

BYLAWS OF THE BENTON ENGINEERING COUNCIL

AT THE

UNIVERSITY OF FLORIDA

(Revised March 2008)

ARTICLE I. Name

The name of this organization shall be the "Benton Engineering Council" and shall hereafter be referred to in the BEC Bylaws by the letter designation "BEC."

ARTICLE II. Meetings

SECTION 1: First Meeting of Each Semester

The first meeting of each semester shall include a review of *Robert's Rules of Order (Newly Revised)* and a review of the BEC Constitution and Bylaws. This meeting will establish the methods of parliamentary procedure that will govern all BEC meetings.

SECTION 2: Regular Meetings

Regular meetings of the general assembly of the BEC shall be held during regular semester sessions. All meetings shall be held at a time and place designated by the Vice President of Communications.

SECTION 3: Special Meetings

The president shall call special meetings of BEC for the specific purpose of transacting business, which cannot await action at a regular meeting, or upon written request of one-fifth of the representatives of BEC.

SECTION 4: Meetings of Constituent Organizations

Constituent organizations are discouraged from holding regularly scheduled meetings at the same time as regularly scheduled meetings of the general assembly of the BEC.

SECTION 5: Meetings of Constituent Organization Presidents

Presidents of constituent organizations shall meet as a group with the BEC executive board twice per semester. (Once mandatory, once optional)

ARTICLE III. Government (Voting)

SECTION 1: Vote of Representatives

Each of the voting representatives shall have one vote in each transaction of business. In the event that the voting representative is absent, the alternate (as described in Article III Section 3 of the Bylaws) shall have that representative's vote. In the event a clear majority is not reached, voting shall take place by secret ballot, raising the hand, or roll call at the discretion of the presiding officer.

SECTION 2: Quorum of Representatives

A quorum for any BEC meeting is a simple majority as defined by *Robert's Rules of Order*. A quorum of the voting representatives of the BEC shall be necessary for the transaction of any business of the BEC unless otherwise provided in the Constitution and Bylaws.

SECTION 3: Alternates for Representatives

Each alternate will act as a replacement for the representative of the respective society. The President of each society shall serve as an alternate if none has been designated.

SECTION 4: Vote of the President

The president shall have no vote in any general meeting of the BEC, except in the case of a tie vote. In this case, the president or presiding officer shall be entitled to one vote.

SECTION 5: Endorsement of Political Parties

The BEC shall not endorse or condone any political party slate in any election process on the University of Florida campus. There will be no soliciting of votes by political parties at the general meetings of the BEC.

ARTICLE IV. BEC Attendance

SECTION 1: Attendance by Representatives

The representatives are responsible to be in attendance at any and all BEC meetings that are announced (website, E-Gator, email, posting, letter, phone call, etc.). In addition, representatives are responsible to be in attendance at any and all announced meetings for committees on which these representatives serve. If the representative is unable to attend any of these meetings, a designated alternate must attend for the representative.

SECTION 2: Penalty for Non-Attendance

Non attendance has two portions: meetings of the general body and committee meetings. For general meetings, non-attendance shall be defined as absent from more than two meetings per semester for the general body. For committee meetings, non-attendance will be at the discretion of the committee chair which will be set at the first meeting of each committee. In the event that a member has foreknowledge of the inability to attend a meeting, the society of the member shall be asked to submit a replacement, subject to Constitutional provisions.

SECTION 3: Notification of Non-Attendance

The society of any representative who does not attend a meeting will receive a letter or email regarding that non-attendance. The letter or email will be sent to the responsible society's president.

SECTION 4: Summer Participation

Every society will be required to complete the Notification of BEC summer Participation form in writing or electronically by the end of the Spring term.

ARTICLE V. Committees

SECTION 1: Engineers Week Committee

1. The Engineers Week Executive Director will be appointed by the Vice President of Programs subject to ratification by the BEC Executive Board. The Executive Director shall:

- a. Appoint the directors of the Engineers Week subcommittees.
- b. Report to the BEC President, Vice President of Programs and general assembly of the state of Engineers Week.
- c. Fully acquaint the incoming Executive Director with Engineers Week activities.
- d. Compile a written end-of-term report submitted to the outgoing President and President-Elect covering all phases of the Engineers Week committee's activities.
- e. Call and chair Engineers Week meetings as needed to conduct the business of Engineers Week.

2. The Engineers Week Committee shall conduct all business in regard to Engineers Week. The Committee shall operate under the jurisdiction and guidance of the Executive Board of the BEC and according to the rules and regulations of the University governing student organizations. The committee shall consist of the Executive Director of Engineers Week, the Engineers Week Finance Director, and the directors of each Engineers Week program or event.

3. The directors for the Engineers Week programs and events should include, but are not limited to Engineering Leadership Forum, Engineering and Science Fair, Engineering Bowl, Engineering Extravaganza, Engineering Field Day, Kickball Tournament, and Engineers Week Reception. Furthermore, a Finance director, a Public Relations director, and a Society Coordinator should be appointed by the Engineers Week Executive Director.

4. The Executive Director and the Finance Director shall submit a budget for the next year according to the guidelines and deadlines set by the BEC Treasurer. The Finance Director shall submit all financial records to the BEC Treasurer within thirty (30) days of the end of Engineers Week.

SECTION 2: Constitution and Bylaws Committee

1. The Constitution and Bylaws Committee shall be responsible for all amendments of the Constitution and Bylaws, for reviewing the Constitution and Bylaws annually to insure compliance with University rules and regulations, and for ruling on questions regarding constitutional matters. The committee shall consist of at least five voting members from five different organizations. The Vice President of Communications shall serve as chairperson of this committee.

2. Any constituent society or organization or qualified student of the College of Engineering can submit, in writing, a question regarding constitutional matters to the Constitution and Bylaws Committee. Rulings on constitutional questions concerning expulsion of a representative or loss of funding must be presented in a general meeting of the BEC and approved by a quorum of the voting representatives of the BEC. The chairperson of the committee shall notify the originator of the question, in writing, of the final ruling.

SECTION 3: BEC Programs Committees

1. The BEC Vice President of Programs will appoint directors for each of the special programs of the BEC. BEC Programs Committees will consist of the Directors of each program and their committee members. These programs shall include, but are not limited to the College of Engineering Homecoming Float, Holiday Cheer, Spring Service, and Engineers Week. The Vice President of Programs shall be the co-chair of all program committees, therein. In addition, the Vice President of Programs shall act as a liaison between the Directors of the committees and the BEC executive board.

2. The Vice President of Programs, after consultation with each program director, shall submit a budget for the next year according to the guidelines and deadlines set by the BEC Treasurer. The finances for programs shall be managed by the BEC Treasurer.

SECTION 4: Finance Committee

1. The Finance Committee shall be responsible for reviewing funding requests (SARs), modifying requests to conform to Student Government and BEC policies, and assisting the BEC Treasurer in tasks regarding the financial matters of the BEC. The BEC Treasurer shall be the chair of the Finance Committee. The Finance Committee shall consist of one BEC Representative for every three constituent societies or organizations of the BEC. The motivation of the Finance Committee shall be to help societies use their approved budgets and abide by the SG and BEC funding regulations.

2. By the second regular meeting after receiving the Student Government audit, the Finance Committee shall hold budget hearings with each society or organization that submits a budget to BEC. The budget hearings shall be used in conjunction with the previous year's budget and Treasurer's report to aid in the development of a proposed BEC budget for the coming year. The proposed budget shall be presented to the BEC General Body for approval by a 2/3-majority vote.

3. The Finance Committee shall assist the Engineers Week Director in preparing the Engineers Week budget.

4. The Finance Committee shall meet at a time designated at least one week in advance by the BEC Treasurer. Constituent societies and organizations shall submit requests for funding in accordance with their approved budget. All requests must be submitted in physical or electronic form to the Finance Committee no later than the close of business two days before the announced Finance Committee meeting. The chair shall verify the applicant's eligibility for funding and determine the extent of funding available within the society or organization's approved budget.

5. Special circumstances notwithstanding, requests received by the Treasurer before the submission deadline will be included on the agenda for the Finance Committee meeting. Requests received after the deadline will require resubmission for the next Finance Committee meeting.

6. The President or Treasurer of the applicant society or organization shall present the funding request to the Finance Committee. Using BEC and SG funding regulations and the approved BEC Budget, the committee shall approve requests that are germane to the society's budget. The chair shall then aid the applicants in submitting the necessary paperwork to the Student Government Finance office before any funds are spent.

7. If the Finance Committee determines that a society or organization's funding request is outside the approved budget, the Finance Committee shall make a favorable or unfavorable funding recommendation to the BEC General Body. The General Body may then approve the organization's

funding request by a majority vote at the subsequent General Body meeting. Requests that have not been approved may be resubmitted to the BEC Finance Committee at a later date.

SECTION 5: Audit Committee

1. If deemed necessary, an Audit Committee shall be formed by a majority vote of the voting members of the BEC and shall make an audit of all financial records of the BEC. This report shall be reviewed by the Council and submitted to the faculty advisors for review prior to the incoming officers assuming their responsibilities. If found unacceptable, a new committee shall perform such an audit of the Council's records as needed to establish the legality of past financial transactions. The BEC Treasurer shall be the de facto chairperson of the Audit Committee.

2. The members of the Audit Committee will be selected by a majority vote of the voting members of the BEC.

SECTION 6: Awards Committee

1. The Awards Committee shall conduct the special awards programs of the BEC. These awards include the Dean Weil Award, the Dean Earle Award, the Engineering Leadership Award, the Engineering Service Award, the Outstanding Society Award, the Best Society Event Award, and the Most Improved Society Award. The Secretary shall be the committee chairperson. The committee shall consist of the chairperson and at least four members.

2. The committee shall be responsible for publicizing information regarding the awards, collecting award applications, selecting the award recipients, and ordering award plaques/trophies.

3. Members of the Awards Committee are not eligible to receive an award.

4. The committee chairperson shall be responsible for seeing that the End of the Year Banquet or other suitable awards ceremony is executed.

5. Each voting member of the committee must represent a different voting society within BEC.

ARTICLE VI. Engineering and Science Fair

The BEC shall sponsor an annual Engineering and Science Fair to be conducted by the Engineers Week Committee, as set forth in the BEC Bylaws.

ARTICLE VII. The E-Gator

The E-Gator is a bi-annual newsletter of the Benton Engineering Council and constituent societies and organizations. The editor of the newsletter shall be the Vice President of Communications or its appointee. The newsletter should include a schedule of upcoming BEC meetings and events as well as other current and relevant information pertaining to BEC. Each organization shall be required to submit to the E-Gator Editor one article per semester on their general activities. The submissions shall be coordinated by the E-Gator Editor. Societies that receive funding by the BEC shall be required to submit additional articles to the E-Gator that report each activity for which funding was granted.

ARTICLE VIII. Amendments and Bylaws

SECTION 1:

Amendments to the BEC Constitution and Bylaws may be proposed by any active member of the BEC. Proposals shall be referred to the Constitution and Bylaws Committee, which will verify adherence to University and Student Government rules and guidelines.

SECTION 2:

After proposed amendments are reviewed and accepted by the Constitution and Bylaws Committee, the proposal shall be read in two regular general meetings. Immediately following the second reading, a vote by a quorum of BEC voting members shall be held. The amendment shall be adopted upon approval by a majority vote of the quorum as per Article II of the BEC Bylaws.

SECTION 3:

A record of the Constitution and Bylaws shall be maintained by the Vice President of Communications and copies shall be made available to any member upon request.

ARTICLE IX. Request for Funds

SECTION 1:

A fiscal year shall be defined from July 1 to June 30 as defined by Student Government.

SECTION 2:

Any society or organization that desires to receive funding must meet Student Government qualifications and must be represented at BEC meetings. Societies or organizations must also submit a projected budget for the upcoming fiscal year to the BEC Treasurer before the designated deadline in order to be eligible for funding in the upcoming fiscal year. The BEC Treasurer shall announce the budget submission deadline at least three weeks in advance.

SECTION 3:

The representative for any society or organizations may miss a maximum of two meetings per semester. The society or organization of any representative who misses more than two meetings per semester will be placed on probation. The society or organization of any committee representatives who misses more than two committee meetings per semester will be placed on probation.

ARTICLE X. Representatives of the BEC

SECTION 1: Society Representatives

Each society under the jurisdiction of the College of Engineering shall elect one voting representative that shall be a member of the BEC. At the beginning of each semester, each society shall notify BEC of the name of their representative. The society representative will be responsible for maintaining their society's participation in the BEC and eligibility for funding as specified in the Constitution and Bylaws.

SECTION 2: Additional BEC Representatives

In addition to voting representatives, the President, Vice President of Communications (or equivalent), or the Treasurer may serve as a representative to the BEC. Should it become necessary, the alternate will be required to fulfill the duties of the voting representative. At the beginning of each semester, each society and organization shall notify BEC of the name of their additional representatives.

SECTION 3: Qualifications of BEC representatives

All BEC representatives must meet the qualifications for elected or appointed officials in student organizations as outlined in the University of Florida's *Handbook for Student Organizations*. An overview of these basic qualifications is as follows:

1. Be registered as a full-time student during the term of office;
2. Have a minimum 2.5 cumulative academic grade point average;
3. Be free of academic or conduct probation;
4. Be in a degree-seeking program.

All BEC representatives must also meet the following qualifications:

1. May not be an executive officer of the BEC concurrently.

SECTION 4: Election of Voting BEC representatives

1. Society representatives shall be elected by the society in which they are members. All members of the society shall be notified of the election and shall be eligible to vote. If a voting representative should be unable to serve the full term, they shall be replaced by a vote of the respective society.
2. Societies shall notify BEC of the date, time, and location of elections for society representatives. Notification shall be in writing and shall be received by the BEC Vice President of Communications a week prior to elections.
3. Upon election of representatives, the society shall notify BEC in writing or electronically by submitting the name, Gatorlink e-mail address, and primary phone number of all BEC voting representatives as outlined in Article X.

SECTION 5: Duties and Responsibilities of Voting BEC Representatives

1. To Act As Society Liaison With BEC:

Representatives of BEC shall serve as liaisons between their society and the BEC. As liaison, representatives shall keep their society posted on current business, upcoming events, and pending issues of the BEC.

2. To Serve On BEC Committees:

Representatives of BEC shall serve on at least one committee or subcommittee of the BEC or appoint an alternate from their society or organization.

3. To Attend BEC and BEC Committee Meetings:

Representatives of BEC must attend any and all duly announced meetings of the BEC and of their BEC committee. Any society for which a representative to BEC is either absent from three meetings or does not fulfill BEC committee meeting requirements as specified by the committee chairperson shall be placed on probation. The delinquent BEC representative's society shall be notified of nonattendance as specified in the BEC Bylaws.

4. To Notify BEC Of Summer Term Participation:

All representatives of BEC shall be required to submit notification of BEC summer participation for their society as stipulated in Article IV, Section 4 of the BEC Bylaws.

5. To Vote On BEC Business:

During meetings of the BEC, each voting BEC representative shall have one vote in each transaction of BEC business.

6. Representation of their Society:

A student may only represent one society per meeting.

SECTION 6: Infractions of the Constitution, Bylaws, or statutes of BEC or Student Government by BEC representatives

In the event that there is evidence of infractions of the Constitution, Bylaws, or statutes of BEC or Student Government by a BEC representative (or representatives), an investigation shall be conducted by the BEC Executive Board. The BEC Executive Board shall present the findings of the investigation and its recommendations to the general council. At this time the accused representatives or societies may state a defense against the accusations or explain to the council otherwise. The council shall then decide what actions to take in regard to the BEC Executive Board's findings.

SECTION 7: Disqualification of BEC Representatives

Any voting BEC Representative has the right to challenge the membership of any other voting BEC representative at any time. Justification for an active representative's disqualifications shall rest solely with the inability to meet the qualifications set forth in the Constitution and Bylaws. The challenged representative shall have the right to present a defense before BEC. Disqualification from BEC shall only be by a two-third majority vote of a quorum of the voting BEC representative.

SECTION 8: Resignation of BEC Representatives

In order to resign from the BEC, a member shall submit a written resignation to the BEC Executive Board and their society. The resignation shall become effective upon receipt. The society shall submit a replacement to serve the remainder of the resignee's term subject to the same rules and regulations of the original BEC representative.

ARTICLE XI. Probation

SECTION 1: Conditions of Probation

Societies will be placed on probation in accordance with guidelines set forth by the BEC Constitution and Bylaws.

SECTION 2: Effects of Probation

Any society placed on probation will have its funds frozen for the duration of its probation.

SECTION 3: Duration of Probation

Probation shall be enforced until a two-third majority vote by the BEC voting representatives following a presentation of the society's petition.

ARTICLE XII. Letter of Intent

SECTION 1: Requirements of the Letter of Intent

1. The president of each society that intends to send a voting representative to the BEC and participate in the BEC must notify the BEC Officers in writing or electronic form. The Letter of Intent is only binding for one academic year and must be received by the BEC Officers before the Second BEC General Assembly Meeting. If a Letter of Intent is not received before the Second BEC General Assembly Meeting, the BEC must approve the Letter of Intent by a majority vote.

2. The Letter of Intent shall include contact information for the organization (name, website, email address), contact information for all eligible BEC representatives (name, email, phone number), acknowledgement of reading the Constitution and Bylaws of the BEC, and agreement to all terms contained within both.

SECTION 2: Eligibility for Participation via Letter of Intent

All Engineering Societies and students of the College of Engineering are welcome to participate in the BEC. Voting privileges are restricted to the representatives of Engineering Societies that have met the requirements of Article XII of these bylaws.

SECTION 3: Eligibility for Funding via Letter of Intent

No Engineering Society shall be eligible for BEC or Student Government Funding unless that society has met the requirements of Article XII of these bylaws and has acted in accordance with the guidelines set forth in the BEC Constitution and Bylaws.

SECTION 4: Probation and the Letter of Intent

With the submission of a Letter of Intent, Engineering Societies shall be removed from probationary status.

SECTION 5: Restrictions on the Letter of Intent

Each society may only submit one Letter of Intent per academic year.