

# **Wisconsin Engineering Student Council Constitution**



## **University of Wisconsin-Madison**

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# The Wisconsin Engineering Student Council Constitution

## Article I - Organization Name

The name of this organization shall be the Wisconsin Engineering Student Council, hereby referred to as WESC.

## Article II - Mission Statement

Section 1 The Wisconsin Engineering Student Council (WESC) serves as the voice and representation of all engineering students at the University of Wisconsin-Madison. WESC fosters cooperation and communication, acting as a bridge between students and administration to encourage camaraderie between students, student organizations, the College of Engineering, and the University as a whole. This is enacted by facilitating events, hosting listening sessions, and advocating for the overall student experience within the College of Engineering.

Section 2 WESC provides an avenue for student opinion in the daily and long term plans for the College of Engineering. Through monthly general member meetings, students and student organizations can discuss and recommend ideas for improvement in the CoE. WESC is a network for information, resources, and funding, providing students and student organizations a means to accomplish their goals. Through WESC's own college and campus-wide events, the student council aims to leave a lasting impact on the generations of students that come through this institution.

## Article III – Membership

Section 1 All undergraduate engineering students at the University of Wisconsin-Madison are highly encouraged and welcomed to join WESC. Graduate students are not eligible for membership. This includes, but is not limited to, the leadership positions (President, Vice President, etc.) in WESC, as they must be held by UW-Madison undergraduate students.

Section 2 Any executive board member or committee leader may be removed from their term of office by a  $\frac{2}{3}$  majority vote by all WESC Leadership members. The plan for accountability is to first meet with the President and Vice President, followed by a scheduled meeting with the current WESC advisor. If the situation continues to escalate, then a vote will be held during an Executive Board meeting no later than two weeks after the meeting with the WESC advisor. Following a vote in favor of removal, a mandated discussion will be held with the person in question with documentation of why the person is being removed, within one week of the final vote.

Section 3 In the case that any executive board member or committee leader is unable to finish their term of office, the vacant position shall be filled at the discretion of the President/Vice President by appointment.

Section 4 Membership and participation are free from discrimination on the basis of -- real or perceived -- race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity, gender expression, disability, creed, pregnancy, or status as a veteran. In addition to the categories covered under university policies and law, the Wisconsin Engineering Student Council is also committed to nondiscrimination on the basis of political affiliation, physical attributes, and socioeconomic status.

WESC is also committed to following the Regent 30-06 Policy on Recognition of Student Organizations. This policy states, “Student Organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization/s goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.”

Section 5 Students of the CoE are welcome to attend and bring forth ideas at WESC general meetings, but do not have the ability to vote on legislation or political appointments. All undergraduate students in the CoE are also invited and encouraged to attend all WESC events and activities.

Section 6 Executive Board members and Committee Leaders are required to attend all scheduled meetings for their position. If they are unable to attend a meeting, they must contact the President/Vice President with a reasonable excuse in advance. Executive Board members or Committee Leaders who cannot attend the meeting must send an alternative member in their place to present updates and field questions. Any Executive Board member or Committee Leader who misses more than two meetings in one semester without following this procedure shall be relieved of their duties. Committee members are not required to attend executive board meetings; it is up to the discretion of the Committee Leader.

Section 7 Active membership in WESC is defined as holding a leadership position (on the executive board or committee team) or participating in at least one of the designated committees. General membership is defined as attending one WESC-related event per semester. Events are categorized as general member meetings, virtual events, student forums, committee work, or any activity deemed appropriate to count toward this requirement by the President/Vice President.

Section 8 Membership and engagement in WESC will be tracked by the VP of Recruitment and Engagement.

#### **Article IV Organizational Structure and Elections**

Section 1 The Assistant Dean for Student Development and Student Organization and Engagement Manager shall be the advisors for the council. The WESC President/Vice President and lead advisor will regularly report to and receive input from the CoE Associate Dean of Undergraduate Affairs and/or Dean of the College of Engineering.

- Section 2 The Wisconsin Engineering Student Council Leadership Team shall consist of six executive board members (President, Vice President, VP Recruitment and Engagement, VP finance, VP Student Orgs, and VP Communications) and three committee leaders (Social and Wellbeing, Professional Development, and Freshman Involvement Network within Engineering) that shall coordinate all WESC business and activities in accordance with the constitution and bylaws. Their elections (or) elections for these positions will be held in accordance with Article IV, Section 3.
- Section 3 If defined within the position description, each member of WESC shall be generally elected by the engineering student body at the time denoted by WESC. The President/Vice President will decide the election process in conjunction with the executive board and the WESC advisor. All election logistics will be carried out by the WESC advisor.
- Section 4 The term of office for each voting member of WESC shall be defined as one full calendar year starting from the end of the academic school year.
- Section 5 All WESC business, including but not limited to; member meetings, events, elections, board meetings may be conducted in a virtual environment at any point if needed to maintain the health and safety of all students or to abide by campus regulations and policy.

#### **Article V - Amendments to the Constitution and Bylaws**

- Section 1 The approval of a constitutional or bylaw amendment shall require a  $\frac{2}{3}$  affirmative vote by the WESC Leadership.
- Section 2 Any member of WESC may propose an amendment to the constitution or bylaws.
- Section 3 The Wisconsin Engineering Student Council shall not adopt any bylaws that are in conflict with the constitution.
- Section 4 Amendments passed by the WESC Executive Board members and Committee Leaders shall become effective immediately.

## **Bylaws of the Wisconsin Engineering Student Council**

#### **Article I - Responsibilities of all WESC Members**

Section 1 Every elected WESC member shall have the following responsibilities:

- A. To be active participants in the programs and activities of WESC.
- B. To attend WESC meetings, events, and to follow the discipline policy proposed in Section 2 of Article III of the Constitution.
- C. To represent the Wisconsin Engineering Student Council in a positive and professional manner at all times.
- D. To foster a welcoming and inclusive environment without influencing others with any personal, political, or social beliefs.

- E. To maintain the ideals of the WESC diversity mission within the College of Engineering to better enhance the student experience.

## **Article II - Responsibilities of WESC Executive Board Members**

### Section 1 General Executive Board and Committee Leader Responsibilities:

- A. Develop recommendations for amendments to the Constitution and bylaws to better define the roles of the leadership team and to optimize the operations of the organization. WESC Executive Board members and Committee Leaders shall also have their specific responsibilities outlined in the constitution and bylaws.
- B. The WESC Executive Board and Committee Leaders are accountable to all members of WESC as defined by the constitution and bylaws.
- C. Attend weekly Leadership meetings and communicate with members of the Board.
- D. Aid in the creation of events, forums, and student feedback opportunities to gain insight into tailoring events to improve the student experience for all.
- E. Create turnover documents to allow for a smooth transition among new members of the leadership team.

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

- A. To act as a coordinator of responsibilities, duties, and activities of the Wisconsin Engineering Student Council.
- B. To maintain an understanding of the balance of the organization's bank account.
- C. To serve as an ex-officio member of all committees and act as the official spokesperson of WESC.
- D. To foster an inclusive environment, taking steps toward diversity and inclusivity and recording action in any incident of reported bias.
- E. To serve as the official "connection" between University leadership and WESC's leadership, general members, and the students of the CoE.
- F. To proactively engage with other student advocacy and government groups to collaborate on efforts to improve the student experience.
- G. To act as one of the main supervisors of each WESC leadership member and serve as the mediator of all committee affairs.
- H. To serve as the primary contact between WESC, ASM, NAESC, and our corporate sponsors.
- I. To align WESC and professional partners' goals to facilitate improvement.
- J. To review all funding applications, offer funding recommendations based on criteria and eligibility, and determine an organization's true need amount by removing all illegitimate and unreasonable requests.
- K. To keep inventory on all money spent and items used for prize giveaways throughout their term in office.
- L. Attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools' engineering student councils and how to improve WESC.

Section 3 The Vice President shall have the following responsibilities:

- A. To stay up-to-date on all executive board and officer business and keep the board acting in accordance with the purpose as stated in the constitution and duties defined in the bylaws.
- B. To act as a coordinator of responsibilities, duties, and activities of the Wisconsin Engineering Student Council.
- C. To maintain the upcoming events calendar for each semester.
- D. To serve as an ex-officio member of all committees and act as the secondary spokesperson of WESC.
- E. To foster an inclusive environment, taking steps toward diversity and inclusivity and recording action in any incident of reported bias.
- F. To act as the Secondary spokesperson of WESC.
- G. To facilitate communication between all members and committees, directing resources to members for assistance through communication with all Executive Board members and Committees.
- H. To review all funding applications, offer funding recommendations based on criteria and eligibility, and determine an organization's true need amount by removing all illegitimate and unreasonable requests.
- I. To keep inventory on all money spent and items used for prize giveaways throughout their term in office.
- J. Attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools' engineering student councils and how to improve WESC.

Section 4 The VP Communications shall have the following responsibilities:

- A. To ensure that the WESC website (WIN page) is working properly and up to date at all times.
- B. The WESC website must include at very least, the following:
  - o The web page must be aesthetically pleasing and informative.
  - o An up-to-date copy of the constitution of the Wisconsin Engineering Student Council.
  - o A current list of all WESC Executive Board members and Committee Leaders, including their email addresses.
  - o The current WESC email address.
  - o A committee membership application.
  - o A link to pictures and information describing who WESC is and what they do.
  - o Maintain and improve a positive image of WESC throughout the college.
- C. To manage the WESC Instagram account.
- D. To facilitate email communication with WESC general members and maintain the WESC mailing list.
- E. Create marketing materials for WESC events, including but not limited to posters, screensavers, and social media cover photos.
- F. Design WESC apparel and work with the President/Vice President to make apparel ordering plans.

- G. Attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools' engineering student councils and how to improve WESC.
- H. Assist with the grant/scholarship process for student organizations and students in the College of Engineering.

Section 5 The VP Finance shall have the following responsibilities:

- A. Ensure that as the concepts for events are established, a clear record of purchasing needs is documented.
- B. Document the effectiveness of the purchased items at each event.
- C. Communicate with our advisor to manage expectations for our ability to purchase for events.
- D. Communicate with College of Engineering industry partners for potential event sponsorship.
- E. Attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools' engineering student councils and how to improve WESC.
- F. Assist with the grant/scholarship process for student organizations and students in the College of Engineering.

Section 6 The VP Student Organizations shall have the following responsibilities:

- A. To assist in planning Fall and Spring E-Bash.
  - Attend E-Bash and represent WESC at E-Bash in a positive and effective manner
- B. Create a current list of all College of Engineering student organizations with two points of contact (ex. President and Vice President).
- C. Establish a form of communication to have at least monthly check-ins with organizations to ensure they are running smoothly.
- D. To proactively engage with other student advocacy and government groups to collaborate on efforts to improve the student experience.
- E. At the end of the academic year, ensure Engineering Student Organizations have listed the new points of contact for the coming year.
- F. Attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools' engineering student councils and how to improve WESC.

Section 7 The VP of Recruitment and Engagement shall have the following responsibilities:

- A. To assist in planning Fall and Spring E-Bash.
  - Attend E-Bash and represent WESC at E-Bash in a positive and effective manner.
- B. To host/assist at least one event per semester.
  - Use events to either recruit new members for WESC, engage members with games/prizes, or to coordinate resources for COE students.
- C. To oversee Committees and assist Committee Leaders.
- D. To attend NAESC (National Association of Engineering Student Councils) Midwest Conference to learn more about other schools' engineering student councils and how to improve WESC.



- E. To attend school-wide org fairs in Fall and Spring to represent WESC along with the President/Vice President and other members.
- F. To facilitate social and wellbeing events, professional development events, and freshman oriented events.
- G. To plan an end-of-year bash to celebrate and appreciate the engineering students' hard work throughout the school year.
- H. To track engagement within WESC as an organization through general member meetings and WESC events.
  - o Employ an engagement system to keep members of WESC active in the organization.

Section 8 The Social and Wellbeing Committee Leader shall have the following responsibilities:

- A. To assist in planning Fall and Spring E-Bash.
  - o Attend E-Bash and represent WESC at E-Bash in a positive and effective manner.
- B. To host/assist at least one event per semester.
  - o Use events to either recruit new members for WESC, engage members with games/prizes, or to coordinate resources for COE students.
- C. To oversee Social and Wellbeing Committee members.
- D. To attend school-wide org fairs in Fall and Spring to represent WESC along with the President/Vice President and other members.
- E. To facilitate social and wellbeing events, such as Valentine's Day Card Making and Cocoa and Cram.

Section 9 The Professional Development Committee Leader shall have the following responsibilities:

- A. To assist in planning Fall and Spring E-Bash.
  - o Attend E-Bash and represent WESC at E-Bash in a positive and effective manner.
- B. To host/assist at least one event per semester.
  - o Use events to either recruit new members for WESC, engage members with games/prizes, or to coordinate resources for COE students.
- C. To oversee Professional Development Committee members.
- D. To attend school-wide org fairs in Fall and Spring to represent WESC along with the President/Vice President and other members.
- E. To facilitate professional development events, such as Professional Skills Week and Major Exploration Night.

Section 10 The Freshman Involvement Network within Engineering (FINE) Committee Leader shall have the following responsibilities:

- A. To assist in planning Fall and Spring E-Bash.
  - o Attend E-Bash and represent WESC at E-Bash in a positive and effective manner.
- B. To host/assist at least one event per semester.
  - o Use events to either recruit new members for WESC, engage members with games/prizes, or to coordinate resources for COE students.

- C. To oversee FINE Committee members.
- D. To attend school-wide org fairs in Fall and Spring to represent WESC along with the President/Vice President and other members.
- E. To facilitate freshman oriented events, such as Engineering Campus Tours.

### **Article III – WESC General Meetings, Events, and Communication**

- Section 1 To fulfill the Mission Statement outlined in Article II of the Constitution, WESC will host at least one President’s Meetings over the course of the school year. President’s Meetings, run by the President/Vice President will be open to engineering student organization leadership to share ideas and strategies for how to improve the CoE.
- Section 2 WESC will host annual events that are meant to benefit all members of the CoE. Event goals may include, but are not limited to, student organization improvement, engagement, recruitment, professional development, and collaboration.
- Section 3 WESC may choose to host one-time events in addition to the aforementioned standing events. These could include, but are not limited to, student workshops, information sessions, feedback opportunities, and networking events.
- Section 4 A meeting will be considered “general” if WESC believes its contents are of importance to all undergraduates in the College of Engineering and can gain feedback to enhance the student experience.
- Section 5 Time and location of all WESC general meetings and events will be communicated to students in the CoE through advertising and/or email.

### **Article IV – WESC Executive Board Meetings**

- Section 1 WESC meetings shall be opened to the executive board and committee team. The President/Vice President may choose to close their meeting or portion of their meeting at any time.
- Section 2 All meetings will require a quorum, as defined in Article VII of the Bylaws, before beginning business.
- Section 3 At least two WESC Leadership meetings shall be held each month unless otherwise designated by the President.

### **Article V - Nominations and Elections**

- Section 1 The winner will be selected by having the most votes for the position and votes shall be by anonymous online ballot. The results of the election will be disclosed immediately.
- Section 2 In the event that there are no nominations for a given elected position, the members of WESC shall fill this vacant position by a simple majority vote on potential candidates at the first WESC Leadership meeting.

## **Article VI. Quorum**

Section 1        A minimum of  $\frac{1}{2}$  the active members of the WESC Leadership shall constitute a quorum, which shall be necessary to transact all business coming before a regular or special meeting.

## **Article VII. Committees**

Section 1        Unless otherwise defined in the bylaws, prospective members of each committee shall fill out a committee interest form to be placed on a committee. This form will be available through the WESC website and open year-round. Any student may apply to as many committees as they chose, but it is recommended that no student be on more than two committees in a semester.

Section 2        Each committee leader is responsible for hosting meetings regularly to keep their members involved and engaged in WESC programs.

Section 3        Board members assist their committee leader with accomplishing the goals of the committee and by leading initiatives described in their role by their committee leader.