

BYLAWS OF THE Student Engineers' Council

ARTICLE I. NAME

Section 1. The name of this 501(c)(3) not-for-profit educational organization shall be the Student Engineers' Council, hereafter referred to as the SEC or the Council.

ARTICLE II. CHARTER

Section 1. The Student Engineers' Council was organized on April 24, 1939, by the Dean of Engineering at Texas A&M University.

ARTICLE III. PURPOSE AND MISSION

Section 1. The Student Engineers' Council is organized as an association for the exclusive purpose of providing advancement to students in the College of Engineering at Texas A&M University by serving as a liaison between the College of Engineering students and the administration and to inform the administration of the concerns of the students, and by providing programs that promote Texas A&M Engineering and engineering as a whole both on and off-campus.

Section 2. The Student Engineers' Council's mission is:
To serve as a representative voice for the students, societies, and administration within the College of Engineering, to increase engineering awareness, and to provide for the professional advancement of Texas A&M Engineering students.

ARTICLE IV. SOCIETY REPRESENTATIVES

Section 1. Society representatives shall be from recognized engineering student organizations or other clubs organized for scientific purposes at Texas A&M University. Sponsoring departments shall be wholly or partly supervised by the College of Engineering. Each society is allowed one society representative. There shall be one member of the Council representing each of the Member Societies entitled to such representation. The society representative will be as follows:

- (a) The President of the Student Chapter, or
- (b) A representative elected or appointed by the society membership.

Section 2. The Executive Board has the authority to review the membership status of an organization and/or their Society Representative and take appropriate actions.

Section 3. It is the duty of the Society Representative to inform their society of the SEC's events and issues as well as inform SEC of their society's events. In order to complete this requirement, it is necessary that the Society Representatives attend all SEC General Council meetings. Society Representatives are encouraged to participate in and volunteer at SEC events; however, they are not held to Member-at-Large point requirements. Society Representatives have voting privileges as outlined in the Articles of Association.

ARTICLE V. ENGINEERING STUDENT SENATORS

Section 1. The Student Engineers' Council shall seat the student senators from the College of Engineering as members. Engineering Student Senators are exempt from point requirements and have voting privileges as outlined in the Articles of Association.

ARTICLE VI. EXECUTIVE BOARD

Section 1. The voting members of the Executive Board shall consist of the President, Vice President Development, Vice President External, Vice President Internal, Vice President Operations, the Council's primary advisor, and the Dean of Engineering. The Executive Secretary shall be a non-voting member of the Executive Board. The Executive Secretary's voting rights in Executive Board meetings are at the discretion of the Executive Board. All members of the Executive Board are exempt from point requirements.

Section 2. The President, Vice Presidents, and the Executive Secretary must meet the requirements outlined in Article V of the Articles of Association.

Section 3. Each voting member of the Executive Board also serves as a voting member of the Fiscal Board and the Membership Board.

Section 4. All Executive Board voting privileges from the previous Executive Board are relinquished to the new Executive Board upon the date of transition as specified by the sitting Executive Board. This date shall be no later than the date of the last General Council meeting of the academic year.

Section 5. Responsibilities of President

- (a) To act as the official representative of the Council
- (b) To coordinate the Executive Board and Executive Council
- (c) To develop the agendas for and preside over General Council, Executive Council, and Executive Board meetings, unless otherwise delegated
- (d) To keep in contact with other engineering councils around the country concerning activities and conferences unless this responsibility is delegated

- (e) To ensure that SEC remains a recognized student organization
- (f) To act as (or appoint) a parliamentarian in all Council meetings when necessary
- (g) To assist the organization with the bids the SEC may submit for a regional or national conference
- (h) To attend Department Head Council meetings
- (i) To keep advisors current with SEC matters
- (j) To act as liaison to the Engineering Academic and Student Affairs (EASA)
- (k) To act as the primary liaison to SEC at Texas A&M Qatar
- (l) To oversee all legal issues for the Council
- (m) To conduct a grade check on all officers before the start of each semester in which the officer will hold office and inform officers who do not meet the grade requirements as stated in the Articles of Association Article V Section 1 and the subsequent risk of Article V Section 1(g) within 2 weeks of grade check. The semester check shall be conducted after final grades are posted for each semester, but no later than the start of the following term. For the purposes of this provision, the full and two summer sessions will be considered one semester.
- (n) To ensure retention and execution of membership performance management system
- (o) To know, abide by, and enforce the Bylaws and Articles of Association of the Council

Section 6. Responsibilities of Executive Secretary

- (a) To publish minutes of Executive Board, Executive Council, and General Council meetings, as appropriate
- (b) To ensure council information is effectively communicated
- (c) To manage the Council's calendar
- (d) To facilitate the knowledge transfer and leadership transition process
- (e) To plan and carry out Executive Board and Executive Council retreats
- (f) To facilitate the Bylaws and Articles of Association amendment process and update both documents as appropriate
- (g) To oversee all Ad Hoc Committee activity unless voted otherwise by the Executive Board
- (h) To oversee ownership and point of contact for the Council's official internal communication channel(s) (e.g., Slack)
- (i) To complete the above tasks and other relevant tasks as delegated by, and in consultation with, the remaining members of the Executive Board
- (j) To know, abide by, and enforce the Bylaws and Articles of Association of the Council

Section 7. Responsibilities of Vice President Development

- (a) To oversee the Career Fair, Corporate Relations, Engineering Development, Finance, and ProTrip committees by discussing progress and sharing ideas
- (b) To represent the Development Division's Committee Chairs in Executive Board meetings
- (c) To act as interim Chief Financial Officer if the current Chief Financial Officer(s) are unable to fulfill their duties
- (d) To ensure that the Finance Committee or a proxy approved by the Executive Board comes at least weekly to the SEC office to deal with financial matters
- (e) To facilitate Fiscal Board meetings
- (f) To maintain the Council's IRS status as a 501(c)(3) not-for-profit organization
- (g) To know, abide by, and enforce the Bylaws and Articles of Association of the Council

Section 8. Responsibilities of Vice President External

- (a) To oversee the Engineers' Week, EnVision Conference, Philanthropy, and Special Events committees by discussing progress and sharing ideas
- (b) To represent the External Division's Committee Chairs in Executive Board meetings
- (c) To oversee interaction between the SEC and the community
- (d) To act as Risk Management Officer by properly evaluating risk in all important and potentially risky events and reducing, mitigating, or eliminating those risks
- (e) To attend risk management certification workshops as required by the Department of Student Activities
- (f) To know, abide by, and enforce the Bylaws and Articles of Association of the Council

Section 9. Responsibilities of Vice President Internal

- (a) To oversee the Legislation, Society and Graduate Relations, and Student Relations committees by discussing progress and sharing ideas
- (b) To represent the Internal Division's Committee Chairs in Executive Board meetings
- (c) To oversee all Internal Division activities
- (d) To ensure that SEC equipment is maintained and that the SEC office has necessary supplies
- (e) To know, abide by, and enforce the Bylaws and Articles of Association of the Council

Section 10. Responsibilities of Vice President Operations

- (a) To oversee the Internal Relations, Marketing, Membership, and Systems Administration committees by discussing progress and sharing ideas
- (b) To represent the Operations Division's Committee Chairs in Executive Board meetings
- (c) To oversee all Operations Division activities
- (d) To coordinate the Member-at-Large selection process
- (e) To facilitate Membership Board meetings
- (f) To establish and maintain Council membership performance management system in consultation with the remaining members of the Membership Board.
- (g) To know, abide by, and enforce the Bylaws and Articles of Association of the Council

Section 11. Executive Board Succession

- (a) Should the President be temporarily unable to fulfill their responsibilities, they may appoint a voting member of the Executive Board to serve as acting President, for a term of no longer than three consecutive weeks. The acting President must still carry on with all the responsibilities of their original post as defined in Article VI.
- (b) Should the President resign or be removed from office, the voting members of the Executive Board shall select from among themselves, by simple majority vote, one person to serve as interim President. The responsibilities of the interim President shall include all responsibilities of the President, as enumerated in Article VI, Section 5, and additionally shall be:
 - (i) To maintain all responsibilities of his or her original position on the Executive Board
- (c) Special Elections to fill the office of the President, Vice President Development, Vice President External, Vice President Internal, or Vice President Operations shall be called with the following restrictions:
 - (i) Elections will be called to fill President, Vice President Development, Vice President External, Vice President Internal, or Vice President Operations officer vacancies due to:
 1. Change in academic status (graduation, expulsion, academic ineligibility, or withdrawal from the University)
 2. Cooperative education
 3. Health
 4. Resignation

5. Removal from office through a two-thirds majority vote
(See Article V of the Articles of Association)
- (ii) Elections are to be held no later than four weeks after the former officer has relinquished his or her role. Exceptions to this time frame are as follows:
1. The vacancy has occurred outside of the Fall or Spring semester. In this case, the date of election must be set no later than 4 weeks after the beginning of the next 15-week semester (Fall or Spring semester).
 2. The vacancy has occurred four weeks prior to the predetermined date of officer elections. In this case, the interim President will remain in his or her role for the duration of the current Executive Board's term.

Section 12. Expectations of the Executive Board-Elect

- (a) To hold meetings with the present officer in their position, enabling effective knowledge transfer and transition of responsibilities
- (b) To meet as an Executive Board-Elect to discuss future goals and activities of the Council
- (c) To recruit and evaluate Committee Chair positions
- (d) To appoint Committee Chairs at a subsequent meeting. New Committee Chairs shall assume the duties of their positions no later than at the last planned General Council meeting of the academic year on a date determined by the outgoing Executive Board.

Section 13. The Executive Board shall appoint Committee Chairs upon the end of the previous Committee Chair's term in office.

ARTICLE VII. COMMITTEE CHAIRS

Section 1. Any SEC member may serve as a Committee Chair. Regardless of previous position, Committee Chairs are considered Members-at-Large upon the date of selection and are subject to Member-at-Large requirements.

Section 2. Committee Chairs apply for positions and are then appointed to their respective positions by the Executive Board.

ARTICLE VIII. MEMBERS-AT-LARGE

Section 1. Representatives from within the College of Engineering shall be selected to fill Member-at-Large positions through an application/interview process. The maximum number of positions to be filled shall be determined by the

Membership Board, taking into consideration the needs of the Council and specific committees.

- Section 2.** The Member-at-Large positions shall be filled at the beginning of each long-term semester, no later than six weeks after the first class day.
- Section 3.** The Vice President Operations and Membership Chair will determine the application/interview process with the approval of the Executive Board. They, along with the remaining voting members of the Executive Board, will then choose the new Members-at-Large.
- Section 4.** The Membership Chair will ensure confidentiality of the applications during and after the review process.
- Section 5.** Under special circumstances, Members-at-Large shall be put on a leave of absence (LOA) at the discretion of the Membership Board.
- (a) Acceptable reasons for being put on a leave of absence include having a co-op, studying abroad for a semester, and/or being enrolled in a class that meets weekly during SEC meetings
 - (b) If a member would like to be placed on LOA for a reason other than those listed in (a), he or she must seek approval from the Membership Board prior to the third General Council meeting of the semester
 - (c) A member may only be allowed to be put on LOA for reasons stated in (b) for one semester
 - (d) Special permission may be granted by the Membership Board if a member wishes to be placed on LOA past the two-week deadline
- Section 6.** Each member of the Council shall have one vote in all matters acted upon by the Council unless otherwise stated in the Bylaws or Articles of the Association.
- Section 7.** Responsibilities of Members-at-Large
- (a) To accumulate a specified number of points detailed by The Member-at-Large Point System (specified in Article VIII Section 8) drafted by the Membership Chair and approved by the Executive Board
 - (b) To actively serve on at least one committee
 - (c) To attend General Council meetings
 - (d) To refrain from engaging in behavior that reflects unprofessionally on the SEC (e.g. choosing to violate the Alcohol and Illegal Drug Policy [Article XI])
- Section 8.** Member-at-Large Point System
- (a) At the conclusion of the semester:

- (i) Any Member-at-Large with fewer points than the lower point bound will be removed from the Council if already on probation, or placed on probation if currently in good standing.
 - (ii) Any Member-at-Large with more points than the upper point bound will retain their Member-at-Large status under the prerequisite that all other Member-at-Large responsibilities are met.
 - (iii) Any Member-at-Large with a number of points in the discretionary zone will not meet their Member-at-Large requirements. The consequences of failing to meet Member-at-Large requirements are detailed in Article VIII Section 9.
- (b) The lower point bound, upper point bound, and discretionary zone are defined as follows:
- (i) The default lower point bound is 6 points. The Membership Board must define and inform the Council of any variations to the lower point bound by the end of the second General Council meeting.
 - (ii) The default upper point bound is 13 points. The Membership Board must define and inform the Council of any variations to the upper point bound by the end of the second General Council meeting of each semester.
 - (iii) The discretionary zone constitutes the point range between the lower point bound and upper point bound.

Section 9. Failure to meet Member-at-Large requirements could result in removal from SEC at the discretion of the Membership Board. A member failing to meet Member-at-Large requirements may instead be placed on probation status as outlined by the Membership Board. Affected members may speak on their own behalf to the Membership Board and request probation, as opposed to removal. A member on probation is ineligible to apply for an officer position during the period of their probation.

Section 10. Members who fail to meet requirements (a), (b), or (c) will be sent an email from the Membership Chair that indicates loss of SEC membership within two weeks after the end of the semester of the violation. Members who fail to meet requirement (d) will be sent an email from the Membership Chair that indicates a potential loss of SEC membership within one week of the violation.

Section 11. Students designated as “First-Time in College” by the Texas A&M University Office of Admissions are not to be considered for membership.

Section 12. Members-at-Large are responsible to know and abide by the Bylaws and Articles of Association of the Council.

Section 13. Members-at-Large are required to be enrolled in the College of Engineering throughout their membership.

Section 14. The Membership Board shall be comprised of the Executive Board and the Membership Chair. The voting members of the Membership Board shall consist of the Membership Chair and the voting members of the Executive Board. The Executive Secretary's participation in Membership Board meetings is at the discretion of the voting members of the Membership Board.

ARTICLE IX. EXECUTIVE COUNCIL

Section 1. The Executive Council shall be comprised of the Executive Board and the Committee Chairs.

Section 2. In the event that a Committee Chair is deemed inactive by the Executive Board, they can be removed from office by a two-thirds vote of the Executive Council. If such a case arises, the Committee Chair will have the opportunity to address the Executive Council prior to voting.

Section 3. Executive Council meetings are held every two weeks unless otherwise specified by the Executive Board.

Section 4. Committee Chairs are required to represent their respective committee members and activities at Executive Council meetings.

Section 5. All Executive Council voting privileges from the previous Committee Chair are relinquished to the new Committee Chair upon the date of transition as specified by the sitting Executive Board.

Section 6. If a member of the Executive Council misses two (2) consecutive Executive Council meetings or a total of three (3) Executive Council meetings during the semester without an approved excuse by their respective Vice President, they shall be removed from the Executive Council at the discretion of the Executive Board, and notification will be sent to the member (except for members under Leave of Absence as outlined by Article VIII, Section 5).

Section 7. Committee Chairs are required to participate in knowledge retention with their Vice President before the date of transition.

Section 8. Committee Chairs are required to abide by alcohol, behavior, fiscal, and all other governing and operating policies of the Council as outlined by the Executive Board.

Section 9. In the event that a Committee Chair violates a governing or operating policy of the Council, they can be removed from their leadership position by a majority vote of the Executive Board. If such a case arises, the Committee Chair will have the opportunity to address the Executive Board prior to voting.

Section 10. Committee Chairs are responsible to know and abide by the Bylaws and Articles of Association of the Council.

Section 11. The Executive Secretary is to be considered a voting member of the Executive Council.

ARTICLE X. COMMITTEES

Section 1. Executive Board Appointments

- (a) The Executive Board shall appoint the Committee Chair(s) responsible for the organization, direction, and functions of the committees. Committee Chair(s) are selected annually within the final months of the academic year through an application, interview, and Executive Board appointment process. Unfilled positions may be filled through an application and Executive Board appointment process as needed throughout the following academic year.
- (b) The Executive Secretary shall be selected through an application and interview process by the Executive Board-Elect.

Section 2. Newly selected Committee Chairs shall meet with the previous Committee Chair and discuss responsibilities, suggestions, and the budget for the position.

Section 3. Coordinator Selections

- (a) Committee Chair(s) shall appoint Coordinators as needed within their committees with the approval of the Executive Board. The Coordinator is to be considered a leadership position and may only be filled with Members-at-Large. The Executive Board shall approve all coordinator appointments in consultation with Committee Chairs.
- (b) The Systems Administration Chair(s) shall appoint Project Managers, a variant of a Coordinator, as needed within their committee with the approval of the Executive Board. The Project Manager is to be considered a leadership position and may only be filled with Members-at-Large. The Executive Board shall approve all Project Manager appointments in consultation with the Systems Administration Chair(s).
 - (i) The Project Manager role will not have a fixed length term but will instead terminate upon completion of the project, inability of the Project Manager to continue, or at the discretion of the Executive Board in consultation with the Systems Administration Chair.

Section 4. The Executive Board, through Presidential appointment, may temporarily establish an Ad Hoc Committee with approval by a simple majority of the Executive Council. The Executive Board will determine if a Committee Chair (as outlined by Article VII) or a Committee Director (as outlined by Article X) will lead the Ad Hoc Committee.

Section 5. A Committee Director is a Member-at-Large, Society Representative, or Engineering Student Senator who is responsible for the organization, direction, and functions of an Ad Hoc Committee. Committee Directors are not members of the Executive Council and do not possess the privileges of a Committee Chair (as outlined by Article VII). If the Executive Board determines that the Committee Director is not fulfilling his or her duties, he or she may be removed from their position by the Executive Board.

Section 6. Organization of Committees

(a) Development

(i) To provide for the financial and corporate relations development of the Council.

1. Career Fair

1. The purpose of the Career Fair Committee is to plan the SEC Engineering Career Fair which provides students with the opportunity to meet with recruiters from companies seeking engineers for internships, co-ops, and full-time positions. The committee organizes and plans the Career Fair in both the Spring and Fall semesters.

2. Corporate Relations

1. The purpose of the Corporate Relations Committee is to promote long-term relationships between SEC, corporations, and alumni and coordinate corporate representatives for SEC events. The Corporate Relations Committee will attempt to ensure that corporate speakers represent a variety of fields pertinent to multiple majors.

3. Engineering Development

1. The purpose of the Engineering Development Committee is to promote the professional advancement of engineering students in introductory engineering courses through activities such as department presentations and industry nights.

4. Finance

1. The purpose of the Finance Committee is explained under Fiscal Policy (Article XII).

5. ProTrip

1. The purpose of the ProTrip Committee is to provide a selected group of SEC members with the opportunity to experience professional engineering opportunities outside of College Station, Texas. The committee will plan at least one trip annually to a major U.S. city for company visits, cultural experiences, and other similar development opportunities, as available. Trip participants are chosen by the Executive Board and ProTrip Committee Chair(s) based on SEC involvement, motivation for applying, the ability to professionally represent SEC, and other relevant factors.
2. Preliminary member reviews will be conducted prior to ProTrip. The Executive Board may remove previously selected participants from ProTrip prior to or during the trip, due to considerable inactivity in the Council or any behavior that misrepresents the Council. Affected members will have the opportunity to speak on their own behalf and appeal any decisions made by the Executive Board.

(b) External

- (i) To provide programs for the students of the College of Engineering that promote engineering awareness throughout Texas A&M University, the local community, and the world.

1. Engineers' Week

1. The purpose of the Engineers' Week Committee is to promote the engineering community. The Engineers' Week committee organizes and executes various celebratory and informative events in conjunction with other engineering societies. Engineers' Week is a nationally observed week of events that many universities and businesses take part in each year at the end of February.

2. EnVision Conference

1. The purpose of the EnVision Conference Committee is to host a semi-annual conference directed at elementary, middle, and high school students from around Texas. The conference is an opportunity for these students to develop an

engineering mindset, learn about the different Texas A&M engineering programs, and to see the campus.

3. Special Events

1. The purpose of the Special Events Committee is to raise awareness of the real world application of engineering for college students. The committee organizes and plans a variety of events including the SEC Directed Internship.

4. Philanthropy

1. The purpose of the Philanthropy Committee is to provide a link between members and the community through student or university initiated service projects. In addition, the chair(s) will maintain relations with SEC's philanthropy.

(c) Internal

- (i) To foster leadership development within the Council and the College of Engineering.

1. Legislation

1. The purpose of the Legislation Committee is to act as the primary SEC liaison for interactions among faculty, administration, students, and student government organizations. The Legislation Committee gathers feedback through student surveys and presents the survey results to Engineering Department Heads and Deans at least once annually. Survey results shall be shared with students and other leaders of the college as the Executive Board sees fit and within the regulations of the Texas A&M University System.

2. Society and Graduate Relations

1. The purpose of the Society and Graduate Relations Committee is to motivate and promote society and graduate involvement in order to fulfill SEC's vision of serving as the representative voice of the College of Engineering, as well as to aid in the development of the Engineering Student Organizations.

3. Student Relations

1. The purpose of the Student Relations Committee is to advance the representative voice pillar of our mission statement by hosting events, campaigns, and other initiatives to foster personal wellness

among College of Engineering students and promote access to campus-wide resources.

(d) Operations

(i) To provide for the operations of the Council.

1. Internal Relations

1. The purpose of the Internal Relations Committee is to ensure that each member of the SEC is developing meaningful and productive relationships inside the SEC and to coordinate social events for the organization. Additionally, the Internal Relations Committee organizes the annual Family Weekend Brunch, and the catering for corporate speaker meetings when provided.

2. Marketing

1. The purpose of the Marketing Committee is to promote the brand of SEC and its committees. The Marketing Committee is responsible for any outgoing publications in order to maintain the professionalism and uniformity of the Council's brand.

3. Membership

1. The purpose of the Membership Committee is to ensure that each member of the SEC is gaining valuable experience by assigning at-large members to committees, keeping a record of at-large member's point progression, and managing the SEC recruitment process. Additionally, the Membership Chair organizes the SEC composite picture and end-of-year banquet.

4. Systems Administration

1. The purpose of the Systems Administration Committee is to maintain all workstations and servers hosted or utilized by the SEC and to provide functional, resourceful, and up-to-date web applications. The committee will also serve as a liaison between the SEC, Texas A&M Information Technology staff, and the web hosting service providers being utilized to host SEC web applications.

ARTICLE XI. MEETINGS

Section 1. General Council meetings are to be held every week during the semester unless otherwise specified by the Executive Board.

Section 2. Regular meeting dates will be set by the Executive Board. Changes may be agreed upon from time to time as determined by the Executive Board. The Dean of Engineering or the President of the Council may call special meetings as needed.

Section 3. If a member of the Council misses a total of three (3) or more regular meetings during the semester without an approved excuse, they may be removed from the Council at any time prior to the last day of the academic semester as decided by the Membership Board, and notification will be sent to the member or society (if the member is a Society Representative). The organization involved will be responsible for replacing the removed representative. The validity of an excuse is determined by the Membership Chair.

Section 4. The maximum time that an issue may be debated shall be determined by the President of the Council. This rule may be waived by a simple majority vote of all members of the Council present.

ARTICLE XII. FISCAL POLICY

Section 1. The Finance Committee will be comprised of the Chief Financial Officer(s) and other positions as designated by the Fiscal Board.

Section 2. Responsibilities of the Chief Financial Officer(s)

- (a) To oversee the Finance Committee and all SEC financial accounts
- (b) To organize the overall SEC budget based on previous year expenditures and aiding in budgetary appropriations
- (c) To submit an initial budget estimate for the forthcoming year and a budget summary of the ending year at the last Fiscal Board meeting of the spring semester
- (d) To assist the Vice President Development with tax issues for the Council
- (e) To oversee all sales for the Council
- (f) To provide documentation to the appropriate body in the case of an audit

Section 3. Each committee's proposed budget shall be submitted by the incoming Committee Chairs, through their Fiscal Board representative, by a date specified by the Executive Board. The Fiscal Board shall then allocate all budgetary appropriations and issue appropriate financial guidelines.

Section 4. The Fiscal Board shall be comprised of the Executive Board and the Chief Financial Officer(s). The voting members of the Fiscal Board shall consist of the Chief Financial Officer(s) and the voting members of the Executive Board. The Executive Secretary's participation in Fiscal Board meetings is at the discretion of the voting members of the Fiscal Board.

Section 5. Responsibilities of the Fiscal Board

- (a) To review all budgets
- (b) To appropriate funds
- (c) To vote on budgetary amendments and appropriations

Section 6. Budgetary amendments (e.g., requests for additional funding) shall be submitted to the Fiscal Board for approval.

Section 7. Approval of budgetary amendments by the Fiscal Board requires a majority vote. A Fiscal Board member cannot vote on his/her own budget, and a majority is still required from the remaining members.

Section 8. Fiscal Board meetings are scheduled by the Vice President Development as needed.

Section 9. The Fiscal Board shall administer the SEC Operations Endowment. This includes budgeting for and making a yearly contribution to the fund based on the End of Fiscal Year Report.

ARTICLE XIII. FINANCIAL TRANSACTIONS

Section 1. All monies belonging to this organization shall be deposited and distributed through a bank account established for this organization at the Student Organization Finance Center (SOFC), the Texas A&M Foundation, and the TAMU Fiscal Office. All funds must be deposited within one business day after collection. The advisor to this organization must approve each expenditure before payment.

ARTICLE XIV. ALCOHOL AND ILLEGAL DRUG POLICY

Section 1. SEC members are to abide by the Alcohol Policy established by Appendix VIII, Section II, of the University Student Rules for Student Organizations and all other policies outlined by the Texas A&M University System.

Section 2. SEC is not to be affiliated with alcohol or illegal drugs in any way whatsoever.

Section 3. Alcohol and illegal drug affiliation includes, (but is not limited to)

- (a) To promote, advertise, or distribute alcohol or illegal drugs at any SEC-related event or through any official communication with any Council-related labels or media
- (b) To provide alcohol at any SEC-related event
- (c) To wear SEC-affiliated apparel including, but not limited to, shirts (e.g. polos, t-shirts, etc.) and name tags, while consuming alcohol or illegal drugs

Section 4. SEC-related events include SEC-sponsored events and personal events discussed or promoted at SEC events or meetings, on the SEC listserv/email/website, or in the SEC office.

Section 5. Violation of the Alcohol and Illegal Drug Policy, as determined by the Executive Board, could result in the following:

- (a) Immediate loss of SEC membership
- (b) Report to University and local police
- (c) On all SEC-sponsored trips, SEC will send the member home at the member's own expense. SEC is not responsible for a member's actions that violate this policy.

ARTICLE XV. MEMBER DUES

Section 1. SEC Member-at-Large dues are to be \$10.00 per academic year, regardless of the collection date.

Section 2. Member dues for returning SEC members and members accepted in the Fall are to be collected at the first Fall General Council Meeting after new members have been selected.

Section 3. Member dues are to be collected for returning members who were inactive in the Fall and new members accepted in the Spring at the first Spring General Council Meeting after new members have been selected.

Section 4. The Chief Financial Officer(s) or the designee (as approved by the Fiscal Board) will set up a Texas A&M Marketplace item to collect dues electronically.

Section 5. Member dues may not be increased, decreased, or otherwise changed without a Bylaws amendment.

ARTICLE XVI. AMENDING THE BYLAWS

Section 1. All amendments to the Bylaws shall be conducted on a one-vote-per-member basis with a two-thirds majority necessary to pass all changes.

Section 2. The Executive Board will call for proposals regarding Bylaws and Articles of Association amendments from the voting body of the Council at a meeting of the Executive Board's choosing

- (a) The meeting to resolve proposals shall be no sooner than two weeks and no later than six weeks after the call for proposals
- (b) All proposals must be submitted in full to the Executive Board by a date specified by the Executive Board at the time of the call for proposals which may not be earlier than the close of the preceding business week
- (c) A proposal, or portions thereof, may not be entertained by the General Council under the following circumstances
 - (i) The Executive Board unanimously opposes the proposal or portions thereof, and
 - (ii) A supermajority of the Executive Council opposes the proposal or portions thereof, and
 - (iii) The organization's advisor opposes the proposal or portions thereof
- (d) In the event that the advisor dismisses an amendment previously passed by the General Council, the advisor may present the reason for the dismissal to the General Council
 - (i) In writing, or
 - (ii) At the next meeting of the General Council

Section 3. The Bylaws and Articles of Association together act as the SEC Constitution with respect to the Department of Student Activities. The SEC Constitution is reviewed annually and subject to the approval of the Department of Student Activities.

- (a) Upon changes of Student Activities rules and procedures, the Bylaws may be amended temporarily by a majority vote of the Executive Board in order to maintain University recognized student organization status. The General Council must approve the temporary amendments the following semester at the Bylaws meeting.

