

Bylaws
of the
National Association of Engineering Student Councils, Incorporated
Last Amended April 8, 2006

Article I - Responsibilities of Executive Board Members

Section 1 - Executive Board

- A. The Executive Board is responsible for developing recommendations for amendments to the NAESC, Inc. Constitution and Bylaws to better define the roles of the officers and to optimize the operations of the organization. Executive Board members shall also have the specific responsibilities outlined in the constitution and bylaws. Board members may agree to share their responsibilities with other board members for the purpose of maximum efficiency. Board members may be actively supported by their councils in carrying out their responsibilities.
- B. All presidents and vice-presidents of the Executive Board shall prepare an annual report and all Executive Board members shall maintain documentation of management procedures and recommendations for succeeding board members one month before the national conference.
- C. The Executive Board shall provide an unbiased person, with NAESC, Inc. experience, who is knowledgeable of Robert's Rules to preside over the Voting Delegates meetings at the National Conference.
- D. The Executive Board shall maintain the NAESC, Inc. Handbook and is responsible for all policies therein.
- E. The Executive Board is responsible for determining the group Mission Statement and individual positional objectives at the first Executive Board face-to-face meeting. The Executive Board's Mission Statement and positional objectives will be published immediately, on the NAESC, Inc. website, and through proper channels (i.e. regional websites, newsletters, etc).
- F. The Executive Board is accountable to all members of NAESC, Inc. as defined by the Constitution and outlined by the mandate procedure in the NAESC, Inc. Handbook.
- G. Members of the NAESC, Inc. Executive Board, who are at least eighteen (18) years of age, shall be permitted under law to enter into contracts (approved by the president) which are necessary to execute the duties of their office. Members of the Executive Board shall be considered to be acting on behalf of the Corporation as agents thereof.
- H. The National Executive Board is responsible for the selection of council awards at the National Conference. The National Executive Board member may not vote on any award where the National Executive Board member's own university is involved. In the event that quorum can not be established, the Advisory Board will vote in addition to the eligible National Executive officers.

Section 2

The President shall have the following responsibilities:

- A. To create and dissolve ad-hoc committees as needed to organize activities.
- B. To stay abreast of all Executive Board business and keep the board acting in accordance with the purpose as stated in the NAESC, Inc. constitution and duties defined in these bylaws.
- C. To coordinate the responsibilities, duties and activities of the NAESC, Inc. Executive Board
- D. To act as the official spokesperson of NAESC, Inc.
- E. To assist with the promotion of NAESC, Inc. awards presented at the national conference.
- F. To distribute the latest version of the NAESC, Inc. Constitution and Bylaws, and other internal documentation on a timely basis to the members of the Executive Board.
- G. To be accountable for progress towards adaptation of outstanding charges or mandates from the Voting Delegates Meetings and manage the executive board in a manner that maximizes the productivity of the executive board.
- H. To publish objectives for the vice presidents and the entire executive board during the first month of term.

Section 3

The Vice President of Finance shall have the following responsibilities:

- A. To administer the general operating funds of NAESC, Inc.
- B. To manage the collection of dues from voting member councils.
- C. To keep accurate records of all monies in the NAESC, Inc. accounts and of all NAESC, Inc. properties.
- D. To work with the Executive Board in preparing an annual budget and biennial financial statements for NAESC, Inc.
- E. To maintain the status of NAESC, Inc. as a not-for-profit organization. [501(c)(3)]
- F. To be responsible for preparing a projected budget for the following fiscal year and presenting this budget to the Voting Delegates at the national conference.
- G. To send monthly financial statements to NAESC, Inc. Executive Board.
- H. To maintain contact with accountants to ensure accurate records.
- I. To direct communication between all Regional Vice Presidents of Finance.
- J. To have the proper material and documentation available at the national conference in order for the incoming Executive Board to sign granting access to the appropriate positions for the respective accounts.

Section 4

The Vice President of Communication shall have the following responsibilities:

- A. To publish issues of the NAESC, Inc. Newsletter
 - 1. Within 15 days of the beginning of the term with content introducing the new Executive Board and individual term objectives.
 - 2. At least one month before the National Conference with content focusing on the National Conference.

3. Within one month after the National Conference with content focusing on the motions passed, events of the National Conference and closing remarks from the outgoing Executive Board.
 4. Within one month after each Face-to-Face meeting with content regarding the meeting.
- B. To publish at least two issues of the NAESC, Inc. magazine. The first issue will be distributed at the regional conferences; the second issue at the National Conference.
 - C. To direct communication between all Regional Vice Presidents of Communication.

Section 5

The Vice President of Administration shall have the following responsibilities:

- A. To provide a communication link between the NAESC, Inc. officers.
- B. To record the proceedings of all official business meetings, except for regional meetings, and distribute them to the Executive Board within 5 working days.
- C. To establish, maintain, and administer email distribution lists, a NAESC, Inc. Internet account, and a NAESC, Inc. web page.
- D. To establish & maintain a comprehensive database of all council & personal information of NAESC, Inc. members.
- E. To direct communication between all Regional Vice Presidents of Administration.
- F. To post and maintain online the membership information of NAESC, Inc. with content provided by the Vice President of Outreach.

Section 6

The Vice President of Relations shall have the following responsibilities:

- A. To initiate, maintain, and improve the relations between NAESC, Inc. and other professional organizations related to engineering and science.
- B. To strive to produce a positive image of the NAESC, Inc. nationwide by providing assistance to the President in his/her duty as the official spokesperson of the association.
- C. To investigate opportunities for outside support of NAESC, Inc. activities.
- D. To contact companies and professional organizations for financial support of NAESC, Inc.
- E. To keep the executive board up-to-date of companies contacted and activities involving professional organizations.
- F. To direct communication with all Regional Vice Presidents of Relations and the Director(s) of the National Conference.

Section 7

The Vice President of Outreach shall have the following responsibilities:

- A. To create and maintain a current NAESC, Inc. membership database to be made available online by the Vice President of Administration.
- B. To work in conjunction with the Regional Vice Presidents of Outreach to promote NAESC, Inc. to universities not currently participating in NAESC, Inc.
- C. To continually seek for and manage community projects sponsored by NAESC, Inc.

- D. To collect reports from each NAESC, Inc. Executive Officer. To publish and distribute a comprehensive annual report no later than sixty days after the closing of the national conference. This report shall include, but is not limited to, the following items: the past year's Executive Board members' annual reports, highlights of the national conference, the NAESC, Inc. Constitution and Bylaws, and a directory of the member councils. This directory shall include, but is not limited to, the following information: official council names, school names, mailing addresses, electronic mailing addresses, phone numbers, and fax numbers.
- E. To direct communication between all Regional Vice Presidents of Outreach.
- F. To acknowledge excellence in engineering student council activities through an awards program, the details of which are decided upon by the Executive Board.
- G. To promote NAESC, Inc. on the international level and establish working relationships with other international engineering organizations.

Section 8

The Director of the National Conference shall have the following responsibilities:

- A. To coordinate the NAESC, Inc. National Conference. The home council of the Director of the National Conference shall be the National Conference Coordinating Council and shall have the responsibilities defined in these bylaws.
- B. To work in conjunction with the Executive Board in order to plan content and develop ideas for the National Conference.
- C. To present a full disclosure of incomes and expenses in detail to the Voting Delegates at the national conference.

Section 9

The Regional Presidents shall have the following responsibilities:

- A. To stay abreast of all Regional Executive Board business and keep the board acting in accordance with the purpose as stated in the Regional constitution and duties defined in these bylaws.
- B. To coordinate the responsibilities, duties and activities of their respective Regional executive board.
- C. To represent the best interests of their regions at the national level by seeking an understanding of the needs of their regions through intra-regional communication.
- D. To act as a liaison between the national executive board and their regions so that a better understanding of each other's operation and current issues may occur.
- E. To inform member councils in their regions of the activities of the Executive Board.
- F. To recruit voting member councils for their regions.
- G. To assist in the formation of councils at ABET accredited engineering schools in their regions.
- H. To confirm council addresses each year and to inform the Vice President of Outreach of any additions or changes to the NAESC, Inc. database.

Article II – Responsibilities of Standing Committees

Section 1 – General Requirements

- A. Each standing committee as defined by Article IV, Section 8 of the NAESC, Inc. Constitution shall meet at least once per month.
- B. The means of meeting shall be at the discretion of the committee members and agreed upon by a simple majority vote of the committee.

Section 2 – Communications Committee

- A. Coordinate and publish at least three (3) issues per fiscal year of the NAESC, Inc. Newsletter.
- B. Coordinate and publish at least two (2) issues per fiscal year of the NAESC, Inc. Magazine.
- C. The timeline for publication shall be defined by Article I, Section 4 of the NAESC, Inc. Bylaws.

Section 3 – Relations Committee

- A. Initiate, maintain and improve relations between NAESC, Inc. and other professional organizations related to engineering and science.
- B. Strive to produce a positive image of NAESC, Inc. by providing assistance to the President in his/her duty as the official spokesperson of the Association.
- C. Investigate opportunities for outside support of NAESC, Inc. activities.
- D. Contact companies and professional organizations for financial support of NAESC, Inc.

Section 4 – Outreach Committee

- A. Create and maintain a current NAESC, Inc. membership database to be made available online by the Vice President of Administration.
- B. Work to promote NAESC, Inc. to universities not currently participating in the Association.
- C. Continually search for and manage community projects sponsored by NAESC, Inc.
- D. Coordinate an awards program to acknowledge excellence in engineering student council activities as specified by the Executive Board.
- E. Promote NAESC, Inc. on an international level and establish working relationships with international engineering organizations.

Article III – Nominations and Elections

Section 1

All nominees for Executive Board positions must be enrolled in accredited engineering schools for the full term of office, with the exceptions of summer terms and cooperative education terms. Nominees must also be members of voting member councils.

Section 2

Nominees for President and Vice President positions shall be required to complete an application. The Executive Board shall develop the application and make it available to voting members at least one month prior to the national conference. The applications shall be due to the President by the nomination deadline set by the Executive Board and the National Conference Coordinating Council. Self-nominations may occur.

Section 3

The election of these officers shall be held prior to the regional meetings and during the Voting Delegates' meeting at the national conference.

Section 4

The order of election shall be: President, Vice President of Finance, Vice President of Communication, Vice President of Administration, Vice President of Relations, and Vice President of Outreach. The Director of the National Conference shall be elected as part of the bid process.

Section 5

During the elections, each candidate will be given three minutes to speak on his/her behalf. A maximum of three minutes will be allotted for questions. No other nominees for this position shall be present during this time.

Section 6

If a candidate is not elected for a particular position, he/she shall be eligible to run for another position that has not yet been filled. The candidate will then have one minute to speak on his/her behalf and a maximum of two minutes will be allotted for questions.

Section 7

Prior to voting for each position, a five minute closed discussion will be held by the Voting Delegates. No nominees shall be present during this time. A simple majority vote shall be by secret ballot, the votes shall be tallied in full view of the Voting Delegates, and the results of the election disclosed immediately.

Section 8

In the event that there are no nominations for a given Executive Board position, the members of the Executive Board shall fill this vacant position by a simple majority vote at the first Executive Board meeting following the national conference.

Section 9

Confirmations of the Regional Presidents as members of the National Executive Board shall be made during the regional meetings at the national conference. Regional Presidents shall be elected in accordance with their respective regional constitutions.

Article IV – Regional Membership

Section 1

In order to facilitate the exchange of ideas, the country shall be divided into regions.

Section 2

There shall be five regions defined as follows:

North-Atlantic: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, Virginia, Vermont and West Virginia

Southeast: Alabama, Florida, Georgia, Kentucky, Mississippi, Puerto Rico, South Carolina and Tennessee

Midwest: Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin

Central: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas

West: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming

Article V – Membership

Section 1 - Voting Members

- A. Association dues shall be collected from member councils annually so that they may gain voting status.
- B. To become a voting member council a mandatory "Association Fee" of \$75 must be paid to the national Vice President of Finance prior to the national conference, by November 1 of the academic year of the National Conference. The voting status shall coincide with the fiscal year. Councils joining NAESC, Inc. at any point in the fiscal year shall be required to pay the full "Association Fee" by a deadline set by the Vice President of Finance.
- C. Only voting member councils may have individuals on the Executive Board.

Section 2

Non-voting member councils are defined as councils not submitting the \$75 Association Fee in a given year, yet are eligible for membership as defined by Article III, Section 1 of the NAESC, Inc. Constitution.

Article VI – Coordinating Council Selection

Section 1

Councils wanting to become the National Conference Coordinating Council must inform the current National Conference Coordinating Council in writing at least one month prior to the national conference and must be prepared to give a presentation at the Voting Delegates' meeting. Only voting member councils are eligible to host the national conference. These interested councils shall nominate one of their members to serve as the Director of the National Conference.

Section 2

The National Conference Coordinating Council shall maintain their voting member status and have their annual membership dues waived, or if already paid, reimbursed for the year it serves.

Section 3

Councils wishing to become the next coordinating council must submit a proposal to the National Conference Coordinating Council at the national conference. This proposal must include details of facilities and the willingness to commit to administrate the network for the ensuing year. All voting member councils are eligible to maintain the network. These interested councils shall nominate one of their members to report to the President. The next coordinating council shall be elected by a simple majority vote of the Voting Delegates present at the national conference.

Section 4

In the event no council submits a bid proposal to be the National Conference Coordinating Council, the Executive Board shall accept written bid proposals for an additional two months from the original deadline. Bid proposals received shall be distributed to all Voting Councils for comment. After a two-week period following the extended deadline, the Executive Board shall select a bid proposal.

Section 5

In the event no council has submitted a bid proposal by the date of the extended deadline as describe in Section 5, the Executive Board shall select a Director of the National Conference. The newly appointed Director of the National Conference shall ensure an opportunity for the Voting Delegates to meet at a national conference in the following year.

Article VII – National Conference Coordinating Council Responsibilities

Section 1

The National Conference Coordinating Council shall assist the Director of the National Conference in completing all tasks necessary to carry out conference proceedings.

Section 2

The National Conference Coordinating Council shall assemble a conference notebook containing information about the activities and structure of the councils attending the conference.

Section 3

The National Conference Coordinating Council shall ensure that the national conference occurs between 1 February and 1 May each year.

Article VIII – Regional Guidelines

Section 1

Each region shall hold one regional conference per year.

Section 2

Only a voting-member council can become the Regional conference coordinating council.

Section 3

The regional conference Coordinating Council shall choose one person to serve as the Director of the Region Conference, who acts as a liaison between the Coordinating Council and the Regional Executive Board.

Section 4

The Regional Conference Coordinating Council shall ensure that the Regional Conference occurs between 1 October to 1 December each year.

Section 5

Any items not covered in the NAESC, Inc. constitution and bylaws will be governed by the constitution and/or bylaws of that particular region.

Section 6

No region of NAESC, Inc. shall adopt any part of their constitution and/or bylaws which are in contradiction to the clauses of the NAESC, Inc. National Constitution and Bylaws.

Article IX – Usage of NAESC, Inc. Funds

Section 1

The budget and financial reports of the NAESC, Inc. shall be presented to the Voting Delegates at the National Conference.

Section 2

The fiscal year of the NAESC, Inc. shall run from 1 May to 30 April.

Section 3

A projected budget for the following fiscal year, prepared by the Vice President of Finance, shall be approved by a simple majority of the Voting Delegates at the Voting Delegates' meeting at the national conference.

Section 4

Any changes made to the approved NAESC, Inc. budget following the Voting Delegates Meeting at the National Conference shall require a three-fourths majority approval of the Executive Board.

Article X – Advisory Board

Section 1 - Membership

The Advisory Board shall be made up of an indefinite number of members:

- A. The members will be comprised of Active NAESC, Inc. Alumni, faculty from NAESC, Inc. schools, and representatives from industry and other engineering organizations.
- B. Active NAESC, Inc. Alumni shall be defined as students who have spent two or more years in the national organization and graduated with an undergraduate degree from a NAESC, Inc. member school.
- C. The majority of the advisory board membership shall be Active NAESC, Inc. Alumni.
- D. Members shall be appointed to a three-year term by each outgoing Executive Board at the national conference.
- E. The members appointed by the outgoing Executive Board must be approved at the Voting Delegates Meeting. Terms of the advisory board shall begin on 1 May.
- F. The Advisory Board will elect a chair for annual terms. The chair shall serve as the primary contact for all communication between the Advisory Board and the NAESC, Inc. Executive Board. Other offices may be elected as necessary, and may be created at the discretion of the Advisory Board.
- G. There is no limit on the number of terms a board member may serve.
- H. Outgoing executive board members are automatically eligible for the advisory board (regardless of student status) unless he or she is elected to another term as a national or regional officer.
- I. No more than twenty percent of the Advisory Board members will be affiliated with one school.

Section 2 - Responsibilities

- A. A minimum of one Advisory Board member shall be in attendance at all official Executive Board meetings and transition meetings. This includes those held during other NAESC, Inc. scheduled events, but does not include any electronic or teleconference meetings.
- B. Advisory board members may take part, as a consulting body, in all board meetings and Voting Delegates meetings, but may not make a motion or vote.

Article XI – Code of Ethics

Preamble:

Engineering is an important and learned profession. As members of this profession, engineers are expected to exhibit the highest standards of honesty and integrity. Engineering has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by engineers require honesty, impartiality, fairness, and equity, and must be dedicated to the protection of the public health, safety, and welfare. Engineers must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct. Students must also be held to these same standards if engineering is to maintain its status as a reputable profession. Further, student leaders have the added responsibility of ethically representing the interests of those by whom their power was vested.

Members of NAESC, Inc., in the fulfillment of their duties, shall:

- 1. Represent faithfully the opinions and interests of their respective schools, regions, and colleagues.
 - A. NAESC, Inc. members shall make every reasonable attempt to become aware of the opinions and values held by those whom they represent.
 - B. NAESC, Inc. members shall cast votes and make decisions concerning only those issues about which they are sufficiently informed.
 - C. NAESC, Inc. members shall act in a manner becoming of their representative roles so as to uphold the dignity of their respective constituencies.
- 2. Promote the general welfare of engineering education.
 - A. NAESC, Inc. members shall lead by example as pillars of honesty, neither committing nor tolerating academic or professional dishonesty in any form.
 - B. NAESC, Inc. members shall work cooperatively with the faculty and administration of their respective schools to foster environments more conducive to the academic pursuit.
- 3. Promote the ethical practice of the engineering profession.
 - A. Engineers shall hold paramount the safety, health, and welfare of the public.
 - B. Engineers shall perform services only in the areas of their competence.
 - C. Engineers shall issue public statements only in an objective and truthful manner.
 - D. Engineers shall act for each employer or client as faithful agents or trustees.
 - E. Engineers shall avoid deceptive acts.
 - F. Engineers shall be guided in all their relations by the highest standards of honesty and integrity.
 - G. Engineers shall at all times strive to serve the public interest.
 - H. Engineers shall avoid all conduct or practice that deceives the public.

- I. Engineers shall not disclose, without consent, confidential information concerning the business affairs or technical processes of any present or former client or employer, or public body on which they serve.
- J. Engineers shall not be influenced in their professional duties by conflicting interests.
- K. Engineers shall not attempt to obtain employment or advancement or professional engagements by untruthfully criticizing other engineers, or by other improper or questionable methods.
- L. Engineers shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice, or employment of other engineers. Engineers who believe others are guilty of unethical or illegal practice shall present such information to the proper authority for action.
- M. Engineers shall accept personal responsibility for their professional activities, provided, however, that engineers may seek indemnification for services arising out of their practice for other than gross negligence, where the engineer's interests cannot otherwise be protected.
- N. Engineers shall give credit for engineering work to those to whom credit is due, and will recognize the proprietary interests of others.

Article XII – Alcohol Policy

Section 1 - Purpose

The NAESC, Inc. Alcohol Policy exists to foster the professional focus of NAESC, Inc. events, to protect the reputation of the NAESC, Inc. organization, to protect the safety of NAESC, Inc. members and nonmember participants, and to prevent the illegal consumption and distribution of intoxicating beverages.

Section 2 - Definitions

- A. Alcoholic beverages or intoxicating beverages are those beverages classified as such by the local and state laws of the jurisdiction in which a NAESC, Inc. activity is held.

- B. Participants shall be those individuals who are in any way connected to the events of NAESC, Inc. This shall include, but is not limited to event delegates, guests and volunteers. The term is intended to encompass all persons who are directly involved in NAESC, Inc. events and whose actions reflect upon NAESC, Inc. This term shall exclude persons involved in NAESC, Inc. events as independent contractors such as hotel employees, university employees and other persons employed by or associated with a third party.

Section 3 - Policy

A. Host universities or other sponsoring organizations of regional or national conference or other activities under the jurisdiction of NAESC, Inc. must provide substantial alternatives to intoxicating beverages at events at which said beverages are served and must provide an atmosphere in which alcohol consumption is not the primary focus. Should alcohol be served pursuant to this article, non-intoxicating beverages must be provided at no cost or at a cost reasonable compared to the cost of the intoxicating beverages being sold.

B. In the event alcoholic beverages are made available at NAESC, Inc. events, the services of third party bartenders shall be retained for general alcohol sale or distribution. Third party bartenders shall be licensed pursuant to the laws of the state of jurisdiction. Bartenders shall be considered an exception to Article XI, Section 2B.

C. Participants in NAESC, Inc. events shall be held liable for damages to public or private property. NAESC, Inc. shall not be held financially liable for property damages or medical expenses incurred as a result of irresponsible consumption of intoxicating beverages.

D. Participants in NAESC, Inc. events shall be governed by the laws of the state of jurisdiction and by restrictions made within this article. Participants under twenty-one (21) years of age shall not possess, consume, distribute or manufacture intoxicating beverages while at any NAESC, Inc. event.

Section 4 - Enforcement

A. Complaints for violation of this article may be lodged by any NAESC, Inc. member or any participant (member or nonmember) in a NAESC, Inc. event.

B. The NAESC, Inc. Executive Board shall hear all complaints for violation of this article. The Executive Board shall have the authority to assess penalties on the violators.

C. In all cases, the NAESC, Inc. Executive Board shall permit the alleged violator the opportunity to submit a rebuttal. The alleged violator shall have a period of not less than one week to submit a statement to the President of NAESC, Inc.

D. The Executive Board shall notify the alleged violator of its decision and assessed penalties and this notification shall be in writing. The Executive Board shall permit the alleged violator not less than thirty (30) days to submit a written intent to appeal prior to the start of any disciplinary action.

E. Violations of this policy shall permit the Executive Board to assess penalties on the violators. These penalties shall include, but are not limited to, dismissal from the NAESC, Inc. event in question, formal notification sent to the Administration of the member (or participant) in question, and suspension of participation rights for not more than two years. The Executive Board may assess multiple penalties provided it has acted in compliance with Section 4F of this Article.

F. The Executive Board shall not act arbitrarily or capriciously in its review of any complaint or its assessment of penalties.

Section 5 - Appeal

A. Violators of this article shall have to right to appeal the decision of the Executive Board by submitting a Motion for Appeal to the President of NAESC, Inc. not more than thirty (30) days following notification of the Board's decision.

B. A two-thirds majority of the Voting Delegates shall be required to overturn the decision of the Executive Board.

C. The decision of the Voting Delegates shall not be subject to appeal.