

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

ARTICLE I. 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

We are **passionate** about serving the students, faculty, and staff of the College of Engineering. Our **growth-oriented** mindsets challenge us to continuously improve our board.

We are **communicative** with our partners and always put people first.

We hold ourselves **accountable** for assigned tasks and accept responsibility with eagerness.

We act as **servant leaders** by representing our college and accepting responsibility in our roles.

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 II. MEMBERSHIP

Section 1. Eligibility

- I. The general members of eSAB shall be students from the College of Engineering. A member must be enrolled or declared in the College of Engineering at all times while serving as a member of eSAB. Exception granted to students intending to enroll in the College of Engineering, who must do so within one semester of eSAB membership.

Section 2. Representatives

- I. All representatives must adhere to all regulations set forth by eSAB.
- II. eSAB will use a dynamic application process to fill open seats for voting members. Eligible students may be accepted onto eSAB as deemed necessary.
 - A. At the end of each term, a voting member must complete the Statement of Continued Commitment in order to maintain their seat on eSAB.
 - B. A voting member not representing an RSO may be granted a single one-semester sabbatical throughout the duration of their membership. The sabbatical may not be taken during their first semester of membership. A member who is studying abroad for more than one semester may request an additional sabbatical semester, approval of which will require a unanimous vote by the Executive Team.
- III. 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.
- IV. 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

- V. 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, Part V of the eSAB Constitution.
- VI. Meetings shall be held on Tuesdays at 6:00 p.m., unless otherwise stated.

Section 4. Dismissal Process

- I. The dismissal process for eSAB will follow the procedure in Article III, Section 4 of the eSAB Constitution.

ARTICLE III. 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. Officer Duties

- Duties of President
 - A. Schedule and preside over all eSAB meetings.
 - B. Write the agenda and update calendar for all eSAB meetings.
 - C. Establish ad-hoc committees and appoint members to the committees.
 - D. Authorize expenses from the eSAB treasury as necessary, subject to approval from the Primary Advisor.
 - E. Serve as chair of the Executive Team.
 - F. Serve as eSAB's spokesperson.
 - G. Perform other requirements as assigned.
- Duties of Vice President of Administration
 - A. Succeed the President in the event of a vacancy in office until a new President is elected.
 - B. Carry out the duties of the president in the president's absence.
 - C. Preside over all parliamentary procedures.
 - D. Take minutes at all eSAB meetings and post minutes in a public forum within one week of all meetings.
 - E. Send eSAB general meeting minutes to the acting ASUN Engineering Senators.
 - F. Coordinate officer elections and transitions.
 - G. Serve as chair of a yearly Constitution and Bylaws review. The Constitution may be reviewed more frequently if deemed necessary.

- H. Serve as the keeper of all official eSAB history and information.
- I. Prepare and document an official yearly report.
- J. Oversee and run the Administration Team.
- K. Perform other requirements as assigned.
- Duties of Vice President of Finance
 - A. Ensure all eSAB members adequately meet the financial requirements of the University of Nebraska in transactions of eSAB.
 - B. Keep all eSAB financial records for up to 5 years and correlate these records with Student Organizations Financial Services (SOFS).
 - C. File Annual Review Form at the initiation of their term with ASUN and the Office of Student Involvement.
 - D. Draft an annual budget proposal for eSAB funds.
 - E. Approve all expenditures on behalf of eSAB prior to any transaction.
 - F. Ensure all allocated funds are utilized appropriately and for their intended purposes.
 - G. Provide a report to eSAB at a regularly scheduled meeting of the financial status of eSAB once per semester.
 - H. Oversee the Student Programs Fund (SPF) application process and grant allocation procedure.
 - I. Oversee and run the Finance Team.
 - J. Perform other requirements as assigned.
- Duties of Vice President of Membership
 - A. Preside as chair over the Membership Selection Committee.
 - B. Keep detailed records on the eligibility and attendance of eSAB's membership, including the point system.
 - C. Carry out policies with regard to membership.
 - D. Maintain regular communication with all committees, including each Committee Chair.
 - E. Maintain regular communication with RSO representatives.
 - F. Oversee and run the Membership Team.
 - G. Perform other requirements as assigned.
- Duties of Vice President of Communication
 - A. Ensure all members are aware of all eSAB activities.
 - B. Coordinate the upkeep of all social media outlets related to eSAB.
 - C. Serve as an external contact for academic departments within the College, other students, and the community at large.
 - D. Maintain regular communication with all University special services as they relate to eSAB.
 - E. Report to the College of Engineering Dean's office when necessary.
 - F. Maintain a list of contact information for all college-wide and departmental student organizations.
 - G. Oversee and run the Communication Team.
 - H. Perform other requirements as assigned.
- Duties of Career Development Committee Chairs
 - A. Oversee Career Development Committee
 - B. Run biweekly meetings with Committee

- C. Oversee and utilize their corresponding assistants.
 - D. Sit in on Officer Cabinet meetings
 - E. Work together to organize and host Career Development events for both eSAB and the College of Engineering.
 - F. Perform other requirements as assigned.
- Duties of Engineer's Week (E-Week) Committee Chairs
 - A. Oversee E-Week Committee.
 - B. Run biweekly meetings with Committee.
 - C. Oversee and utilize their corresponding assistants.
 - D. Sit in on Officer Cabinet meetings.
 - E. Work together to organize and host the yearly Engineer's Week.
 - F. Perform other requirements as assigned.
- Duties of Outreach Committee Chair
 - A. Oversee Outreach Committee.
 - B. Run biweekly meetings with Committee.
 - C. Oversee and utilize their corresponding assistants.
 - D. Sit in on Officer Cabinet meetings.
 - E. Oversee organization of philanthropic events for the College of Engineering and the community.
 - F. Perform other requirements as assigned.
- Duties of Public Relations Committee Chair
 - A. Oversee Public Relations Committee.
 - B. Run biweekly meetings with Committee.
 - C. Oversee and utilize their corresponding assistants.
 - D. Sit in on Officer Cabinet meetings.
 - E. Oversee the recognition of students, RSOs, and faculty and coordinate marketing with the Communications Department.
 - F. Perform other requirements as assigned.
- Duties of Student Life Committee Chair
 - A. Oversee Student Life Committee.
 - B. Run biweekly meetings with Committee.
 - C. Oversee and utilize their corresponding assistants.
 - D. Sit in on Officer Cabinet meetings.
 - E. Organize programming for the betterment of the College of Engineering social climate.
 - F. Perform other requirements as assigned.
- Duties of the WebMaster
 - A. Serve on Communications Team.
 - B. Continually maintain and update the website.

Section 3. Assistant Duties

- I. Administrative Assistant Duties
 - A. Serve as the respective committee's Administrative Assistant.
 - B. Serve on Administration Team.

- C. Take minutes and attendance at Committee meetings and report to the Vice President of Administration and Vice President of Membership.
- II. Finance Assistant Duties
 - A. Serve as the respective committee's Finance Assistant.
 - B. Serve on Finance Team.
 - C. Organize expenses and reimbursements and work with the Vice President of Finance.
- III. Communications Assistant Duties
 - A. Serve as the respective committee's Communication Assistant.
 - B. Serve on Communication Team.
 - C. Keep the College of Engineering updated with respective committee's happenings and work with the Vice President of Communication.
 - D. Keep a history of committee events.

Section 4. Election, Removal, and Term Length of Officers

- I. Election of eSAB officers must follow the guidelines outlined in Article IV, Section 2 of the eSAB Constitution.
- II. Vacancies in offices must be filled as outlined in Article IV, Section 3 of the eSAB Constitution.
- III. Removal of eSAB officers must follow the procedure outlined in Article IV, Section 4 of the eSAB Constitution.

ARTICLE IV. ORGANIZATIONAL STRUCTURE

Section 1. Executive Team

Members shall consist of all positions defined in Article III, Section 2, Parts I, II, III, IV, and V.

Section 2. Officer Cabinet

Members shall consist of all positions defined in Article III, Section 2.

Section 3. Membership Selection Committee

- I. The Committee shall be composed of the Executive Team and other members of eSAB as determined by the Executive Team.
- II. The Chair of this Committee shall be the Vice President of Membership.
- III. It is the responsibility of this committee to announce vacancies, distribute applications, conduct interviews, and make selection of new members.

Section 4. Standing Committees

- I. Each of eSAB's members shall be a member of one standing committee with the exception of the Executive Team members. The standing committees shall be Career

Development Committee, Student Life Committee, Public Relations Committee, Outreach Committee, and Engineer's Week (E--Week) Committee.

- II. The Executive Team has the authority to assign or reassign members to a committee, or grant members' requests to change committees.

Section 5. Career Development Committee

This committee is charged with:

- I. Creating and hosting college-wide and eSAB specific events focused on enhancing students soft skills and creating complete engineers.
- II. Working with the College of Engineering's Engineering Student Services to develop programs to assist students in preparation for life after college.

Section 6. Student Life Committee

This committee is charged with:

- I. Continuously improving the College of Engineering's social environment.
- II. Creating and hosting college-wide and eSAB specific social events that improve the atmosphere for students will be held regularly and organized by this Committee.

Section 7. Public Relations Committee

This committee is charged with:

- I. Recognizing students, faculty, departments, and administrators making exemplary contributions to the College and the field of Engineering.
- II. Coordinating the student portion of the College of Engineering banquets.
- III. Assigning a committee member to keep the eSAB website updated. This position shall be known as Webmaster.
- IV. Working with the College of Engineering's Communication Department to promote achievements of students, RSOs, and faculty.
- V. Emailing updates to alumni about annual report.

Section 8. Outreach Committee

This committee is charged with:

- I. Informing other parts of campus and the community at large about engineering.
- II. Organizing and assisting with recruitment activities in partnership with the College of Engineering.
- III. Assisting the Executive Team with eSAB Recruitment.
- IV. Organizing philanthropic events for the board or college involvement for the community.

Section 9. Engineer's Week Committee (E--Week)

This committee is charged with:

- I. Organizing and hosting the events for E-Week.

Section 10. Creation of Committees

- I. The President can create ad -hoc committees as deemed necessary and appoint members as they see fit.
- II. eSAB can create additional standing committees, either subsidiary to the aforementioned standing committees or directly accountable to eSAB. Any additional committees created by eSAB will stand until such time as eSAB dissolves them. Both of these actions: creation or dissolution, require a simple majority vote of eSAB.

Section 11. Assistant Position Teams

- I. Each Vice President will oversee its respective team made up of their assistants from each committee.
- II. Each committee will be composed of three assistants: Administrative Assistant, Finance Assistant, and Communication Assistant.

Section 12. Team Duties

- I. Administrative Team:
 - A. Work with the Vice President of Administration to keep up to date minutes of what happens during each committee meeting
 - B. Work with Vice President of Membership to keep active attendance at each committee meeting
 - C. Work with Committee Chair on documenting all related events and updating social media.
- II. Finance Team:
 - A. Track committee expenses
 - B. Turn in receipts to Vice President of Finance
 - C. Keep Vice President of Finance up to date on financial situation of committee
- III. Communications Team:
 - A. Inform Vice President of Communication on committee events
 - B. Have the WebMaster update eSAB website with new events and information.

ARTICLE V. STUDENT PROGRAM FUNDING PROCESS

Student Program Funding (SPF) is a process by which the Engineering Student Advisory Board (eSAB) allocates money to Registered Student Organizations (RSOs) and Engineering Design Teams within the College of Engineering from monies provided to eSAB by the College of Engineering.

Section 1. Requirements

- I. Engineering RSOs must be recognized by the University of Nebraska-Lincoln, ASUN, and Student Involvement as a Registered Student Organization.
- II. Engineering RSOs must have an eSAB representative who is in good standing with eSAB, as defined in Article III Section 2, to apply for funding and to receive previously allotted monies.

- III. Design Teams must be recognized by their overarching RSO and in good standing with that RSO in order to apply for funding from eSAB.
- IV. Applications for funding received by the eSAB Executive team after the deadline will be accepted at the eSAB Executive Team's discretion.

Section 2. Funds Available

- I. Engineering RSOs and Design Teams can apply for different bracketed funds depending on their full yearly budget.
 - A. These bracketed requirements will be based off the amount of money given to eSAB by the College of Engineering and will be determined by the Executive Team and advisors.
 - B. These divisions will be made known to Engineering RSOs and Design Teams at the same time if not before the applications are sent out.
- II. There are two terms in which RSOs and Design Teams can apply for money. The terms are Fall term and Spring term. The money asked for in a term must be both spent by the organization and reimbursed by eSAB in that same term.
 - A. The Fall term runs from the Fall funding allocation (SPF) date until 11:59pm CT the day prior to the following Spring funding allocation (SPF) date.
 - B. The Spring term runs from the Spring funding allocation (SPF) date until 11:59pm CT the day prior to the following Fall funding allocation (SPF) date.
- III. There will be three different brackets of funds.
 - A. One general fund, in which every Engineering RSO and Design Team can apply for.
 - B. One larger fund, in which an Engineering RSO or their Design Teams can apply for, granted their budget meets the monetary requirement set forth by the Executive Team and advisors.
 - 1. Engineering RSOs or their Design Teams can only apply for the large funds once a year, either in the Spring or in the Fall semester.
 - 2. The overarching RSO for their Design Teams cannot apply for large funds if any one of their Design Teams applies for the larger funds.
 - 3. Multiple Design Teams under the same RSO can apply for the larger funds in the same term.
 - C. One emergency fund, which will be for an Engineering RSO or Design Team requiring non-traditional funding for a single scenario, including, but not limited to emergency funds or additional funding to host a conference. The stipulations for the emergency funds will be set forth by the Executive Team and advisors.
 - 1. Engineering RSOs and Design Teams can only receive the emergency funds once every two years (or four consecutive terms) unless approved by the advisors and a four-fifths vote by the Executive Team, due to extenuating circumstances.
 - 2. This application can take place in either academic term.
 - D. One contingency fund, which will be for an Engineering RSO or Design Team with a budget larger than \$35,000 for the academic year being applied for. The stipulations for the contingency funds will be set forth by the Executive Team and advisors.

1. These funds can be used until the first day of the subsequent academic year.
 2. This application can take place only in the Fall term.
- IV. The specifications for brackets of funds will be compiled and presented to the current board by the outgoing Executive Team at the end of their term based on the Engineering RSO's and Design Team's previous year's budget. These budgets will be required by every Engineering RSO and Design Team at the end of the Spring semester. If these full budgets are not submitted to eSAB by the deadline set, RSOs and Design Teams will not be allowed to apply for funds in the upcoming term.

Section 3. Application Process

- I. The Engineering RSOs and Design Teams must turn in the full application and yearly budget asked and provided by the deadline eSAB has given in order to be eligible to receive funds.
- II. Applications after the deadline will not be eligible to receive funds for that semester.
- III. Only Engineering RSOs and Design Teams can apply for funding from eSAB.

Section 4. Decision Process

- I. Once per semester there will be an SPF meeting where any Engineering RSO or Design Team can apply for the general funds, by presenting their need for the money to the eSAB.
- II. At the same meeting, an Engineering RSO or Design Team who has met the requirements set forth by the Executive Team and advisors can apply for the larger funds.
- III. There must be a majority of two-thirds of the voting members of eSAB at SPF meetings in order for the meeting to take place. Any member of the Engineering RSO or Design Team who is applying for funds must step out of the room during discussion and will be an abstaining voter for that RSO's application.
- IV. The funds will be allocated based off of the rubric and scale determined by the Executive Team.
- V. Contingency funds will be allocated on a case by case decision from applications submitted to eSAB. These applications will be made available to Engineering RSOs or Design Teams by asking for them from the Executive Team.
- VI. These funds will be allocated at a separate meeting with four-fifths the Executive Team and at least one advisor present. They will allocate these funds using the rubric, scale, and need determined by those present.

Section 5. Allocation of Funds

- I. Funds will be distributed based on a reimbursement process.
- II. In order for an Engineering RSO or Design Team to receive funds, they must provide the eSAB Vice President of Finance with a valid itemized receipt, invoice, or form of documentation in order to be reimbursed for their payments.

- III. Reimbursements will take place if the receipt's items line up with what the funds were originally approved. An Engineering RSO or Design Team will only be reimbursed up to the amount they received from the SPF process.
- A. At the request of the RSO the purpose of an SPF allotment can be changed. Requests for change of purpose would be considered using the SPF Fund Change Request Form.
 - B. This change would be subject to discussion during a general board meeting and an Executive Team majority vote, requiring four of five executive team members and one advisor to be present.
 - 1. If the amount being requested is more than 25% of the original requested amount, a representative of the RSO in question will be required to attend a general eSAB board meeting to answer questions regarding the change of purpose of funding.
 - C. Any executive team member who is a member of the organization being discussed must abstain. If the abstentions result in less than four executive members voting the decision will be made by the advisors.
 - D. The result of this decision shall be reported to eSAB at the next regularly scheduled general meeting.

ARTICLE VI. FINANCE

eSAB and its members must follow all financial regulations and guidelines denoted in the eSAB Constitution at all times.

ARTICLE VII. AMENDMENTS

Section 1. Amendment Submittal

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

Section 2. Amendment Approval

All amendments must be approved by a majority vote of eSAB.

ARTICLE VIII. NATIONAL ORGANIZATION

Section 1. Membership

- I. The National Association of Engineering Student Councils (NAESC) is a national organization in which eSAB participates.
- II. Membership to NAESC takes place through payment of dues which are communicated by NAESC at the beginning of each academic year.

Section 2. Events

- I. NAESC events take place throughout the academic year and shall be open to all qualified eSAB members.
- II. Selection to attend the events is set forth and decided upon by the Executive Team and shall be communicated to all of eSAB's members.
- III. Only members in good standing can qualify to attend a NAESC event and represent eSAB.
- IV. Funds to attend such events can be included in the annual eSAB budget, or funded by each individual attending.
- V. Those individuals serving on the NAESC Executive Leadership Team or Regional Leadership Team shall attend the necessary events as set forth by NAESC. These individuals must go through the same requirements as other members in order to receive funds from eSAB to attend.

ARTICLE IX. EFFECTIVE DATE

These Bylaws are effective as of October 14th, 2021.