

CONSTITUTION OF THE AMERICAN PUBLIC WORKS ASSOCIATION - UNIVERSITY OF MINNESOTA STUDENT CHAPTER

RATIFICATION DATE: 3/11/2015

Article I. Preamble

Section 1.01

The name of this organization shall be American Public Works Association – University of Minnesota Student Chapter. We, the members of this organization, do ordain this constitution of the American Public Works Association – University of Minnesota Student Chapter, of the University of Minnesota - Twin Cities, Minneapolis, Minnesota, as the Constitution for the members of this organization in accordance with the rules and regulations of the University of Minnesota, the laws of the State of Minnesota, and the laws of the United States of America.

Article II. Objectives

Section 2.01

This student group will operate as a non-profit organization. The objectives of the Chapter is to stimulate continued interest in and understanding of the dimensions of civil engineering and public works, and to guide students in the steps required to become a successful professional civil engineer within the field of public works while promoting the better good for the society. This association will also promote a spirit of unity by providing an opportunity for students to become acquainted with each other and practice working together effectively. This document shall act as a fundamental Chapter Constitution and as active By- Laws to govern Chapter business.

Article III. Membership

Section 3.01 Eligibility

a) Eligible members of this Chapter shall be students enrolled in at least nine credit hours per semester at the University of Minnesota -Twin Cities and be a student of the engineering department or public administration, planning, construction or other public works-related coursework.

Section 3.02 Active Membership

- a) Active membership is established upon payment of Chapter dues.
- b) Active membership is maintained by attending 50% of the General Chapter Meetings.
- c) Active membership can be reinstated during a semester by attending one or more General Meetings specified by the Chapter Officers as necessary.
- d) Active membership shall be reviewed following every semester.

Section 3.03 Active Member Privileges

- a) Active members will receive invitations to all Chapter sponsored events.
- b) Active members are included on all available e-mail list-serves.
- c) Active members will receive National APWA membership through the Chapter.

Article IV. Chapter Dues

Section 4.01

The Chapter dues of APWA shall be \$25.00 USD per year. Membership is for one year and will begin upon receipt of dues payment.

Section 4.02

Payment entitles members to all active membership privileges for one semester, and must be paid on or before a date designated by the Chapter Officers.

Article V. Chapter Meetings

Section 5.01

Regular Chapter Meetings shall be held on any day and at least once monthly. Meetings are open to all university students, faculty, alumni, or guests. At every Chapter meeting, it is the responsibility of each Officer to update the Chapter on current affairs concerning the respective position. Officer Meetings shall be held at least one day before the Chapter Meeting, at least once monthly, and must include a majority of the Officers.

Article VI. Chapter Officers

Section 6.01

The Officers of this Chapter shall be: President, Vice-President, Co-Chair, Secretary, Treasurer, and Advisor. All officers must hold a 2.0 or higher GPA.

Section 6.02

President

- a) Shall preside at all meetings of the Chapter and shall perform other duties that are incumbent in such an office. These duties shall include, but are not limited to:
- b) Shall announce the time and location of all General Meetings.
- c) Prepare a meeting agenda in coordination with other Officers,
- d) Promptly bring the meeting to order,
- e) Maintain charge and order of meeting,
- f) Politely acknowledge input from all members.
- g) Shall act as Chapter representative to the University of Minnesota administration and Student Government. Fulfilling functions such as attending Student Government meetings.
- h) Shall act as Student Chapter Representative to the APWA Minnesota Chapter and attend the Minnesota Chapter Annual Fall Meeting.
- i) Shall organize and preside over regular "Officer s' Meetings" to plan activities, meetings, and all general functions of the Chapter.
- j) Shall remain accessible to all members regarding the organization and administration of the Chapter.
- k) Shall act as a neutral moderator of Officer election proceedings. If the President is running for office, an Officer not running for office shall moderate elections.
- l) Shall keep an updated list of activities of the Chapter as delegated to the Vice President and be responsible that they are completed.
- m) Shall delegate Officers or members to assist in performing above listed tasks.

Section 6.02

Vice-President

- a) Shall act as Chapter representative in all activities and shall perform other duties that are incumbent in such an office. These duties shall include, but are not limited to:
- b) Shall attend all General Meetings
- c) Shall provide a short update at regular Chapter meetings.
- d) Shall provide regular information updates to members about upcoming activities or deadlines.
- e) Shall organize and coordinate all plans for the Minnesota Chapter Annual Fall Meeting.
- f) Shall act as Chapter Representative and organize Chapter participation in Engineering Week (E- Week) activities.
- g) Shall organize Chapter Fundraising efforts.
- h) Shall organize Chapter participation in Community Service projects.
- i) Shall organize Chapter Field Trips or Chapter participation in Field Trips conducted in conjunction with classes or other organizations.
- j) Shall contact and organize Speakers for occasional General Meetings.
- k) Shall delegate Officers or members to assist in performing above listed tasks.

Section 6.04

Co-Chair

- a) Shall perform duties that are incumbent in such an office. These duties shall include, but are not limited to:
- b) Shall attend all General Meetings.
- c) Shall prepare and submit the Annual Report of the Chapter every February to the National APWA with assistance of the Secretary.
- d) Shall delegate Officers or members to assist in performing above listed tasks.

Section 6.05

Secretary

- a) Shall keep a record of all transactions of the Chapter and shall perform other duties that are incumbent in such an office. These duties shall include, but are not limited to: attending all Chapter and Officer meetings; keeping chapter archives of all members, meetings, and activities.
- b) Shall document proceedings at all Chapter meetings and present accurate Minutes to all active members through e-mail.
- c) Shall update the Chapter website on a regular basis and archive all Minutes.
- d) Shall organize membership and manage content on the e-mail list-serve.
- e) Shall review the membership and determine active member status at the end of each semester or at any time when warranted.
- f) Shall notify any member that does not maintain active membership and may become inactive.
- g) Shall delegate Officers or members to assist in performing above listed tasks.

Section 6.06

Treasurer

- a) Shall take charge of all funds belonging to the Chapter and shall perform other duties that are incumbent in such an office. These duties shall include, but are not limited to: attending all Chapter and Officer meetings; collecting Chapter dues; organizing the proper disbursement of Chapter funds; preparing and maintaining a Chapter budget, and presenting an accurate balance of all accounts at each meeting.
- b) Shall be familiar with the policies of the Student Union and Activities Office and annually prepare proposals for the Chapter to receive funding.
- c) Shall organize the collection of all payments from members for participation in trips or conferences.
- d) Shall provide a central location where reimbursements to active members can be collected and documented to these funding accounts.
- e) Shall organize all funding from external sources, documenting all donations to the Chapter, and working with the Vice President to coordinate Fundraising documentation.
- f) Shall delegate Officers or members to assist in performing above listed tasks.

Section 6.07

Advisor

- a) Shall advise and assist the students in running the chapter These duties shall include, but are not limited to:
- b) Shall attend all General Meeting.
- c) Shall act as official point of contact for the Chapter.
- d) Shall ensure Chapter continuity by overseeing transitioning and training of new Officers.
- e) Shall maintain Chapter history and records from year to year.
- f) Shall screen and sign off on student membership applications.
- g) Shall ensure the Chapter has at least eight national student members by March 31 each year.
- h) Shall coordinate annual excellence award nominations.
- i) Report immediately to the Director of Student Unions and Activities any activities that may or will violate University policies.
- j) Review and adhere to the policies in the Student Group Official Handbook.
- k) Shall delegate Officers or members to assist in performing above listed tasks.

Article VII. Officer Elections

Section 7.01

Officers are elected by volunteering and then majority vote by members.

Section 7.02

Nominations for Officer positions may be made by any active member during a meeting at which Officer nominations has been designated. The nominee must accept the nomination in order to be considered a candidate. Election of new Chapter Officers shall be held on an annual basis early in the spring semester (February or March) to allow time to successfully train the following year's Officers.

Section 7.03

Terms of office are limited to one year, but officers may run for additional terms.

Section 7.04

Following nominations, the Officer positions shall be elected by secret ballot.

Section 7.05

Ballots shall be distributed to and collected from the active members. The candidates receiving the highest number of votes for each respective office shall be elected office for the following academic year.

Section 7.06

If an officer is scheduled to graduate after a fall semester (winter graduation), then active members can volunteer for the vacant position and be appointed by a consensus of active members in attendance.

Section 7.07

Officers shall hold office until their successors are duly elected and qualified, approximately coinciding with the academic year.

Article VIII. Removal from Office

Section 8.01

If any Officer does not perform his/her duties as outlined in the Chapter Constitution or in a manner that does not merit respect from the other Officers or the Chapter membership, they can be removed from office. A majority vote by the Officers or the active members is required to remove an Officer. The Officer's removal vote can be appealed by a majority vote of active members. A majority vote of the active members cannot be appealed.

Section 8.02

If any Officer cannot fulfill such duties as attending General or Officer Meetings or activities specified in their duties, they shall notify and appoint another Officer or member to serve in their place.

Section 8.03

Executive Officers must resign from his/her position if her/she is submitted to academic probation.

Section 8.04

In the result of an impeachment or removal from office of an executive officer at the next scheduled meeting, both nominations and installation of a new midterm officer will take place per Section 7.06.

Section 8.05

Faculty Advisor

- a) A faculty advisor shall be appointed in accordance with National APWA policies and approved by the College of Engineering and the Student Activities Office.
- b) The faculty advisor shall be included in at least half of Officer Meetings and shall vote in all Officer matters.
- c) Shall act as a mediator and tiebreaker in all votes.

Article IX. Financial

Section 9.01

The club shall not provide monetary gain, incidentally or otherwise to its directors or membership. This does not restrict the payment of wages, salaries, or incentives by the club for services rendered.

Section 9.02

Unless otherwise specified by the membership at the time of dissolution of the organization, residual assets shall be distributed to the following organizations according to the proportions below:

- a) Department of Civil Engineering (University of Minnesota Twin Cities) 50%
- b) College of Continuing Education (University of Minnesota Twin Cities) 50%

Article X. Amendments

Section 10.01

An amendment to this constitution may be proposed by presenting to the Chapter secretary a petition stating the desired amendment and containing the signatures of thirty percent of the active members of the Chapter. The petition shall be read at the next regular meeting. A sixty percent majority vote of the active membership of the Chapter shall be required for adoption.