CONSTITUTION

Chicago
Engineering Design Team

Ratified and Adopted on
April 24, 2003
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ARTICLE I: NAME AND OBJECTIVE

Section 1: Name of Organization

This organization shall be known as the Chicago Engineering Design Team or Chicago EDT for short.

Section 2: Objective

The objective of this organization shall be to enhance and provide practical applications for all aspects of theoretical engineering to include, but not limited to, the fields of computer, electrical and mechanical engineering, through the engagement of creative design projects.

ARTICLE II: MEMBERSHIP

Section 1: Eligibility

1.1 Membership shall be limited to students, faculty, staff, and alumni of the University of Illinois at Chicago (UIC).

1.2 Membership shall not in any way be contingent on prior knowledge, experience or field of study.

1.3 Membership and participation shall be free from discrimination based on gender, race, religion, handicap, or sexual orientation.

Section 2: Status

2.1 Membership will be divided into three groups: Active, Active-Retired, and Members-At-Large.

2.2 Active members are those members who are considered to be in good standing within the organization. Initial Active status will be granted to any Member-At-Large attending a scheduled organization gathering.

2.3 Active-Retired members are those members who, while still under good standing, have taken leave of all major projects and responsibilities within the organization. Active-Retired status shall be granted, upon request, to any Active member who has completed all pending duties and responsibilities.

2.4 Members-at-large are considered to be any members who are not of Active or Active-Retired status. Initial Member-at-large status will be granted to any eligible individual upon request.

2.5 All requests for membership status shall be approved by the Executive Committee.

2.6 The Executive Committee shall periodically review membership activity and make appropriate changes to the status of current members.

Section 3: Standing

3.1 Active members must meet the following requirements in order to remain in good standing within the organization:
3.1.1 Members shall be expected to either contribute ideas and designs to the goals of the organization or provide practical assistance in attaining stated goals.
3.1.2 If a member is unable to provide any documented design input during the course of a project, they shall be required to attend a minimum of five practical labs per academic semester.
3.1.3 Members shall be required to uphold and complete all duties and responsibilities assigned to them as officers or members of a project.

3.2 Any member who does not meet the requirements for good standing of Active membership will be assigned Member-At-Large status at the discretion of the Executive Committee.

Section 4: Expulsion

4.1 A member may be expelled from the organization for the following reasons:
   4.1.1 stealing equipment or abusing funds
   4.1.2 physically or verbally abusing other members
   4.1.3 any gross misconduct as deemed by the Executive Committee

4.2 In order for a member to be expelled, a majority vote (50%+1) must be obtained from all present voting members.

ARTICLE III: OFFICERS

Section 1: Executive Officers

1.1 Executive officers shall include the President, Vice-President, Treasurer, and Secretary.

1.2 Executive officers shall be chosen by the organization through the process of elections.

Section 2: Non-Executive Officers

2.1 Non-Executive officers may include, but are not limited to, the Webmaster and a Funding Officer.

2.2 Non-Executive officers shall be appointed by the Executive Committee, which shall make their decision from among all eligible applicants.

Section 3: Eligibility

3.1 Only Active members in good standing shall be eligible for election to office within the organization.

3.2 Faculty, staff & alumni may not serve as executive officers

Section 4: Terms of Office

4.1 The term of office for all officers shall be one calendar year and shall begin on June 1.

4.2 There shall be no enforced term limit.

Section 5: Elections
5.1 The election of officers shall be held annually during the first week of April.
5.2 Only Active and Active-Retired members are eligible to vote and must be present at
the time of the election in order to cast their vote.
5.3 A quorum of seven Active members must be present in order to conduct elections.
5.4 A candidate must achieve a 50%+1 majority to win an election.
5.5 If a majority vote is not obtained, a runoff of the top two scoring candidates shall be
held to decide the victor.

Section 6: Duties of Officers

6.1 President

6.1.1 The President shall have the power to establish new projects and enter into new
business transactions upon approval of the Executive Committee.
6.1.2 The President shall have the power to establish new offices and fill vacancies in
existing offices where such procedures are not already provided for.
6.1.3 The President shall preside at all scheduled organization gatherings.
6.1.4 The President shall assume all other executive duties not otherwise delegated.

6.2 Vice-President

6.2.1 The Vice-President shall assume all functions of the President should the latter
be absent or unable to perform his duties.
6.2.2 The Vice-President shall serve as the project leader on and shall have sole
authority over the organization’s primary design project and, as such leader,
shall be responsible for managing, maintaining the budget of, and ensuring the
timely completion of said project.

6.3 Treasurer

6.3.1 The Treasurer shall receive all funds and pay all debts of the organization as
authorized by the Executive Committee.
6.3.2 The Treasurer shall keep an exact record of all receipts and expenditures of the
organization and shall make the record available to the Executive Committee at
all scheduled gatherings.
6.3.3 The Treasurer shall also complete the year-end Financial Statements for
inclusion in the Annual Report of Activities.

6.4 Secretary

6.4.1 The Secretary shall create a record of all scheduled activities within the
organization and shall make said record available to all active members within
one week of the activity.
6.4.2 The Secretary shall be responsible for preparing all administrative paperwork
necessary to the operation of the organization.
6.4.3 The Secretary shall coordinate with the Webmaster to provide content for the
organization’s website and listserv.
6.4.4 The Secretary shall be responsible for the creation of all promotional or
informational posters and flyers for the organization.
6.4.5 The Secretary shall also provide all records of the previous year in the Annual Report of Activities.

6.5 Webmaster

6.5.1 The Webmaster shall be responsible for the content and design of both the public and private websites for the organization.
6.5.2 The Webmaster shall maintain any listserv related to the organization.

6.6 Funding Officer

6.6.1 The Funding Officer shall be responsible for establishing and maintaining contact with businesses in regards to donations, sponsorships, or informational requests.
6.6.2 The Funding Officer shall be responsible for securing necessary funds from external sources for the purpose of supporting new and continuing organization projects.

Section 7: Removal From Office

7.1 Any officer found to be grossly incompetent or irresponsible in their duties shall be recommended for removal from office.
7.2 For a recommendation of removal to be approved, a three-quarters majority of all Active members is necessary.
7.3 Any individual successfully removed from office shall be notified no later than forty-eight hours from the completion of the vote for removal.

ARTICLE IV: EXECUTIVE COMMITTEE

Section 1: Structure

1.1 The Executive Committee shall be comprised of the President, Vice-President, Treasurer, and Secretary.

Section 2: Duties

2.1 The Executive Committee shall be the primary governing body of this organization.
2.2 The Executive Committee shall conduct, on behalf of this organization, all business it deems necessary, including, but not limited to, the filling of vacancies or creation of offices and the authorization of expenditures.
2.3 The Executive Committee shall eliminate any unnecessary office not provided for in this Constitution.

Section 3: Approval

3.1 When the approval of the Executive Committee is required on any action, a three-quarters majority of the Committee shall suffice for approval unless otherwise dictated.

ARTICLE V: MEETINGS
Section 1: General meetings
1.1 General meetings shall be held a minimum of twice per academic year.

Section 2: Regular meetings
2.1 Regular meetings shall be held on an as-needed basis.

Section 3: Special meetings
3.1 Special meetings may be requested at any time from an Active member upon approval of the Executive Committee.

ARTICLE VI: DUES

Section 1: Dues
1.1 This organization shall not hold the power to levy any dues.

Section 2: Special Assessments
2.1 The Executive Committee shall have the power to levy a one-time assessment on members for unique and irregular activities and services.

ARTICLE VII: ADVISOR

This organization shall enlist the assistance of an advisor on all projects. The advisor of this organization shall be a full-time faculty member at UIC.

ARTICLE VIII: AMENDMENTS AND REVISIONS

Section 1: Proposition
1.1 Active members shall, whenever it is deemed necessary, propose amendments or revisions to this Constitution.

Section 2: Dissemination
2.1 Any proposed amendment or revision shall be formally submitted to the Executive Committee and subsequently disseminated to all active members a minimum of one week prior to being voted on.

Section 3: Requirements
3.1 Any vote for an amendment or revision to this Constitution requires a quorum of seven Active members.

Section 4: Ratification
4.1 For an amendment to be successfully ratified, a three-quarters majority of all present and voting members shall be necessary.

ARTICLE IX: RATIFICATION
The full agreement of the standing Executive Officers and three additional Active members shall be sufficient for the establishment of this Constitution of the Chicago Engineering Design Team.

Done through authorized consent of the undersigned members present the twenty-fourth day of April in the year two-thousand three.

(signed)

Warren Friedl – President
Justin Barth – Vice-President
John M. Ziobro – Treasurer
Cosmin Stroe – Secretary
David B. Gleason
Alexander Gray
Thida Kuor