

THE  
**BY-LAWS OF ENCOUNCIL**

THE UNDERGRADUATE STUDENT GOVERNMENT OF THE WASHINGTON UNIVERSITY IN ST. LOUIS  
SCHOOL OF ENGINEERING AND APPLIED SCIENCE

As Revised 31 March 2011

**I. STANDING COMMITTEES**

**A. Definition**

1. A standing committee shall be defined as a committee necessary to the annual success of EnCouncil.
2. There shall be a standing committee for:
  - a. Programming
  - b. Academic Affairs

**B. Standing Committee Chairs**

1. Each Standing Committee shall have a chair, whose duties shall be:
  - a. To coordinate the budgets and activities of his/her constituent Directors.
  - b. To represent the interests of his/her constituent Directors
  - c. To hold committee meetings.
  - d. To serve as an information resource for his/her constituent Directors.
  - e. To prepare any budgetary requests for the next semester for the Treasurer.
  - f. To serve on the Executive Board.
2. The duties of the Programming Committee Chair shall be:
  - a. To oversee and promote social and educational programming within the engineering school.
  - b. To oversee and promote community service and outreach by EnCouncil
3. The duties of the Academic Affairs Committee Chair shall be:
  - a. To oversee all lobbying efforts of EnCouncil.
  - b. To promote the representation of engineering students' interests in engineering school and university affairs.

**II. DUTIED OFFICERS**

**A. Definition**

1. A dutied officer shall be defined as a person charged by the Executive Board to perform a specific task or duty.
2. There shall be the following dutied officers:
  - a. Professional Outreach Chair
  - b. Parliamentarian

**B. Duties**

1. The duties of the Professional Outreach Chair shall be
  - a. To promote relations with bodies outside of Washington University
  - b. To promote relationships with alumni and recruiters
  - c. To oversee communication with the national body, the National Association of Engineering Student Councils (NAESC), and its constituent regions.
2. The duties of the Parliamentarian shall be:
  - a. To provide an official interpretation of the Constitution and By-Laws of EnCouncil as necessary.
  - b. To ensure the current Constitution and By-Laws are on record in the Student Union office.
  - c. To possess a copy of the Constitution and By-Laws at each official general body meeting.
  - d. To review and approve meeting rules as specified by the President
  - e. To bring to the attention of the executive board and/or the general body, when appropriate, any unconstitutional proceedings.

- f. To create a schedule of all elections and appointments to outside bodies before the start of each semester.
  - g. To keep track of the Voting Membership of Encouncil
  - h. To act as Sergeant-at-Arms during the general body meetings.
    - i. The Sergeant-at-Arms shall be responsible for keeping order in the meeting when the President is unable to do so.
    - ii. He/she shall keep candidates out of the room during elections by keeping the door to the room closed at all times during candidate speeches, discussions, and votes.
- C. Appointments
- 1. The Professional Outreach Chair shall be elected during the same general body meeting as Executive Board Member Elections following the same rules as said elections.
  - 2. The Parliamentarian shall be appointed by the Executive Board with the following rules:
    - a. The selection shall be made as soon as possible after the election of a new executive board, or as soon as possible after the resignation of the parliamentarian.
    - b. The selection must be approved at the general body meeting immediately following the selection by the Executive Board by a majority vote of the voting members present at the time of the vote.
- D. Terms of Office
- 1. The Professional Outreach Chair's term of office shall copy that of the Executive Board in Article V Section E of the Constitution.
  - 2. The Parliamentarian will start his/her term immediately upon appointment, but shall be considered interim pending approval of the General Body and shall end at the closure of the yearly term.
- E. Vacancies
- 1. Any vacancies in a Dutied Officer position shall be filled in the manner that the position was originally filled as stated in Section C of this Article.

### III. OFFICERS

- A. The duties of the President shall be:
  - 1. To preside over and maintain order in EnCouncil general body and Executive Board meetings.
  - 2. To vote in the event of a tie.
  - 3. To prepare and distribute the agenda for upcoming general body meetings.
  - 4. To engage in any other activities necessary to the success of EnCouncil.
  - 5. To ensure that the Constitution and By-Laws, as interpreted by the Parliamentarian, are enforced.
- B. The duties of the Vice President shall be:
  - 1. To keep attendance and minutes at meetings.
  - 2. To post and/or distribute minutes and announcements of each meeting in a timely manner
  - 3. To oversee and promote social programming within EnCouncil.
  - 4. To ensure that EnCouncil publications are updated and maintained as appropriate, including but not exclusive to the web page, glass case, and bulletin boards.
  - 5. To oversee and promote activities to enhance the leadership skills of EnCouncil members.
- C. The duties of the Treasurer shall be:
  - 1. To manage all funds belonging to EnCouncil, and be responsible for their disbursement.
  - 2. To keep a ledger of all EnCouncil expenses available to any interested general body member.
  - 3. To prepare the Student Union budget request for EnCouncil as a general body, and to compile the budget requests from its committees and affiliated societies for approval by the Executive Board and submission to Student Union, each semester.
  - 4. To prepare a budget for EnCouncil as soon as possible after receiving notice of the total Student Union allocation for the following semester, and to get approval for the budget from the General Body.

5. To correspond with the Student Union Treasurer and be familiar with Student Union financial policies.
  6. To check the EnCouncil Student Union mailbox and EnCouncil pendaflex and respond appropriately to all materials therein in a timely manner.
- D. The duties of the standing committee chairs shall be those explained above in Article I Section B of these By-Laws.

#### IV.

##### **ELECTIONS**

- A. Executive Board
1. Executive Board elections shall be held no earlier than 6 weeks before the last day of engineering classes at the end of the academic year and no later than 3 weeks before the last day of engineering classes at the end of the academic year.
  2. Executive Board members shall be elected by a majority vote of the current voting members of EnCouncil present at the time of the election.
    - a. If there is no majority, a run-off between the two candidates receiving the most votes shall take place.
    - b. A "run-off" shall be defined as a re-vote with only the above two candidates listed, where a majority vote shall decide the election.
  3. The Executive Board elections shall be conducted by a current officer not seeking reelection.
    - a. If no such officer exists, the elections shall be conducted by a graduating EnCouncil member.
    - b. This person shall be known as the "Election Officer".
  4. Candidates are chosen by a seconded nomination, prior to the start of elections.
  5. Speeches, Questions, and Discussion
    - a. Each candidate shall be allotted time by the Election Officer to address the council, followed by an allotted time for questions and answers.
    - b. Each candidate must be allotted equal periods of time.
    - c. The other candidates may not be present during this time.
    - d. Candidates will appear in the order of nomination.
    - e. After each candidate has appeared, the council may discuss the merits of the candidates by speaking constructively about one or more individuals.
    - f. This will occur for a previously allotted amount of time while all candidates are not present.
    - g. During the discussion, the members who nominate each candidate shall have the opportunity to speak in support of their nominee, in the order of nominations, before a speakers' list is formed.
    - h. A "speakers' list" shall be defined as a list created by the Election Officer to designate who shall speak and in what order.
      - i. To be placed on the speakers' list, a member shall raise his/her hand and be recognized by the Election Officer.
      - ii. The member will be notified by the Election Officer when it is his/her turn to speak.
      - iii. No member shall be placed on the speakers' list for a second time until all members wishing to speak once have had the opportunity to do so.
  6. Voting Method
    - a. Everyone present, except those counting the votes, shall put their heads down such that they cannot see any other person.
    - b. The vote shall be conducted by a show of hands.
    - c. Only after the vote is complete may everyone bring their heads up so that they can see other people.
    - d. An alternate voting method may be motioned and passed by a majority vote of the voting members present at the time.
  7. There shall be one and only one person elected to each officer position.
  8. No person may hold more than one officer position at the same time.

- B. Dutied Officers
- 1. Dutied officers will be chosen as described in Article II Section D of these By-Laws
- C. Directors
- 1. In the event that the General Body or Executive Board chooses to designate a Director by means of an election, the election process will be the same as described in Section A of this Article, with the following exceptions:
  - a. If there are multiple positions deemed too similar to be voted upon by separate elections, a single nomination process shall take place and each position will be filled by a majority vote followed by another majority vote of all remaining candidates until all positions are filled.
  - b. As specified in Article VI Section E.4 of the Constitution, all members present at the time of the vote shall be allotted one vote.
  - c. Multiple members may hold the same position, serving as Co-Directors, provided that they are jointly nominated and that all candidates accept the joint nomination.
  - d. The President shall serve as Election Officer for all Director elections.
- D. Representatives to Outside Bodies
- 1. The President shall notify the entire engineering student body in advance of the election.
- 2. Each candidate shall be allowed to address the council in support of his/her candidacy.
- 3. The designation shall be made by a majority vote of all members present at the time of the election, regardless of voting status.
- 4. If the procedures enumerated here cannot be followed due to insufficient time, the Executive Board shall make the appointment. At the next general body meeting, this appointment must be approved by a majority vote of the voting members present at the time of the vote.
- 5. Procedures specified by the body granting the power of appointment shall, in all cases, supersede those enumerated here.

## V. MEETINGS

- A. General Body Meetings
- 1. At the beginning of each academic semester, there shall be a general body meeting every week for two weeks.
- 2. After that time, there shall be a general body meeting every two weeks for the remainder of the semester with consideration taken for holidays and vacations.
- 3. Each general body meeting will be presided over by the President.
- 4. Temporary Vacancies
  - a. In the event that the President is unable to preside over a meeting, the Vice President will assume the duties of the President for the duration of the meeting only.
    - i. In the event that the President and Vice President are both unable to preside over a meeting, the President must designate in advance an officer to assume the duties of the President for the duration of the meeting only.
    - ii. If the President is unable to designate a temporary replacement, the meeting shall be cancelled.
  - b. In the event that the Vice President is unable to take minutes for a meeting, the President must select an officer to take minutes for the meeting.
  - c. In the event that the Treasurer is unable to serve as Sergeant-at-Arms for a meeting, the President must select an officer to serve as Sergeant-at-Arms for the duration of the meeting only.
  - d. In the event that the Parliamentarian is unable to perform the duties required of the office, the Parliamentarian must designate in advance a non-officer member who will serve as a replacement for the duration of the meeting only.
    - i. If the Parliamentarian is unable to designate a temporary replacement, then the President must find a non-officer member to serve as Parliamentarian for the duration of the meeting only.
- 5. The time and location of general body meetings will be at a regular time and place designated by the Executive Board at the beginning of each semester.
- 6. Minutes of the General Body meetings will be taken by the Vice-President and made available to any member interested.

7. The meeting rules must include:
    - a. All motions need to be seconded.
    - b. Standing Committee Chairs shall give a report on behalf of the committee at each meeting
    - c. Procedural questions shall be given priority over other questions, motions, or votes.
  8. Other meeting rules shall be designated by the President at any time during the academic year, with the approval of the Parliamentarian
  9. The Parliamentarian must be well versed in these rules before the first general body meeting in which these rules are utilized.
- B. Executive Board Meetings
1. The Executive Board shall meet at least once every week for the entire academic year, with consideration taken for holidays and vacations.
  2. The time and location of these meetings will be specified by the President.
  3. Each Executive Board Meeting will be presided over by the President.
  4. In the event that the President is unable to attend, the Vice President will assume the duties of the President for the duration of the meeting only.
  5. Minutes of the Executive Board meetings will be taken and made available to any General Body member interested.
  6. Executive Board meeting are open to viewing by anybody interested.
- C. Standing Committee Meetings
1. Standing Committees will meet at least four times each academic semester.
  2. The time and location of each of these meeting will be specified by the appropriate standing committee chair.
  3. The appropriate standing committee chair shall preside over each standing committee meeting.

## **VI. RECURRING APPOINTMENTS TO OUTSIDE BODIES**

- A. EnCouncil will annually appoint representatives to the following organizations:
1. Undergraduate Advisory Board (School of Engineering and Applied Science, Washington University)
  2. Engineering Orientation Committee Chair (School of Engineering and Applied Science, Washington University)

## **VII. STANDING MANDATES TO THE EXECUTIVE BOARD**

- A. It is the responsibility of the Executive Board to fulfill these following mandates:
1. The President shall keep disrespectful comments out of discussions during meetings, and especially elections. It shall be the responsibility of the President to encourage the General Body to make positive comments during discussions.
  2. The Vice President shall set date, set location, and officiate meetings of the Engineering Societies Council in accordance with the documentation of the Societies Council.
  3. The Treasurer shall chair the Engineering Projects Review Board of the School Of Engineering and Applied Science in accordance to the Board's by-laws as long as the program is funded by the School.
  4. The executive board shall appoint a webmaster in charge of maintaining and updating the EnCouncil website.
  5. The Executive Board shall strive to ensure the attendance of an Executive Board member at all EnCouncil activities.
  6. The Executive Board shall maintain and preserve records of the actions of EnCouncil for the guidance and reference of future members.
  7. The Executive Board shall maintain close contact with the dutied officers concerning pertinent EnCouncil matters.
- B. Violation of these mandates provides grounds for impeachment and ultimately removal from office.
- C. The General Body shall be notified annually at the time of new Officer Elections that mandates of the Executive Board may be added or modified at the discretion of the General Body. Adding mandates to this list (or changing them) shall be considered making an amendment to these By-Laws.