Bylaws of
The University of Kansas
Engineering Student Council

Article I - Name and Purpose

The name of this not-for-profit organization shall be the Engineering Student Council of the University of Kansas (herein ESC).

The purpose of ESC is to facilitate communication between the faculty and staff of the University of Kansas School of Engineering and its students, promote engineering education and involvement within the school, and serve as a collective voice for the engineering student community.
Article II - The Executive Board

Section 1 – The Executive Board

A. The Executive Board is composed of the President, Vice President of Finance, Vice President of Recruitment, and Vice President of Campus Relations.
B. The Executive Board is responsible for maintaining the bylaws of ESC.
C. The Executive Board is accountable to all members of ESC, as defined by its bylaws.
D. The members of the Executive board are expected to attend all ESC events and activities.

Section 2 – The President
The President shall have the following responsibilities:

A. To stay informed of all Executive Board business, and to keep the board in accordance with the purpose as stated in the bylaws of ESC.
B. To assure that all duties of positions stated in the bylaws are carried out.
C. To coordinate and delegate the responsibilities, duties, and activities of the ESC Executive Board and Board of Officers.
D. To assist with the promotion of ESC during any University of Kansas and/or School of Engineering events deemed fit by school authority (i.e. Dean of the School of Engineering).
E. To be accountable for progress towards adaptation of any outstanding charges from the Executive Boards of previous years.
F. To schedule and meet with the Associate Dean for Undergraduate Engineering Students in order to keep him/her informed the state of the organization.
G. To schedule and meet with the Executive Board to discuss the state of the organization and any other business.
H. To schedule and hold meetings with all officers of ESC to discuss the state of the organization, any progress towards events or activities, and any other business.
I. To schedule and hold ESC General Meetings, as defined below.
J. To make and run the agenda for ESC General Meetings, as defined below.
K. To delegate a liaison between the University of Kansas ESC and the Regional and National Chapters of NAESC should there not be sitting member on the National Association of Engineering Student Councils (NAESC) Executive Board in the council.
   a. Should there be more than one Board Member sitting on the NAESC Executive Board within the council, the duties of the NAESC Liaison will be transferred to the member of KU ESC who holds the highest NAESC Regional or National Board position.

Section 3 – The Vice President of Finance
The Vice President of Finance shall have the following responsibilities:

A. To support the other executives and officers in their responsibilities.
B. To attend the Executive Meetings, Officer Meetings, and General Meetings of ESC.
C. To develop a budget to be followed for the year.
D. To account for all money that transfers in or out of the ESC Bank Account.
E. To hold the position of Chairman of the Financial Advisory Council (herein FAC) within the School of Engineering, described as follows:
   a. To schedule FAC meetings to be held quarterly.
   b. To advertise these FAC meetings to the departments and organizations within the School of Engineering.
   c. To run FAC Meetings as deemed best to utilize time.
   d. To foster an unbiased environment for the presentation of FAC proposals.
F. To maintain the FAC Bylaws as set forth by Article VIII.
G. To account for the involvement of all organizations planning on receiving FAC Funding from the School of Engineering.
   a. To request and systematize monthly reports from said departments and organizations.
   b. To inform the Executive Board of organizations who have or have not met FAC funding requirements.
H. To conduct the FAC Audit and compile a report describing the spending habits of that year’s FAC recipients. The findings may be used by the subsequent year’s committee in allocating funds.

Section 4 – The Vice President of Recruitment
The Vice President of Recruitment shall have the following responsibilities:

A. To support the other executives and officers in their responsibilities.
B. To attend the Executive Meetings, Officer Meetings, and General Meetings of ESC.
C. To oversee the EXPO Chair(s), Outreach & Community Service Chair, and Freshman Council.
D. To act as a Liaison between the EXPO Chair(s), Outreach & Community Service Chair, Freshman Council and the Executive Board.
E. To have knowledge of the EXPO Chair(s) and Outreach & Community Service Chair positions and provide useful information to ensure the success of the Chairs.
F. To work with other entities including, but not limited to, The Engineering Dean’s Office, the Office of Admissions, and the Engineering Recruitment Coordinator to promote KU Engineering to K-12 students.
G. To coordinate the creation of the Freshmen Council within ESC, described as follows:
   a. To properly advertise the Freshmen Council within the School of Engineering.
   b. To advertise and hold interviews for positions within the Freshmen Council, positions described below.
   c. To regularly advise the Freshmen Council.
   d. To set an example of leadership and responsibility when in the presence of Freshmen Council, especially at ESC sponsored events and activities.

Section 5 – The Vice President of Campus Relations
The Vice President of Campus Relations shall have the following responsibilities:

A. To support the other executives and officers in their responsibilities.
B. To attend the Executive Meetings, Officer Meetings, and General Meetings of ESC.
C. To oversee the Activities Chair, Internal Relations Chair, Publicity Chair, and Technology Chair.
D. To act as a Liaison between the Activities Chair, Internal Relations Chair, Publicity Chair, Technology Chair, and the Executive Board.
E. To account for any information passed at any Executive Meeting, Officer Meeting, and General Meetings.
F. To record the proceedings of all official business meetings, including all Executive Meetings, Board of Officer Meetings, and General Meetings.
G. To record general members’ involvement in Engineering Student Council affairs.
Article III – Officers and Chair Positions of Committees

Section 1 – The Board of Officers

A. The Board of Officers is composed of the EXPO Chair(s), Activities Chair, Public Relations Chair, Internal Relations Chair, Outreach & Community Service Chair, Technology Chair, and Freshmen Engineering Student Council President.
B. The Board of Officers is responsible for ensuring that the activities and events described in these bylaws are carried out to their maximum potential.
C. The Board of Officers is expected to attend all Officer Meetings and General Meetings scheduled by the President.

Section 2 – The EXPO Chair(s)
The EXPO Chair(s) shall have the following responsibilities:

A. To fully plan, coordinate, and execute the annual Engineering EXPO.
B. To delegate the tasks of EXPO, outlined in previous EXPO binders.
C. To regularly report the progress in planning the event at Officer Meetings and General Meetings.
D. To seek advice from previous EXPO coordinators to ensure the growth and maturity of the event from year to year.

Section 3 – The Activities Chair
The Activities Chair shall have the following responsibilities:

A. To plan and coordinate the Frosh Frenzy event held within the first two weeks of classes under the guidance of the Vice President of Campus Relations.
B. To plan and execute Rockin’ on Learned Lawn as a school year kick-off event by working with the School of Engineering Events Coordinator and to plan faculty involvement with the event.
C. To co-coordinate with the Outreach & Community Service Chair the School of Engineering’s involvement in KU Homecoming.
D. To coordinate with the Engineering Career Center to plan the annual Spring Career Fair Student/Industry Mixer.
E. To coordinate Engineering Formal in the Spring.
F. To propose and coordinate other activities during the course of the school year.

Section 4 – The Public Relations Chair
The Public Relations Chair shall have the following responsibilities:

A. To publicize the General ESC Meetings.
B. To publicize any ESC events or activities.
C. To publicize any events of organizations who are active in ESC.
D. To publish a newsletter at least once a semester.
E. To lead the design of the ESC apparel, to be ordered in the Fall of the school year.
F. To manage social media including, but not limited to, Facebook and Twitter.

Section 5 – The Internal Relations Chair
The Internal Relations Chair shall have the following responsibilities:

A. To eliminate social barriers that may inhibit the council’s success.
B. To organize and execute at least one retreat for the Executive Board and Board of Officers.
C. To maintain internal records as deemed necessary by the President.
D. To have knowledge of all internal records from the previous two years.
E. To coordinate the annual Gould and Locke awards as follows:
   a. To properly advertise applications for the Gould and Locke awards.
   b. To schedule and hold a meeting with FAC representatives to decide on the winners of the Gould and Locke awards.
   c. Gould awards are to be presented to the most outstanding advisor and the most outstanding professor within the School of Engineering.
   d. Locke awards are to be presented to the most outstanding student in his/her final year as an undergraduate of the School of Engineering.

Section 6 – Outreach & Community Service Chair
The Outreach & Community Service Chair shall have the following responsibilities:

A. To encourage ESC participation in the School of Engineering Mentoring Program.
B. To work with the Freshmen Council E-Week committee to plan and execute E-Week events.
C. To co-coordinate with the Activities Chair the School of Engineering’s involvement in KU Homecoming.
D. To seek involvement from other School of Engineering Student Organizations in ESC community service events.
E. To coordinate E-Club events at Lawrence schools throughout the academic year.
F. To work with any requests by community members for ESC to provide volunteers for events.
G. To coordinate any ESC involvement in KU campus service events including, but not limited to, fundraisers for causes and volunteering time and labor.

Section 7 – The Technology Chair
The Technology Chair shall have the following responsibilities:

A. To maintain and regularly update the Engineering Student Council Website (www.kuesc.engr.ku.edu)
   a. To post any newsworthy information.
   b. To keep an updated calendar of events.
B. To assist the EXPO Chairs in posting information pertinent to registration, contests, rules, and updates.
**Article IV – The Freshman Engineering Student Council**

**Section 1 – Purpose**

The purpose of the Freshman Engineering Student Council, herein known as FESC, is to provide a supportive and introductory environment where freshmen within the School of Engineering can take leadership roles and get involved within their school and under the guidance of ESC officers.

**Section 2 – Organization of the Council**

The Vice President of Recruitment will act as the liaison between FESC and the ESC Board of Officers, School of Engineering Faculty and Staff. The Vice President of Recruitment, alongside any other Officers available, will hold interviews for officer positions in FESC within the first month of school in session. The Vice President of Recruitment will then decide on those persons who would best fit each officer position.

Some FESC Chair positions correspond with ESC Officer counterparts. The freshmen serving on these positions will work with their counterpart in anything necessary.

**Section 3 – Officer Positions**

The following are permanent officer positions within the School of Engineering Freshmen Engineering Student Council: President, Vice President, Secretary, and Public Relations Chair.

**Section 4 – Officer Responsibilities**

A. The President shall have the following responsibilities:
   a. To meet regularly with the Vice President of Recruitment to discuss the state of the council.
   b. To schedule and hold bi-weekly general Freshmen Council meetings.
   c. To create and dissolve any committees needed to organize activities or events held by the Freshmen Council.
   d. To motivate the Freshmen Council in order to retain membership.
   e. To assist the other freshmen officers in their responsibilities.

B. The Vice President shall have the following responsibilities:
   a. To meet regularly with the President of FESC to discuss the state of the council.
   b. To assist the President in his/her executive responsibilities.
   c. To assist the other freshmen officers in their responsibilities.
   d. To assume the positions of President in the case where he/she is unable to continue the term.

C. The Secretary shall have the following responsibilities:
   a. To record the proceedings of all official business meetings in FESC.
   b. To compile an organized notebook containing reports and details on the events and activities sponsored by the Freshmen Council.

D. The Public Relations Chair shall have the following responsibilities:
   a. To coordinate the publicity or Freshmen Council events throughout the year.
   b. To assist the ESC Public Relations Chair in his/her responsibilities.

**Section 5 – FESC Committees**

The Vice-President of Recruitment and FESC President will create and dissolve committees as needed during the year. Committees will include, but are not limited to, EXPO, Activities, and Outreach & Community Service.
A. The EXPO Committee will have the following responsibilities:
   a. To assist the EXPO Chair(s) in any planning or organizing that they may request.
   b. To coordinate and run one or more activities on the Saturday of EXPO.
   c. To lead the decoration of the Engineering Complex to fit the theme decided by the EXPO Chairs.

B. The Activities Committee will have the following responsibilities:
   a. To assist the ESC Activities Chair in his/her responsibilities.
   b. To lead the planning of the Fall Festival.
   c. To coordinate the annual Dodgeball Competition, held in the Fall.
   d. To coordinate the annual Mulinazzi Cup, held in the Spring.
   e. To plan and promote new events and activities to be held by the Freshman Council.
   f. To compile an organized notebook containing reports and details on the events and activities sponsored by the Freshmen Council.

C. The Outreach & Community Service Committee will have the following responsibilities:
   a. To facilitate the organization of E-Club. These activities will promote Science, Technology, Engineering, and Mathematics (STEM).
Article V – Nominations, Elections, Resignations, and Impeachment

Section 1 – Position Requirements

All nominees for positions within the Executive Board or the Board of Officers must be enrolled in the School of Engineering and taking classes at KU for the full term of office. Self nominations may occur.

Section 2 – Special Requirement for the Executive Board

All nominees for the positions on the Executive Board must be enrolled in the School of Engineering and taking classes at KU for the full term of office. Additionally, they must be in good standing within the School of Engineering. They also must have held a previous position on the Executive Board or Board of Officers unless approved by majority vote of the current Executive Board and Board of Officers.

Section 3 – Nomination of Absent Individuals

In the case that an individual is absent from elections and wishes to run for office, they may submit a statement via email regarding the position(s) they wish to hold and why they believe they are qualified. The email is to be considered a self-nomination and the statement is to be read during elections by the president.

Section 4 – Election Setting, Announcement

The election for positions on the Executive Board or the Board of Officers will occur during a General ESC Meeting and the date is to be decided by the Executive Board. More than two weeks notice must be given, and the meeting must be publicized as an election meeting.

Section 5 – Order of Election

The order of election shall be as follows: President, Vice President of Finance, Vice President of Recruitment, Vice President of Campus Relations, EXPO Chair(s), Activities Chair, Public Relations Chair, Internal Relations Chair, Outreach & Community Service Chair, Technology Chair.

Section 6 – Election Details

The elections will be governed by Robert’s Rules of Order. The election for each position will occur individually, beginning with a call for open nominations for the currently working position. Then, each candidate will be given three minutes to speak on his/her behalf and three minutes will be allotted for questions towards the candidate. No other nominees for the position may be present at this time. Prior to voting, the general council may spend up to three minutes in closed discussion. A simple majority vote will decide the outcome, and the results of the election will be disclosed immediately.

Section 7 – The Re-Nomination of Rejected Candidates

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 same procedure of nomination shall be applied again to this individual.

Section 8 – Exclusivity of Executive / Officer Positions

Any new elect to a position is not permitted to subsequently run for another position within the Executive Board or the Board of Officers.
Section 9 – Resignation, Election

An official letter of resignation is required to resign from an Executive Board or Board of Officer Position. In order to quickly fill the position, an official election shall be held within the next two General ESC Meetings. The election will follow the above proceedings.

Section 10 – Impeachment

Impeachment will be left as a last resort. The process will begin with a typed report including reasons for impeachment, to be signed by three-quarters of the executives and officers. This report will be presented to the Associate Dean for Undergraduate Students for approval. Impeachment shall be in the form of a request for the position holder to vacate his/her position.

In the case that he/she refuses to vacate office, a unanimous vote of all members of the Executive Board and Board of Officers, not including the impeached member, can remove the position holder from their office.

In the case that the Associate Dean for Undergraduate Students does not approve the impeachment, the decision can be overturned by a unanimous vote of all members of the Executive Board and Board of Officers, not including the impeached member.

In order to quickly fill the position, an official election shall be held within the next two General ESC Meetings. The election will follow the above proceedings.

Section 11 – Positions available for Study Abroad/Co-Op Students

A. In order to maintain the involvement of engineering students who aspire to study abroad or participate in a co-op, the following ESC positions shall be made available for a term of one semester:
   a. Activities Chair
   b. Public Relations Chair
   c. Outreach & Community Service Chair

B. If the officer will be studying abroad or participating in a co-op in the Spring Semester, then he/she holds his/her officer position for the Fall Semester. An elections meeting, following the above proceedings, shall be held prior to the conclusion of the Fall Semester to elect the new officer to hold the position for the Spring Semester.

C. Should a member be studying abroad in the Fall Semester and be interested in running for an officer position in the Spring Semester, then he/she can only take a position in the following ways:
   a. In place of an officer who is retiring his/her position for the Spring due to studying abroad or participating in a co-op
   b. In place of an officer who has resigned their position or has been impeached.
   c. Having the Fall study abroad/co-op student and the Spring study abroad/co-op student run as a pair in the Spring elections with the intent of switching roles at the conclusion of the Fall semester.
Article VI – Membership

Section 1 – Definition of General Membership

Due to the open membership of ESC, any student within the University of Kansas is eligible. Officially, the student is required to attend an ESC General Meeting to become a member of the organization.

Section 2 – Non-Discrimination Policy for Membership

No qualifying individual will be denied membership nor will any student be subjected to discriminatory treatment or be excluded from participation in ESC meetings and/or activities on the basis of race, religion, color, gender, sexual preference, age, national origin, or handicap. ESC does not tolerate such actions by any other organizations within the School of Engineering.

Section 3 – Definition of Voting Members

Each Executive Board and Board of Officers position holder may have one vote towards the election, except in the case that the individual is a nominee for the position at vote.

Each department within the School of Engineering is granted one vote towards any election held at a General ESC Meeting. The departmental vote will be cast by FAC Department Representatives. In case of the absence of the FAC Representatives, the senior most member from that department may cast the vote on behalf of that department. The representative is not allowed to vote in the case that he/she is a nominee for the position at vote.

Each organization within the School of Engineering is granted one vote towards any election held at a General ESC Meeting. Organization representatives must be in good standing based on FAC requirements. The representative is not allowed to vote in the case that he/she is a nominee for the position at vote.

Each individual is only allowed to cast one vote and may not represent two departments or organizations at once. An individual must be present to vote; there will be no absentee ballots.
Article VII – Meetings

Section 1 – Meetings with the Associate Dean for Undergraduate Students

The President will schedule and hold weekly meetings with the Associate Dean for Undergraduate Students. These meetings will consist of updating the Dean in the current status of ESC as well as keeping him/her informed of any pertinent ESC business at hand and in the future.

Section 2 – Meetings as an Executive Board

The President will schedule with his/her Executive Board regular bi-weekly meetings in order to meet and discuss any official and pertinent ESC Business.

Section 3 – Meetings as an Executive Board and Board of Officers

The President will schedule regular monthly meetings in order to discuss any official and pertinent ESC business for both the Executive Board and Board of Officers. This will serve to eliminate any communication gap between the Executive Board and Board of Officers.

Section 4 – Meetings for the general members of ESC

The President will schedule this meeting at a regular time, bi-weekly, at a time that is relatively available to students within the School of Engineering. The goal of these meetings is to convey pertinent information to the general members of ESC and the general public within the School of Engineering. The Associate Dean for Undergraduate Students shall attend this meeting to update the attendees of any important news, and to answer any questions.
Article VIII – FAC Funding

A. The duty of the Funding Advisory Committee is to follow and maintain the FAC Bylaws.
B. The Executive Board and Board of Officers reserves the right to pardon an organization, with a majority vote, that does not meet the guidelines to apply for funding as deemed by the FAC Bylaws.
C. Should FAC Bylaws need to be amended, they will follow the process stated in Article X as FAC Bylaws are governed by ESC Bylaws.
   a. In regards to Section 3 of Article X, amendments to the FAC Bylaws can be made with a unanimous vote of the FAC representatives at a FAC meeting when a quorum is reached.
Article IX – Code of Ethics

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 ESC, in the fulfillment of their duties, shall:

A. Represent faithfully the opinions and interests of their respective departments, organizations, and colleagues. ESC members shall:
   a. Make every reasonable attempt to become aware of the opinions and values held by those whom they represent.
   b. Cast votes and make decisions concerning only those issues about which they are sufficiently informed.
   c. Act in a manner becoming of their representative roles so as to uphold the dignity of their respective constituencies.

B. Promote the general welfare of engineering education. ESC members shall:
   a. Lead by example as pillars of honesty, neither committing nor tolerating academic or professional dishonesty in any form.
   b. Work cooperatively with the faculty and administration of their respective schools to foster environments more conducive to the academic pursuit.

C. Promote the ethical practice of the engineering profession. Engineers shall:
   a. Hold paramount the safety, health, and welfare of the public.
   b. Perform services only in the areas of their competence.
   c. Issue public statements only in an objective and truthful manner.
   d. Act for each employer or client as faithful agents or trustees.
   e. Avoid deceptive acts.
   f. Be guided in all their relations by the highest standards of honesty and integrity.
   g. At all times strive to serve the public interest.
   h. Avoid all conduct or practice that deceives the public.
   i. 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. Not be influenced in their professional duties by conflicting interests.
   k. Not attempt to obtain employment or advancement or professional engagements by untruthfully criticizing other engineers, or by other improper or questionable methods.
   l. 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. 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. Give credit for engineering work to those to whom credit is due, and will recognize the proprietary interests of others.
Article X – Amendments

Section 1 – Proposed Amendments

Any individual may move to amend the bylaws at any officers’ meeting where the motion must then be approved by a majority vote of the officers. The amendment(s) will be presented at the subsequent general meeting.

Section 2 – Passing Amendments by General Meeting Vote

At the general meeting following the presentation of the amendment(s), they will be put to a vote, where a majority vote is required to pass the amendment(s). In order for the amendment(s) to be voted on, a quorum must be present. A quorum is defined as a majority of the current voting members.

Section 2 – Passing Amendments by Executive Board and Board of Officers Vote

Amendments to the Engineering Student Council Bylaws can be made with a unanimous vote of the Executive Board and Board of Officers of Engineering Student Council at an officer meeting when a quorum is reached.