

**CONSTITUTION
OF THE
ENGINEERING STUDENT COUNCIL
AT
MISSISSIPPI STATE UNIVERSITY**

ARTICLE I: NAME AND OBJECTIVE

Section A:

The organization established by this constitution shall be known as the Engineering Student Council of Mississippi State University, and shall be referred to as the ESC in the following articles of the constitution.

Section B:

The purpose of the ESC shall be to represent the interest of all students registered in the College of Engineering at Mississippi State University, and the ESC shall be subject to this constitution.

Section C:

The objectives of this organization shall be:

1. To provide the means whereby student members of the College of Engineering may express themselves effectively in programs that affect their social, intellectual, and professional, welfare.
2. To serve as a liaison between the students, faculty, and administration.
3. To coordinate and promote activities for the benefit of the College of Engineering.

ARTICLE II:

GOVERNMENT

Section A:

The election code of the organization shall be as follows:

1. ESC officer elections will be held at a regular meeting in the month of March or the month of April, to be determined by the current ESC officers. All officer positions listed in Article II, Section B will be elected at this time. Officer candidates must be current members of the ESC in good standing (as defined by Article II, Section D). All current ESC members and society representatives will vote upon officers in attendance at the meeting when elections are held.

2. The ESC officer elections shall be proctored by the ESC Commissioner. The Elections Commissioner shall be selected by the current ESC officers and presented to the council a minimum of two meetings prior to the first regular meeting at which ESC officer elections will be held. The individual selected as Elections Commissioner (hereafter referred to as the EC) must meet the following requirements:

- a. The EC shall be a current member of the ESC in good standing.
- b. The EC shall not be one of the current officers of the ESC.
- c. The EC shall not intend to seek an office in the upcoming ESC officer elections.
- d. The EC shall have been an ESC member for at least 3 semesters prior to the current semester.
- e. The EC will only vote in the case of a tie, to determine the winner.

3. The nomination period for officer candidates shall be considered open when the Elections Commissioner is presented to the council. No nominations may be made before this time. The nomination period shall end at the close of the regular meeting immediately prior to the first meeting when elections are to be held.

4. Any eligible member may be nominated for more than one office provided that he/she complies with Art. II, Section A, No. 3. If a nominee wins an election, any of that individual's remaining nominations are considered void.

5. The EC shall proctor the officer elections using the following protocol:

- a. The ESC President shall be elected first, followed by the Vice President, the Director of Communication, the Director of Legal & Finance, and the New Member Liaison.

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- b. Each candidate will have a maximum of 2 minutes to briefly talk about themselves and what they plan on doing for the council.
- c. Between each candidate, there will be a brief pause to allow the next candidate to take the floor. At which time, the next candidate will have the maximum of 2 minutes to speak.
- d. After all candidates have finished speaking, a 5-minute Question and Answer (Q&A) period shall be held. Questions from the floor may be asked of any or all candidates. Questions and comments must be directed to the candidates and can only be asked during the Q&A time. The Q&A time may be extended beyond 5 minutes by a majority vote of the eligible voters.
- e. After Q&A time is up, the ballot will be handed out. Once each member has voted, the ballots will be folded in half. If members of the floor do not comply to protocol, their vote will not be counted.
- f. After the EC has collected ballots for the president, the EC will then randomly pick a general member to help him/her count the votes. For the remaining offices, the newly elected president will fill the position of assistant by helping the EC count the votes.
- g. The individual receiving the most votes is declared the winner. If there is a tie between all the candidates, the EC will then vote to break the tie. If there is a tie between individuals receiving the most votes, the other candidates will be removed from the ballot and there will be a revote among the tied individuals. The EC and assistant will not disseminate this information if there is a tie.
- h. After votes have been counted, the EC will then come back in the room and name the winner.
- i. The rules listed above will be followed in all cases, even if there is only one candidate.

6. Special elections to fill vacant officer positions will be held using the normal election code with the following exceptions:

- a. The current ESC President shall serve as EC for the special election.
- b. The nomination period shall be open at the time that the special election is announced to the council members. The nomination period will be closed immediately prior to the beginning of the special election.
- c. A non-officer must assist the President/EC in counting the ballots.

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Section B:

The officers of the ESC shall consist of the following:

1. President -the duties of the President shall be as follows:
 - a. Administer and enforce the constitution
 - b. Call and preside over the ESC meetings
 - c. Instruct and require reports from the standing committees, and establish committees as needed.
 - d. Serve as the representative for the Engineering student body, and execute all other duties that may be required of the Office of the President.

2. Vice President - the duties of the Vice President shall be as follows:
 - a. Serve as principle assistant to the ESC president.
 - b. Serve as manager over Committee Directors responsible for projects, activities, and functions.
 - c. Perform the duties of the President during any period in which the President is unable to do so.
 - d. Serve as coordinator of the organization of presidents of engineering societies known as the Presidents' Roundtable.

3. Director of Communications -the duties of the Director of Communications shall be as follows:
 - a. Serve as manager over Committee Directors responsible for publications, public relations, Internet, outreach, and any other facet that has the name 'ESC' associated with it.
 - b. Record the proceedings of the meetings of the ESC.
 - c. Make the minutes available at the first meeting in April.
 - d. Maintain records and files of the ESC as directed by the President
 - e. Serve as or appoint the local NAESC Magazine Representative, reporting to the Southeast Region NAESC Magazine Representative
 - f. Perform the duties of the President during any period in which the President and the Vice President are unable to do so.

4. Director of Legal & Finance - the duties of the Director of Legal & Finance shall be as follows:
 - a. Serve as manager over Committee Directors responsible for fundraising and the constitution.
 - b. Supervise all financial matters of the ESC.

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- c. Prepare a budget with the current ESC officers and officers elect for the next operating year.
 - d. Perform the duties of the President during any period in which the President and the Vice President are unable to do so.
5. New Member Liaison- the duties of the New Member Liaison shall be as follows:
- a. Serve as a liaison to new members of the ESC.
 - b. With the Freshman Council Coordinator, serve as Co-Chair of New Student Convocation.
 - c. Organize a new member retreat to help members become more acquainted.
 - d. Obtain new member information and assist the Director of Communication in the upkeep of member records and information.
6. Freshman Engineering Student Council Coordinator – The Freshman Council Coordinator shall be elected by the current year’s Freshman Council. The duties of the Freshman Council Coordinator shall be as follows:
- a. Serve as a liaison between the Freshman Engineering Student Council and the full council.
 - b. With the New Member Liaison, serve as Co-Chair of New Student Convocation.
 - c. Assist the president of the Freshman Council in coordinating meetings and activities.
 - d. Keep the ESC informed of the progress of the Freshman Council.

Section C:

1. The members of the ESC will be composed of representatives from the sophomore, junior, senior, and graduate classes and a representative from each engineering organization. The freshman class will be represented by the Freshman Engineering Student Council.
2. Individuals wishing to become members must:
 - a. Submit an application for membership
 - b. Undergo an interview by the current ESC officers.

The current officer will then determine if an applicant is admitted to the ESC.

3. In selection of applicants, no new representatives from a particular class will be added if the number of current representatives exceeds fifteen. The maximum number of new representatives will be determined by the number of applicants and will not exceed fifteen minus the number of current representatives from that class.

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4. Organization representatives wishing to become members of the ESC must also follow the procedure in Part 3 above.

Section D:

1. An engineering organization's written request for membership on the ESC shall be subject to approval by a majority vote of the ESC.
2. The ESC shall endeavor to meet at least twice per month during the Fall and Spring semesters.
3. All ESC members present shall constitute a quorum.
4. When necessary, special meetings may be called by the ESC president or a majority of officers.
5. All members must have fewer than 3 unexcused absences per semester at ESC meetings and activities in order to return as a member of the ESC for the next semester. The ESC president may designate any event requiring ESC volunteers as a mandatory activity, and the same attendance rules applying to meetings will apply for any such event. Organization representatives are exempt from the obligation to volunteer at events, but must have less than 3 unexcused absences at regular meetings.
6. Any member or organization representative having 3 or more unexcused meeting absences in a semester shall be removed from the council. When a member or organization representative has two unexcused absences, he or she will receive a telephone call and a written warning from the ESC president or Director of Communications. At that time the member will have the opportunity to resolve the situation if there are extenuating circumstances. Communication via electronic mail to the member's or representative's official university email address, or the email address on file with ESC, will also constitute a written warning.

When an organization representative has two unexcused absences, their organization will be notified. If an organization representative is removed due to excessive absences, the organization will be notified and given the opportunity to select another representative.

7. An unexcused absence occurs when a member does not give an ESC officer an acceptable excuse at least one hour prior to the ESC meeting. In the event of an emergency, the member will have two weeks after the absence to give the Director of Communications an excuse.

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8. If an elected office, other than that of the ESC President, is vacated, the ESC President shall call a special election to fill the vacancy. This election will be held according to the rules set forth in Article II, Section A, Part 6. If the office of ESC President becomes vacant, the Vice President will ascend to the office of ESC President, and the office of Vice President shall be considered vacant.

Section E:

The following is a list of recommended standing committees and their recommended duties:

1. Executive Committee -the executive committee shall consist of elected officers and committee heads. The duties of the executive committee will be to meet and review all matters concerning the ESC.
2. Finance -the finance committee shall be responsible for organizing all fundraising activities, such as T -shirt sales and all raffles.
3. Student Affairs -the student affairs committee shall be responsible for working with the Engineering Outreach office to promote the college of Engineering to area elementary and secondary school students.
4. Student Activities -the primary responsibility of the student activities committee shall be the planning, organization, and implementation of E-Week. The committee is also responsible for New Student Convocation and any other activities targeted for students of the College of Engineering.
5. Public Relations -the public relations committee shall be responsible for the newsletter, publicizing all ESC activities, and maintaining the ESC website.
6. Homecoming Float – the homecoming float committee shall be responsible for building the official College of Engineering float during years in which the university holds a Homecoming Parade.

ARTICLE III:

FINANCE

The ESC shall have the authority to consider and approve any budget changes, which may become necessary.

ARTICLE IV:

AMENDMENTS

Section A:

The constitution may be amended by a 2/3 vote of the ESC members and society representatives present. Voting members and society representatives must be in good standing as defined by Article II, Section D.

Section B:

The constitutional amendment process shall be as follows:

1. Any member of society representative in good standing may present amendments at any general ESC meeting.
2. Amendment discussion will follow the proposal, however discussion will last no longer than a period of 10 minutes. A majority vote of the members and society representatives present will be taken to extend the discussion for another 5 minutes. After that time, discussion will be closed.
3. The Executive Committee will meet the following week to consider the changes to the amendment suggested at the initial proposal time. The Executive Committee will then finalize the proposal.
4. Upon review of the Executive Committee, further changes to the proposal will not be accepted.
5. Voting will occur 2 weeks following the amendment proposal at the next general ESC meeting.
6. Upon approval, an amendment will be initiated at the following general ESC meeting.