their duties, the VP of Internal Affairs may appoint a member of ECUH or themselves to temporarily assume and discharge the duties of the President until a special meeting is called. Upon the declaration of a vacancy on the elected executive board, ECUH shall hold a special election to fill the missing position for the remaining term, following the standard voting protocols (see Article XIV). Nomination may be made by any member of the College of Engineering, self-nomination is also accepted. Unless decided otherwise, this selection process shall take place at the next scheduled general meeting.

SECTION 4. The council member application process shall consist of an application form, consisting of availability and contact information, as well as a section consisting of short answer questions. These application forms shall be reviewed by the current executive board within 1-3 weeks upon receipt of application. The applicant will be interviewed by a minimum of 2 VP officers and the applicant's answers will be reviewed by the current executive board. The applicant will then be voted on, using the standard voting protocols (see Article XIV).

SECTION 5. The Affiliate Student Organization representatives of the ECUH shall be selected by their organization's respective election process. The ECUH shall have no say in the selection, or tenure process of these members.

ARTICLE XIII IMPEACHMENT

SECTION 1. In the case an executive board member fails to complete their responsibilities and tasks (By-laws), there shall be an impeachment process. A petition shall be written consisting reason(s) for impeachment. The petition shall be reviewed by the ECUH and the person being impeached shall present a speech followed by a Q&A session. The indicated person shall leave the discussion and the initiator shall give their speech. The impeachment shall be voted on, following the standard voting protocols (see Article XIV). Upon the declaration of a vacancy on the elected executive board, ECUH shall hold a special election to fill the missing position for the remaining term, following the standard voting protocols (see Article XIV).

ARTICLE XIV. TENURE

SECTION 1. This term of office for all ECUH executive board members shall last from election to election, covering two (2) academic semesters or one (1) academic year. The term shall start at the beginning of each summer term, and end at the completion of the spring semester of each academic year.

SECTION 2. An exception shall be made for the tenure process if a member graduates, or leaves the College of Engineering during any non-spring semester. In this event, a special election shall be held to fill the open position (see Article XII Section 3). The subsequent term for the new officer shall last until the completion of the spring semester of that respective academic year.

ARTICLE XIV. VOTING

SECTION 1. Each executive board member officer of the ECUH, except the President, shall have one (1) vote.

SECTION 2. Each Affiliate Student Organization shall have one (1) vote, regardless of the number organization representatives.

SECTION 3. The President of ECUH shall break ties.

SECTION 4. Councilmembers shall have zero (0) votes.

SECTION 5. Quorum

- A. Members must be present to vote.
- B. If an executive board member (officer) is unable to attend a meeting, they may select a proxy to vote in their place. This proxy must be an existing member of the ECUH. Not meeting this requirement shall cause an executive board member to lose their vote.
- C. If an organization representative is unable to attend a meeting, they may select a proxy to vote in their place. This proxy shall be an existing member of their respective organization. Not meeting this requirement shall cause an organization representative to lose their vote.
- D. Quorum is not required for all meetings, but each member shall be notified of all meetings at least three (3) days in advance.
- E. Two-thirds (2/3) of the voting membership of the ECUH shall constitute a quorum.

- F. The President of ECUH does not count towards voting membership or quorum.
- G. An executive board member (officer) or organization representative shall only have one vote regardless of representing multiple clubs or being used as a proxy.

SECTION 6. Applicants in general election, special elections, and council member selection must receive majority vote (one more than half of the present representatives) to become an established executive board member or council member.

SECTION 7. The results of all elections shall be made public immediately following the election.

## ARTICLE XVI. MEETINGS

SECTION 1. Attendance by the elected executive board (officer) positions, Affiliate College of Engineering (COE) Student Organization representatives, and advisor(s) is required for general meetings. The ECUH shall hold general meetings at least once per month. General meetings shall be called by the President with at least three (3) days notice.

SECTION 2. Executive board meetings shall be attended by the elected executive board (officer) positions. Executive board meetings shall be called by the President with at least three (3) days notice. The ECUH shall hold executive board meetings at least twice per month.

SECTION 3. Council member meetings shall be attended by the elected executive board (officer) positions and councilmembers. Council member meetings shall be called by the President with at least three (3) days notice. The ECUH shall hold council member meetings at least twice per month.

SECTION 4. Committee meetings shall be attended by the committee members and committee head. Committee meetings shall be called by the committee head or elected executive board (officer) positions in charge with at least three (3) days notice. Committee meetings shall be held at least once per month.

SECTION 5. Special meetings shall be called by the President with at least three (3) days notice.

## ARTICLE XVII. ATTENDANCE

SECTION 1. General meetings attendance:

- A. If an executive board member is unable to attend a meeting, they are required to follow up with the current ECUH President.
- B. If an organization representative is unable to attend a meeting, they may send a proxy in their place. This proxy must be a member of their respective organization. If an organization representative fails to send a proxy in their place, they are required to follow up with the current ECUH President.
- C. Council members are not required to attend general meetings; however, they are highly encouraged to do so.
- D. If the President is unable to attend a scheduled meeting, the VP of Internal Affairs shall assume the position of the President for the course of the meeting.

SECTION 2. Executive board meetings attendance:

- A. If an executive board member is unable to attend a meeting, they are required to follow up with the current ECUH President.
- B. Council members are not required to attend executive board meetings; however, they are highly encouraged to do so.
- C. If the President is unable to attend a scheduled meeting, the VP of Internal Affairs shall assume the position of the President for the course of the meeting.

SECTION 3. Council member meetings attendance:

- A. If a council member or executive board member is unable to attend a meeting, they are required to follow up with any executive board members.
- B. If the President is unable to attend a scheduled meeting, the VP of Internal Affairs shall assume the position of the President for the course of the meeting.

SECTION 4. Committee meetings attendance:

- A. If a committee member is unable to attend a meeting, they are required to follow up with the committee head.
- B. If the committee head is unable to attend a scheduled meeting, the committee head shall appoint a committee member to lead the meeting.

ARTICLE XVIII. AMENDMENTS

SECTION 1. Amendments to this constitution shall be submitted to the ECUH in the form of a petition.

SECTION 2. Amendments become effective immediately after the approval by a two-thirds (2/3) majority of the ECUH.

ARTICLE XIX. UNIVERSITY OF HAWAI‘I POLICIES & PROCEDURES

SECTION 1. The regulations governing recognized University of Hawai‘i student organizations shall be followed as given in the booklet *Policies and Procedures for Student Organization*, published by the University Office of Student Personnel.

**BY-LAWS**

ARTICLE I. DUTIES OF THE OFFICERS

SECTION 1. President

- A. Shall preside at all meetings and elections of the Engineers’ Council of the University of Hawai‘i (ECUH).
- B. Shall represent this ECUH as its chief executive officer in all necessary University of Hawai‘i functions.
- C. Shall be in charge of room reservations for on campus activities.
- D. Shall have the power to appoint special committees as necessary.
- E. Shall have the power to schedule and conduct meetings.

SECTION 2. Vice President of Communications

- A. Shall be in charge of all correspondence.
- B. Shall prepare an ordered file of all correspondence.



- C. Shall be responsible for sending out a Monthly Newsletter to the students in the College of Engineering, informing them about current and future events.
  - a. The Newsletter shall include but are not limited to these categorized sections:
    - i. Upcoming Events
    - ii. College of Engineering News
    - iii. Scholarships
    - iv. Internship/Employment Opportunities
    - v. Other information submitted by the clubs, faculty, or staff within the College of Engineering
- D. Shall be responsible for all ECUH social media accounts and maintaining a professional, positive image on them.
- E. Shall be responsible for the management of the Communications and Publicity Committee (see Article V)

### SECTION 3. Vice President of Events

- A. Shall be responsible for the events that promote popular engineering topics social interaction among the students in the College of Engineering.
  - a. These events may include but are not limited to:
    - i. Competitions
    - ii. E-Week
    - iii. etc.
- B. Shall be responsible for getting feedback and making sure the students who attend such events feel it was worthwhile.
- C. Shall be responsible for the management of the Events Committee (see Article V)

### SECTION 4. Vice President of Finance

- A. Shall keep a file of all transactions.
- B. Shall be responsible for the timely application and notification of funding from the University of Hawai'i Chartered Student Organization and College of Engineering.
- C. Shall be responsible for the prompt payment of all debts.
- D. Shall report the financial status monthly to the ECUH.
- E. Shall submit budget proposal to the Association of Students of the University of Hawai'i (ASUH) as required.
- F. Shall be responsible for the ECUH Checking Account with the Bank of Hawai'i.
- G. Shall be responsible for budgeting the organization's funds and enforcing it.
- H. Shall be responsible for filing of taxes for the organization as a non-profit organization.

### SECTION 5. Vice President of Information Technology

- A. Shall be responsible for the continued maintenance and operation of the ECUH website, to ensure that other ECUH members can access and utilize these technologies fully.
- B. Shall be responsible for the continued maintenance and operation of all other Information Technology-related assets, to ensure that other ECUH members can access and utilize these technologies fully. These include, but are not limited to:
  - a. Ground-based storage services and solutions
  - b. Cloud-based storage services and solutions
  - c. Electronic communication services
  - c. External hardware devices

- d. External software devices

#### SECTION 6. Vice President of Internal Affairs

- A. Shall be responsible for the management of internal issues, concerns, and general follow-up between the executive board, council members, and organizations.
- B. Shall be responsible for the delegation, management, and follow-up of specified duties to councilmembers.
- C. Shall be responsible for amendments of the ECUH constitution and by-laws.
- D. Shall be responsible with providing the Projects committee with a 'To-Do' list of tasks designated by the executive board.
- E. Shall be responsible for scheduled meetings if the President is unable to attend.

#### SECTION 7. Vice President of Records

- A. Shall be responsible for recording meeting minutes.
- B. Shall be responsible for the management of the ECUH Calendar.
- C. Shall be responsible for the logistical documentation of activities and events, recording valuable data, including but not limited to:
  - a. Number of participants
  - b. Financial transactions and cost
  - c. Event effectiveness
- D. Shall be responsible for the archival of the above information in a medium that is easily accessible by other ECUH members.
- E. Shall be responsible for the creating and editing of the yearbook.
- F. Shall be responsible for the management of the records committee (see Article V).

#### SECTION 8. Vice President of Student Affairs

- A. Shall be responsible for the annual process of awarding the Holmes Hall Cup.
- B. Shall be responsible for maintaining an active line of communication between the ECUH and its Student Body on issues including, but not limited to:
  - i. the usage of student fees
  - ii. events
  - iii. general Q & A
- C. Shall be responsible for the year-round recruitment of councilmembers.
- D. Shall be responsible for the organization and upkeep of the ECUH storage, cupboard, bulletin board located in the POST building.

#### SECTION 9. Associated Students of the University of Hawaii (ASUH) Representative

- A. Shall be responsible for informing ECUH about ASUH Scholarships, Research Awards, Grad Test Prep Awards, RIO Funding, their application process, and strict deadlines.
- B. Shall aid engineering clubs and engineering students in drafting proposals for ASUH Scholarships, Research Awards, Grad Test Prep Awards, RIO Funding.
- C. Shall act as liaison between ASUH and ECUH, bringing up ECUH concerns to ASUH and vice versa.

- D. The direct level of participation of the ASUH Representative in the ECUH is a voluntary commitment. If opted out, the ASUH representative shall be considered as an organization representative.

## ARTICLE II. PARLIAMENTARY PROCEDURE

The parliamentary authority shall be Robert's Rules of Order, Revised Edition, except where otherwise provided for in this constitution or its by-laws.

## ARTICLE III. AMENDMENTS

The By-laws of the constitution may be amended by two-thirds (2/3) majority of all voting members in the ECUH.

## ARTICLE IV. DUTIES OF THE STANDING COMMITTEES

### SECTION 1. Events Committee

- A. Shall be responsible for assisting the Vice President of Events in the planning and execution of events that promote popular engineering topics, and social interaction among the students in the College of Engineering.
  - a. These events may include but are not limited to:
    - i. Competitions
    - ii. E-Week
    - iii. etc.
- B. Shall be responsible for assisting the Vice President of Events in getting feedback and making sure the students who attend such events feel it was worthwhile.
- C. Shall be responsible for assisting the VP of Records in collecting relevant data including but not limited to attendance, food consumption, and cost figures.

### SECTION 2. Information Technology Committee

- A. Shall be responsible for assisting the Vice President of Information Technology in the continued maintenance and operation of the ECUH website, to ensure that other ECUH members can access and utilize these technologies fully.
- B. Shall be responsible for assisting the Vice President of Information Technology in the continued maintenance and operation of all other Information Technology-related assets, to ensure that other ECUH members can access and utilize these technologies fully. These include, but are not limited to:
  - a. Ground-based storage services and solutions
  - b. Cloud-based storage services and solutions
  - c. Electronic communication services
  - c. External hardware devices
  - d. External software devices

### SECTION 3. Communications and Publicity Committee

- A. Shall be responsible for assisting the VP of communications in sending out a monthly online newsletter that includes but is not limited to:
  - i. Upcoming Events

- ii. College of Engineering News
  - iii. Scholarships
  - iv. Internship/Employment Opportunities
  - v. Other information submitted by the clubs, faculty, or staff within the College of Engineering
  - vi. Responses to general student suggestions and feedback collected by ECUH
- B. Shall be responsible for assisting the VP of Events in the promotion of upcoming ECUH and College of Engineering events.
  - C. Shall be responsible for assisting the VP of Communication in the management of all ECUH social media accounts and maintain a clear, positive, professional image on them.
    - a. Shall coordinate with the VP of Information Technology to promote and advertise the ECUH on the official ECUH website
  - D. Shall designate a graphics and merchandising leader that facilitates the design, production, and distribution of original ECUH memorabilia that includes but is not limited to shirts, hats, sunglasses, writing instruments, stationery, and banners.
    - a. The merchandising leader can choose to designate other councilmembers, with the approval of the VP of Internal Affairs, a special subcommittee to assist with the assigned duties.
    - b. May also be called on to assist with general purpose graphics design.

#### SECTION 4. Internal Affairs Committee

- A. Shall be responsible for carrying out assigned projects.
  - a. A leader of the projects committee shall be designated by the VP of Internal Affairs and will be responsible for coordinating the projects at hand and ensuring that they are completed in a timely and cost-efficient manner.
- B. Shall coordinate with the VP of Communication and Publicity, Fundraising, and Merchandise Committee to assist with any tasks that need additional assistance.

#### SECTION 5. Finance Committee

- A. Shall be responsible for assisting the VP of Finance with his or her tasks and duties handling the ECUH's monies.
  - a. These tasks may include but are not limited to:
    - i. Researching fundraising opportunities for the ECUH
    - ii. Coordinating fundraiser events with other ASOs
    - iii. Assisting the VP of Finance in applying for ASUH RIO funding, SAPFB funding, and any other funding opportunities
    - iv. Aiding the VP of Finance in processing reimbursement stipends for items purchased for the ECUH
    - v. Assisting the VP of Finance keep track of items bought for ECUH events and socials

### ARTICLE V. SPECIAL COMMITTEES

- SECTION 1. The President shall have the power to establish or extend special committees for the purpose of information, innovation, or maintenance of the programs of the ECUH.

- SECTION 2. The President shall have the power to discontinue special committees for the purpose of information, innovation, or maintenance of the programs of the ECUH
- SECTION 3. Committees, and respective committee chairpersons shall be appointed by the ECUH President with the approval of the ECUH majority.
- SECTION 4. Committee members shall be appointed by the committee chairperson.



