

CONSTITUTION OF THE
ENGINEERING STUDENT ADVISORY BOARD
UNIVERSITY OF NEBRASKA—LINCOLN

***PREAMBLE:** The students of the College of Engineering at the University of Nebraska—Lincoln do hereby ordain and establish this undergraduate Student Advisory Board for the betterment of the College of Engineering, both through academic excellence and the creation of an enriched extracurricular environment.*

ARTICLE I. NAME

The name of this organization shall be the Engineering Student Advisory Board, hereafter referred to as "eSAB".

ARTICLE II. PURPOSE

eSAB strives to continuously improve the College of Engineering while acting as the central body providing communication, direction, ideas, resources, and extracurricular programming to students, organizations, faculty, and alumni. We serve as a representative of the College of Engineering to the community.

Section 1. Mission

The mission of the Engineering Student Advisory Board at the University of Nebraska-Lincoln is to support and connect all the students, faculty, and administration across the College of Engineering.

Section 2. Values

Students within eSAB should possess the values of being passionate, involved, growth-oriented, communicative, and demonstrate active servant leadership.

Section 3. Vision

eSAB's vision is to continually increase RSO achievement through representation and funding and work toward enhancing the student experience so our college is known

nationally and globally by advocating for the student opinion and hosting exceptional events.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

- I. **This organization shall not discriminate in the selection of members or appointments, when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, genetic information, race, color, religion, pregnancy, marital status, veteran's status, national or ethnic origin, gender identity or expression, place of residence, political affiliation, or sexual orientation.**
- II. **Non-student participation. A student organization shall exist of at least five currently enrolled student members. Non-students will be allowed to participate in any student organization activity, but will not be a voting member, or an elected or appointed officer of said organization. A non-student is someone who is not currently enrolled at the University of Nebraska-Lincoln for the fall or spring semester.**

Section 2. Representatives

- I. Each RSO in the College of Engineering will be reserved one seat on eSAB, which they may fill by any means within their organization.
- II. This seat will be a non-voting position unless the representative applies and is accepted to be a voting member. At any time, an RSO may remove their current representative. A replacement representative should be appointed immediately.
 - A. A non-voting position is defined as a representative that does not have voting rights where quorum is required.
- III. All voting member positions shall be held by undergraduate students. Each department in the College of Engineering shall have at least one seat unless no qualified applications from the respective department are received.
- IV. All representatives must adhere to all regulations set forth by eSAB.
- V. Non-voting members who are RSO representatives must meet the following criteria for the represented organization to be in compliance with eSAB (i.e. good standing):
 - A. Each semester, the RSO representative has attended at least 80% of all general meetings. If the RSO representative is unable to fulfill this requirement, a substitute representative may attend in their place.
 - B. The RSO representative will give brief monthly updates of his or her organization's activities.
 - C. The Executive Team will determine the minimum amount of points required. The point system will take into account the following:
 1. General meeting attendance
 2. Additional points can be assigned by the Executive Team.
- VI. Voting members must meet the following criteria to remain on eSAB:

- A. Each semester, the voting-member has attended at least 80% of all general meetings. If the member is unable to fulfill this requirement, they will have one semester of probation to meet the requirements and become in good standing with the board. Failure to do so will result in termination from the Board.
- B. The Executive Team will determine the minimum amount of points required. The point system will take into account the following:
 - 1. General meeting attendance
 - 2. Committee work
 - 3. Mandatory eSAB events and activities
 - 4. Additional points can be assigned by the Executive Team.

Section 3. Meetings

- I. All meetings are open to all students and faculty of the University. However, voting privileges shall be reserved for those defined in Article III Section 2.
- II. Meetings shall be held on Tuesdays at 6:00 p.m., unless otherwise stated.

ARTICLE IV. POSITIONS

Section 1. eSAB Officers

- I. The President, Vice President of Administration, Vice President of Finance, Vice President of Membership, and Vice President of Communication will be herein referred to as the "Executive Team". The Executive Team will conduct general managerial responsibilities, coordinate the work of the various committees, and outline the goals of eSAB.
- II. The Officer Cabinet shall be composed of all elected positions. The elected positions include the Executive Team and Committee Chairs.

Section 2. Election of Officers

- I. Officer qualifications
 - A. Must be an eSAB member in good standing.
 - B. Must be able to serve a full term.
- II. Election Procedure
 - A. All current, voting members of eSAB, shall have full voting privileges, with the exception of the President who shall vote only in the case of a tie.
 - B. eSAB officers shall be elected by a simple majority vote of those representatives currently holding a seat on eSAB.
 - C. In order to hold elections, two-thirds of voting members must be present.
 - D. Nominations and elections shall be performed according to a modified version of Robert's Rules of Order.
 - E. The vote shall be by secret ballot and tallied by an advisor.
 - F. eSAB officers shall be elected during the spring term.

- III. Term of office
 - A. The duration of an officer's term shall be one calendar year following election.
 - B. A member may hold only one office in any one academic year.
 - C. An eSAB member may not hold an office and serve as part of a standing committee at the same time. Exception granted to ad-hoc committees.
- IV. RSO Term
 - A. **All RSOs must be categorized as a Fall, Winter, or Spring Organization with ASUN and Student Involvement. RSO officers must take office on one of the following dates: On the first day classes commence fall semester (Fall Organization), the first day classes commence spring semester (Winter Organization), or the second Tuesday of April (Spring Organization). All paperwork will be filed at those times to remain in compliance.**
 - B. eSAB is categorized as a Spring Organization.

Section 3. Vacancies

In the case of a vacancy in the Presidential office, the Vice President of Administration shall succeed until a new President is elected. All other officers shall be replaced according to standing election procedures.

Section 4. Removal from Office

An officer may be removed from office by a three-fourths vote of eSAB following a motion during general meeting.

ARTICLE V. ADVISORS

Section 1. Qualifications

eSAB shall have one Primary Advisor, which must be a regular Academic/Administrative or Managerial/Professional faculty/staff member of the University of Nebraska - Lincoln, and may have any number of Secondary Advisors, which may be regular Academic/Administrative, Managerial Professional, or Office/Service staff members or Graduate Assistants of the University of Nebraska - Lincoln.

Section 2. Selection

- I. eSAB advisors shall be selected by a simple majority vote of eSAB, and will be subject to approval by the Dean of the College of Engineering.
- II. In the event of a vacancy, a new advisor shall be selected.

ARTICLE VI. RULES OF PROCEDURE

Section 1. Voting

- I. A member must be present to vote.
- II. Each voting member of eSAB shall have one vote in all eSAB business.
- III. Voting shall be carried out by a modified version of Robert's Rules of Order.
- IV. A quorum of two-thirds is required before the Board can consider business.
- V. Unless otherwise specified in this Constitution, eSAB requires a simple majority vote to carry any motion.

ARTICLE VII. STUDENT PROGRAM FUNDING PROCESS

Student Program Funding (SPF) is a process by which the Engineering Student Advisory Board (eSAB) allocates monies to Registered Student Organizations (RSO's) and Engineering Design Teams within the College of Engineering from monies provided to eSAB by the College of Engineering. All policies denoted in Article V of the eSAB Bylaws must be strictly followed throughout the SPF process.

ARTICLE VIII. FINANCE

Section 1. Financial Provisions

- I. **eSAB shall operate according to the rules and guidelines of a nonprofit entity. No part of the organization's net earnings will inure to the benefit of individuals. eSAB must establish that it will be not organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. eSAB shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document.**
- II. **eSAB will not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under the provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for political office. Notwithstanding any other provision of this constitution the RSO (eSAB) shall not carry on any other activities not permitted to be carried on by an organization exempt Federal Income Tax under section 501 of the Internal Revenue Code of 1986 (for corresponding provision of any future United State Internal Revenue Laws). Organizational monies will be handled by Student Organizational Financial Services, regardless of source.**

Section 2. College of Engineering & Other Funding

- I. eSAB is authorized to request funds from the College of Engineering via the Office of the Dean.
- II. eSAB is authorized to take whatever legal and ethical means necessary to raise funds for any reason it desires. This includes general fundraisers, donations, etc.

Section 3. Expenses

eSAB shall be responsible for any expenses that it, or any agency it creates, incurs.

Section 4. Student Organization Financial Services (SOFS) Office

- I. All organization money shall be handled by Student Organization Financial Services (SOFS) Office, regardless of source.
- II. No part of the earnings of eSAB shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered. eSAB shall not engage in any activities not permitted to an organization exempt from federal income tax under Section 501 of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Laws).

ARTICLE IX. AMENDMENTS

Section 1. Amendment Submittal

Any member of eSAB, for approval by eSAB, may submit an amendment to this constitution during any eSAB general meeting. Amendments must be announced (for information only) a minimum of two weeks before voting may take place.

Section 2. Amendment Approval

- I. All amendments to the eSAB Constitution must be approved by a three fourths vote of eSAB.
- II. All amendments to the eSAB Bylaws must be approved by a simple majority vote of eSAB.
- III. All amendments must be approved by ASUN.

Section 3. Temporary Amendment Process

- I. The eSAB Constitution and Bylaws may be temporarily amended until the next Yearly Constitution Review.
- II. The eSAB Bylaws may be temporarily amended until the next eSAB general meeting.
- III. A temporary amendment to the eSAB Constitution shall require both a unanimous affirmative vote of the Executive Team and of the Advisors.

- IV. A temporary amendment to the eSAB Bylaws shall require both a unanimous affirmative vote of the Executive Team and of the Advisors.
- V. Any temporary amendment of this Constitution may become permanent with a majority vote of the general members present at the next Yearly Constitution Review meeting. If the temporary amendment fails to garner such a vote, the amended portion immediately reverts back to its original state.

ARTICLE X. PROPER BUSINESS ACTIVITY

This organization shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

This organization shall not explicitly promote the election of any student election group or individuals running for ASUN elections, beyond encouraging students to vote in general. Any requests by student election groups or their members for advertising at eSAB meetings or events must be approved by both the eSAB President and Primary Advisor.

ARTICLE XI. DISSOLUTION PROCESS

Upon the dissolution of eSAB, the officers and advisors shall after paying or making provisions for the payment of all liabilities of eSAB, dispose of all the assets of eSAB exclusively for charitable, educational, religious, or scientific purpose as shall at the time of dissolution qualify as an exempt organization. Under section 501C of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the officers and advisors shall determine. Any such assets not disposed of shall be disposed of by the Office of Vice Chancellors of Student Affairs, exclusively for such purposes to such organization(s), as determined by the Officer of Vice Chancellor of Student Affairs.

ARTICLE XII. EFFECTIVE DATE

This Constitution is effective as of February 7, 2018.

Signatures

President: _____

Date: _____

Treasurer: _____

Date: _____