

# ASME Constitution

## [Space for Preamble]



EMBLEM

The official Society emblem is as shown in the accompanying illustration. The emblem incorporates the Society initials within a four-leaf clover design. It is a proprietary symbol to imply conformity with Society standards and practices.

The Society has registered its cloverleaf as a trademark. The registration mark must always appear with the cloverleaf on all printed material created, developed and owned by the Society. The designation is to be placed at the lower right of the cloverleaf between the M and S, as shown. The detailed instructions for use of the emblem and name are shown in the Graphics Guidelines manual.



SEAL

In official usage, the Society name shall be designated as either THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS, or the acronym ASME.

The official Society seal is as shown in the accompanying illustration. This seal constitutes part of the incorporation of the Society under the laws of the State of New York and is utilized as a seal to be fixed to official documents. The design indicates the lever of Archimedes, capable of lifting the world if supported at an appropriate fulcrum point.



Logo

The official Society logo is shown in the accompanying illustration. The logo symbolizes both the Society's history and its future and incorporates the ASME acronym and a globe. The logo colors are blue and black. It is used to indicate Society relationships or activities. Application has been made with the U.S. Patent and Trademark office to make this a registered trademark. The detailed instructions for use of the logo and name are shown in Graphics Guidelines Manual.



Initials

The official Society initials and their format usage shall be: ASME. The initials ASME have been registered as a trademark. When the Initials are used as a primary display on a product created, developed or produced and distributed by the Society, the trademark registration must appear at the lower right of the E, as shown:

## **Article I. Name**

**Section 1.** The name of this association shall be the American Society of Mechanical Engineers (ASME) Student Section at South Dakota State University (SDSU).

## **Article II. Purpose**

**Section 1.** The purpose of this society is to provide students an opportunity to learn more about mechanical engineering, to promote leadership, development, and opportunity among engineering students and other majors, to develop the science and art of mechanical engineering, to encourage originality in research, to foster engineering education, collaboration, and the exchange of information among members and others, and to promote a high level of ethical, moral, and professional standards.

**Section 2.** It is the responsibility of American Society of Mechanical Engineers (ASME) Student Section to uphold the Student Code and the educational mission of South Dakota State University.

## **Article III. Membership**

**Section 1.** The American Society of Mechanical Engineers (ASME) Student Section must accept new members without regard to race, color, creed, religion, national origin, ancestry, citizenship, age, gender, sexual orientation, or disability.

**Section 2.** Membership is open to all enrolled students, and SDSU students must comprise 50 percent plus one of the total voting membership.

**Section 3.** Any eligible person who completes an ASME "membership" application, whether on-line or paper, and pays their dues to the ASME national office, shall be deemed a member, upon filing with the Secretary.

### **Section 4. Eligibility**

1. ASME membership is open to students regularly enrolled in an approved curriculum (one which leads to a degree in engineering or engineering technology). Students enrolled in a two-year pre-engineering curriculum which is equivalent to the pre-engineering part of an approved curriculum are also eligible for membership. *[ASME (International) CONSTITUTION and BY-LAWS ARTICLE C3.1 MEMBERSHIP C3.1.7; By-Law B3.1.7 states: "An approved curriculum is one which leads to a degree in engineering or engineering technology." (As of July 2013)]*
2. Engineering graduate students are eligible for membership in ASME as either:
  - a. A Member, in as much as the Student Member program provides for promotion immediately upon receiving the baccalaureate degree in engineering; or,
  - b. A Student Member, if the applicant is a full-time engineering student, or a part-time engineering graduate employed below the rank of instructor by the college or university in which the applicant is enrolled (*ASME Student-Section Handbook, 2015*).

**Section 5.** All members have the right to vote, and hold office.

### **Section 6. Suspension and Expulsion**

1. Any member may be suspended or expelled from the organization for conduct obviously contrary to the constitution of the organization or for conduct which grossly impairs the rights of the members to enjoy the benefits of the organization.
2. The alleged offense must be submitted in writing or emailed to the organization by a member.
3. A motion for suspension or expulsion followed by a seconder will be made in front of the ASME member voting body.
4. The offending member/officer will have a chance to address the membership in defense of the charges
5. Following this the offending member shall have a right to a hearing before the organization at a special meeting and may be suspended or expelled only upon the affirmation vote of three-fourths of the voting members present.
6. The offending member has the right to appeal an adverse decision at a special meeting, and such offending members shall be reinstated unless the suspension or expulsion is again approved by two-thirds (2/3) of the voting members present.

## **Article IV. Officers**

**Section 1:** Elected officer is a member who holds the a title of Chair, Vice Chair, Treasurer, Secretary, Fundraising Chair, Advertising Chair, Competition Chair, Webmaster/Social Networking Chair, Industry Relations Chair, JEC & EXPO Representative Chair, and are required to be full-time, undergraduate or graduate students (*ASME Student-Section Handbook, 2015*). Officer(s) must be enrolled with at least 3 credits from a major at SDSU engineering college.

### **Section 2. Officers Duties**

1. **Accountability** – Officers and members of the sponsoring organization are responsible and will be held accountable for proper conduct at social functions and organized events. This includes security of persons and property (*SDSU Student Organization code: 11:08:01*).
2. An elected officer will have two weeks from the beginning of his/her term to review the ASME Constitution, ASME Student Section Handbook, and SDSU Student Organizations Chapter 11. This information will be provided to you by the ASME Advisor or Chair.

### **Section 3. Individual Officer(s) Duties**

#### **1. Chair:**

1. The Chair must be a member in good standing. He/she shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large.
2. The Chair is responsible for:
  - a. Presiding at all meetings.
  - b. Creating meeting agendas.
  - c. Serving as liaison between ASME International and the Section Society.
  - d. Insuring ASME officers and members are properly informed of meeting information.
  - e. Voting only in case of a tie.
  - f. Creating committee to carry out ASME activities.
  - g. Appointing committee officers that are subject to the approval of the Executive Committee.
  - h. Serving as an ex-officio member of all committees except the nominating committee.
  - i. Advising newly elected officers of duties in article IV, section 3, clause 2, and passing down all ASME information from electronic communication sources (i.e. internet) and any other information pertaining to membership.
  - j. Delegating task to officers.
  - k. Passing down all duties and information to incoming Chair.

#### **2. Vice Chair:**

1. The Vice Chair must be a member in good standing and will assist the Chair with Society affairs.
2. The Vice Chair is responsible for:
  - a. Presiding in the absence of the Chair.
  - b. Serving as Fundraising Chair and/or Advertising Chair when absent.
  - c. Informing members of meetings.
  - d. Issuing of Officer Awards (*Outlined in Article IV, Section 8*).
  - e. Passing down all duties and information to oncoming Vice Chair.

### **3. Secretary:**

1. The Secretary must be member in good standing.
2. The Secretary is responsible for:
  - a. Filling the vacancy of the Vice Chair and/or Treasurer in his/ her absence.
  - b. Recording the minutes of each meeting and distributing the meeting minutes within 24 hours of the meeting to the members via email and/ or website.
  - c. Keeping a record of the attendance at meetings and events.
  - d. Maintaining a current roster of membership.
  - e. Acting as historian, and maintaining all records of the organization
    - i. Making sure that records are filed in an orderly manner.
    - ii. Securing file cabinet.
  - f. Updating the event calendar.
  - g. Conducting the general correspondence of the club.
  - h. Passing down all duties and information to incoming Secretary.

### **4. Treasurer:**

1. The Treasurer must be a member in good standing and will be responsible for all Society financial affairs.
2. The Treasurer is responsible for:
  - a. Filling the vacancy of the Secretary in his/ her absence.
  - b. Handling all financial affairs of the organization.
  - c. Maintaining all necessary accounting ledgers and journals.
  - d. Maintaining the South Dakota State University bank account(s) in the organization name, requiring authorization of Chair for disbursement.
  - e. Recording of purchase food, drink, and supplies for all activities.
  - f. Keeping an itemized account of all receipts and expenditures and making reports as directed.
  - g. Reporting the current and past business of finances at the all officer and regular meetings.
  - h. Passing down all duties and information to incoming Treasurer.

### **5. Advertising Chair:**

1. The Advertising Chair must be a member in good standing.
2. The Advertising Chair is responsible for:

- a. Promoting the society section and section activities through the creation of formal: written, verbal, and visual communication (i.e. flyers, emails, electronic, etc...).
- b. Updating the ASME spot on the Joint Engineering Council (JEC) Board.
- c. Updating ASME display case.
- d. Collaborating with the Webmaster/Social Networking Chair to update electronic communication.
- e. Passing down all duties and information to incoming Advertising Chair.

**6. Activities/Industry Relations Chair:**

- 1. The Activities/Industry Relations Chair must be a member in good standing.
- 2. The Activities/Industry Relations Chair is responsible for:
  - a. Planning activities during the semester (i.e. picnics, social events, etc...).
  - b. Finding professionals in the industry to speak to the Section at monthly regular meetings.
  - c. Setting up company tours and visits with industry partners.
  - d. Working with Advertising Chair to increase attendance at events.
  - e. Collaborating ideas with the Outreach/Industry Relations Chair.
  - f. Passing down all duties and information to incoming Activities/ Industry Relations Chair.

**7. Outreach/Industry Relations Chair:**

- 1. The Outreach/Industry Relations Chair must be a member in good standing.
- 2. The Outreach/Industry Relations Chair is responsible for:
  - a. Identifying opportunities for group community service, especially Mechanical engineering related.
  - b. Organizing community service activities.
  - c. Collaborating with area schools to organize engineering events.
  - d. Finding professionals in the industry to speak to the Section at monthly regular meetings.
  - e. Setting up company tours and visits with industry partner(s).
  - f. Collaborating ideas with the Activities/Industry Relations Chair.
  - g. Passing down all duties and information to oncoming Outreach/Industry Relations Chair.

## **8. Fundraising Chair:**

1. The Fundraising Chair must be member in good standing.
2. The Fundraising Chair is responsible for:
  - a. Setting up fundraisers for the Section.
  - b. Stocking fundraising supplies (i.e. T-shirts, etc...).
  - c. Designing and ordering shirts for the Section.
  - d. Promoting new ideas for fundraising with and not limited to ASME: meetings, advertising, events, and outreach.
  - e. Passing down all duties and information to incoming Fundraising Chair.

## **9. Competition Chair:**

1. The Competition Chair must be member in good standing.
2. The Competition Chair is responsible for:
  - a. Relaying competition information to all ASME members, Mechanical Engineering Students, and all students pertaining.
  - b. Informing the Student Section of ASME competitions (i.e. Arthur L. Williston Award writing, Old Guard Student Professional Development Conference (SPDC), Student Design (SPDC) and all applicable competitions.
  - c. Collaborating with Advertising Chair and Website/Social Networking Officers to promote competitions (i.e. flyers, emails, etc...)
  - d. Collaborating with Outreach/Industry Relations Chair and Activities/Industry Relations Chair to plan ASME SDSU competition events and hosting SPDC.
  - e. Investigating the ASME website and other avenues for new competitions to promote at SDSU
  - f. Passing down all duties and information to incoming Competition Chair.

## **10. Webmaster/Social Networking Chair:**

1. The Website Chair must be a member in good standing.
2. The Website Chair is responsible for:
  - a. Regularly updating ASME SDSU electronic communication (i.e. website, Facebook, LinkIn, etc...).
  - b. Checking and replying to Chapter emails.
  - c. Updating passwords at the beginning of fall semester and when needed, and informing executive committee of updates.

- d. Passing down all electronic communication activities during meetings.
- e. Passing down all duties and information to incoming Webmaster/Social Networking Chair.

**11. JEC & EXPO Representative Chair:**

- 1. The JEC (Joint Engineering Council) & EXPO (Engineering Exposition) Representative Chair must be member in good standing.
- 2. The JEC & EXPO Representative Chair is responsible for:
  - a. Attending JEC meetings.
  - b. Reporting to JEC the activities of ASME.
  - c. Reporting the activities of the JEC to ASME meeting.
  - d. Voting for ASME in the JEC.
  - e. Relaying and coordinating JEC & EXPO information to all ASME meetings.
  - f. Passing down all duties and information to incoming JEC & EXPO Representative Chair.

**Section 4: Election** – The officers shall be:

- 1. Elected by ballot or any other means that sustain anonymity of the voter’s identity to the nominees.
- 2. Elected at the end of the spring semester by a majority of ASME members votes cast for the selected electing office.
- 3. Elected at a meeting where the ASME members will have been notified 30 days prior to election.

**Section 5: Term** – The officers shall serve for one regular academic year beginning at the start of South Dakota State University’s fall semester and will be held to the end of South Dakota State University’s spring semester.

**Section 6: Vacancy** – If a vacancy occurs in the office of Chair, the Vice-Chair shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

**Section 7: Special Election** – Officers shall be:

- 1. Elected by ballot or any other means that sustain anonymity of the voter’s identity to the nominees.
- 2. Elected at a time determined by an officer meeting and of which ASME members have been notified two (2) weeks in advance.
- 3. Elected by a majority of ASME members votes cast for the selected electing office.

## **Section 8: Awards**

1. Shall be presented to ASME Officers and Advisor(s) at the end of SDSU regular academic year for their served office:
  - a. Officer award will list officer's name, chair, duties and any special activities accomplish within his/her appointed ASME Officer year of service.
  - b. Officer award will be sign by the SDSU Department Head, ASME Advisor and ASME Section President.
  - c. Award will be presented by the SDSU ASME Section Chair, Vice Chair, Advisor, and/or any honoree guests.
2. Special award can be presented to any ASME member, SDSU Staff, and patron that demonstrates outstanding commitment or contributions to the Section.

## **Article V. Advisor (s)**

**Section 1.** The American Society of Mechanical Engineers (ASME) Student Section will have an advisor registered with the Office of Student Activities. This advisor must be a full-time employee of SDSU (*SDSU Student Organization code: 11:02:01*) preferably from the Mechanical Engineering Department in the College of Engineering.

**Section 2. In the absence of an advisor,** a new advisor must be selected by the Society.

1. The society will hold a special meeting to select and vote on a new advisor.
  - a. When proposing a new advisor there shall be at least one selection, but not limited to a secondary, tertiary and so on.
  - b. There shall be a 2/3 vote of current members to past each selection.
2. When the selection and motion has passed the selected advisor will be asked by the Chair and Vice Chair for their volunteer service.

## **Section 3. Term of service**

1. All advisor(s) of ASME Student Section term of service will be limited to one (1) year, renewable at the request of the organization and contingent upon acceptance by the advisor(s) designee (*SDSU Student Organization code: 11:02:05*).

## **Section 4. Duties**

1. The advisor will attend the meetings of the organization. He or she will advise the exercise of responsibility, but will not have the authority to control the policy of the organization. One of the duties of the advisor is to monitor financial conditions in conjunction with the student organizations leadership (*SDSU Student Organization code: 11:02:02*).

2. Maintain an awareness of the activities and programs sponsored by the student club.
3. Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club as often as schedule allows.
4. Assist in the orientation of new officers.
5. Explain and clarify campus policy and procedures that apply to the club.
6. Assist the Treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
7. Encourage mechanical engineering/engineering technology students to become involved in their ASME student section as an initial step in their program of professional development (*ASME Student Section Handbook*).
8. Ascertain that the activities and programs of the Student Section stimulate interest in the profession (*ASME Student Section Handbook*).
9. Create a professional awareness in each Student Member which will inspire them throughout their career to maintain a continuous and active membership in ASME (*ASME Student Section Handbook*).

#### **Section 5. Removal**

1. In the event of the need to consider removing an advisor, the organization will consult with the Office of Student Activities regarding possible options.

### **Article VI. Finances**

**Section 1.** The ultimate responsibility for financial obligations of the American Society of Mechanical Engineers (ASME) Student Section rests with the membership.

**Section 2.** Funds received from the Students' Association or South Dakota State University will be deposited in a South Dakota State University account under the name of American Society of Mechanical Engineers (ASME) Student Section and will comply with the business office procedures of South Dakota State University.

**Section 3.** If American Society of Mechanical Engineers (ASME) Student Section shall become and remain inactive for a period of 18 consecutive months, all funds in accounts belonging to American Society of Mechanical Engineers (ASME) Student Section shall be transferred to Activity Index 379350 – Special Programs, Student Activities.

**Section 4.** Signatures of the Treasurer and Chair are required for all disbursements.

**Section 5.** Statement of dues, to include:

1. Dues for each year will be paid upon filing of membership or renewal of membership. Dues will be made payable to the American Society of Mechanical Engineers in the amount of the annual membership fee. Payable on-line or mail-in check.

2. When the need arises, the Executive Committee has the power to recommend a local due, voted on by current officers with a required two-thirds (2/3) majority.

## **Article VII. Meetings**

**Section 1. Regular meetings** – Regular meetings shall be held at least monthly during the regular school year. Regular meetings may be called by the Chair or Vice Chair. All members must be given a minimum of 72 hours' notice, weekends and holidays excluded, prior to the meeting time.

**Section 2. Special Meeting** – Special meetings may be called by the Chair with the approval of two other officers.

### **Section 3. Quorum:**

1. A quorum shall consist of [one half (1/2) member and two-thirds (2/3) officers] of the membership.
2. A Quorum of members shall be present in order for the organization to vote on issues.
3. Quorum for ratification of a constitution or amendments will consist of two-thirds (2/3) officers.

**Section 4. Parliamentary Authority** – Robert's Rules of Orders shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **Article VIII. Committee(s)**

### **Section 1. Executive Committee:**

1. The Executive Committee will be made of the Chair, Vice Chair, Secretary, and Treasure.
2. Meetings will be held from time to time as the need arises and the option is reserved by the President to include the Advisor.

**Section 2. Special Committees** – The Chair shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

## **Article IX. Amendments**

**Section 1. Selection** – A constitutional amendment or new constitution, proposed by a member, shall be presented to the Officers in written or typed format.

**Section 2. Notice** – A notice of the amendment(s) or new constitution must be submitted to the Chair and Vice Chair at least one week prior to the proposing date and all Officers shall receive advance notice of the proposed amendment(s) or new constitution at least five days before proposing the amendment(s) or new constitution. This meeting will be

open to suggestion of other view points on the proposed amendment(s) or new constitution.

**Section 3. Officer's Review & Voting** – After the meeting where the proposed amendment(s) or new constitution was presented there will follow a scheduled officer meeting to review the proposed amendment(s) or new constitution. Next, a quorum of Officers is needed to ratify the proposed amendment(s) or new constitution.

**Section 4. SDSU Organizational Subcommittee** – Then the proposed amendment(s) or new constitution will be sent to SDSU Organizational Subcommittee for review and/or voting. If the reviewing SDSU Organizational Subcommittee finds discrepancies that need to be changed then another Officer meeting will be held to review and ratify the proposed amendment(s) or new constitution, again. This Officer meeting will be held at least three (3) week form the day of the reviewing SDSU Organizational Subcommittee to review and ratify the changes.

**Section 5. Approval** – The amendment shall be effective immediately unless otherwise stipulated in the amendment or when funding or higher approval is needed.

## **Article X. Statement of National Affiliation**

**Section 1.** Affiliated with the American Society of Mechanical Engineers (Note: Organization must attach a copy of the most current national/local constitution.)

**Section 2.** The American Society of Mechanical Engineers student section of South Dakota State University is a member of District C (*School code: 07050C, July 2010*).

**Section 3.** In the event of a conflict between the American Society of Mechanical Engineers (ASME) Constitution and Bylaws and SDSU Policies and Procedures, SDSU Policies and Procedures shall supersede.

## **Article XI. Dissolution**

Dissolution of this organization may occur upon a unanimous vote by a quorum of active members or upon request of the Office of Campus Activities or the Department of Mechanical Engineering.

## **Article XII. Disclaimer**

These by-laws should in no way conflict with the International ASME by-laws or the laws and regulations of the United States of America, the State of South Dakota, County of Brookings, City of Brookings or South Dakota State University. In the case of discrepancies, the highest official law will take precedence.

**Ratification/ Votes/ Date –**

**Officers Present:**  
Chair Austin VanderWal  
Vice Chair [Signature]  
Treasurer [Signature]  
Secretary Luna Payner  
Fundraising Chair [Signature]  
Advertising Chair [Signature]  
Competition Chair Jeff Clement  
Webmaster/Social  
Networking Chair \_\_\_\_\_  
Activities/ Industry Relations Chair Evan [Signature]  
Outreach/ Industry Relations Chair Evan [Signature]  
JEC & EXPO Representative Chair Kyle Kromer

**Date Ratified & Member Vote Count:**

- Ratified: 4/22/2015
- Drafted 4/22/2015 by Jeffrey Clement
- YES  & NO