The Constitution of The Civil and Environmental Engineering Student’s Association

Article I: Purpose

The Civil and Environmental Engineering Student’s Association, more commonly known as CEESA, strives to uphold the values of excellence in academic and professional environments. Through service projects, educational programs and social functions, we aim to foster a vibrant and supportive community that enables every student to reach his or her highest potential.

Article II: Membership

1. Any member of the MIT community is eligible to become a member of this organization. One is considered a member of this organization in any given academic term if she has attended at least one meeting in the current term.
2. The organization’s membership will at all times consist of at least 5 MIT students and be more than half MIT students.
3. This organization will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement.

Article III: Officers

1. This organization will have at a minimum eight officers:
   a. President
      1. The president shall be the official representative of the group to any other organization and to MIT.
      2. The president will preside over all meetings.
      3. The president is responsible for determining when meetings are and publicizing this to the group.
      4. The president will interface between the students and the department.
      5. The president will lead the submission of the Annual Report required by the American Society of Civil Engineers (ASCE) to stay a recognized chapter of the society.
   b. Vice President
      1. The vice president will head the Career Fair Committee, organize committee, delegate responsibilities to career fair officers, and ensure that all tasks are completed on time.
      2. The vice president will assist president (and any other executive officer) in any responsibilities in the event that president is unavailable.
   c. Treasurer
      1. The treasurer shall be responsible for the finances of the group.
      2. The treasurer will manage reimbursements in a timely fashion.
   d. Secretary
      1. The secretary will record and distribute meeting minutes at each meeting.
      2. The secretary will make sure all members are registered with the ACSE
3. The secretary will update all email lists.

e. American Society of Civil Engineers Chair
   1. The ASCE chair maintains relations with ASCE national
   2. The ASCE chair organizes attendance at 1-2 Boston Society of Civil
      Engineers (BSCES) events or ASCE events per semester.
   3. The ASCE chair will organize and write the Annual Report.

f. Public Relations Chair
   1. The public relations chair publicizes CEESA events.
   2. The public relations chair provides information and content for the
      webpage and other Course 1 publications.
   3. The public relations chair collects and organizes the honoring of the CEE
      person of the month award.

g. Social Chair
   1. Social chair plans community service opportunities for the chapter.
   2. Social chair plans “pump-up” events during finals weeks (lunches, snacks,
      study breaks, etc.).

h. Faculty Liaison
   1. Faculty liaison organizes events with faculty, specifically faculty dinners.

2. The above descriptions are the minimum requirements of the positions and by
no means considered the full extent of the position.

3. All officers of this organization must be distinct persons and MIT students.

4. Elections:
   a. Elections of officers shall occur just prior to the end of the Fall semester.
   b. Any member of this organization is eligible to run for office.
   c. Quorum for elections is half of the organization.
   d. Any member is elected if he or she wins a majority of the voting
      members.
   e. If more than two people are running and no one wins a majority, then
      the person with the fewest votes is dropped from the ballot and
      votes are recast.
   f. The term of office runs from the beginning of January till until the end of
      December.

5. Removal: Officers may be removed by a three-fourths vote of the executive
   board.

**Article IV: Meetings**

1. Meetings shall be held at least twice every semester.
2. Meetings shall be presided over by the president, unless she is absent, and in
   that case the vice president shall preside.
3. All decisions shall be made by a majority vote of all members present.
4. Quorum for a meeting shall be one quarter of the members of the organization.
Article V: Amendments
1. Amendments shall be presented by any member of the organization.
2. Amendments shall be passed by a two-thirds voted of the members present.
3. Quorum for amending this constitution shall be two-thirds of all members of the organization.

Article VI: ASA Governance Clause
The Civil and Environmental Engineering Student’s Association agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations.