

American Society of Safety Engineers

Updated September 19, 2008

ARTICLE I - NAME

Section 1 - The name of this organization shall be the American Society of Safety Engineers

ARTICLE II - PURPOSE

Section 1 - To enhance safety engineering as a profession.

Section 2 - To enhance professional development of the members.

Section 3 - To enhance university and community engagement among the members.

ARTICLE III - MEMBERSHIP

Section 1 - Active members shall be:

- a. An undergraduate or graduate ERAU student,
- b. In good academic standing with a GPA not below 2.0.
- c. Voting student members who also have an opportunity of holding office.

Section 2 - Associate members shall be:

- a. ERAU Faculty or Staff members.
- b. Members not eligible to hold office.
- c. Members eligible to vote on day-to-day business, excluding elections.
- d. Members not eligible to benefit from SGA funding.

Section 3 - Membership Responsibilities include:

- a. Respecting and obeying this constitution,
- b. Respecting each member of the organization,
- c. Regular attendance of the meetings of the organization,
- d. Active participation in club functions,
- e. Upholding the good name of the organization,
- f. Assisting with the improvement of the organization,
- g. Paying dues prior to established deadline.

Section 4 - Legal Liabilities

- a. Completing all necessary precautions (if necessary) prior to participating in organization activities.
- b. ERASSE is not responsible for medical/liability insurance for your person or personal belongings.

ARTICLE IV - ORGANIZATION MEETINGS

Section 1 - Announcements of Meetings

- a. Will be made through mailings or other means of communication to members in appropriate time prior to the meetings taking place.

Section 2 - Frequency

- a. Meetings will be held at least once per month or more often, as deemed appropriate by the existing officers.

ARTICLE V - OFFICERS

Section 1 - Executive Officers/Board

- a. Shall consist of the following officers:
 - President
 - Vice President
 - Secretary
 - Treasurer

ARTICLE VI - DUTIES OF THE OFFICERS

Section 1 - President

- a. Shall be directly responsible for actions of the organization.
- b. Shall preside and chair all meetings.
- c. Shall represent the organization at all events deemed necessary.
- d. Shall co-sign all of the organization's documents, records and announcements, in conjunction with the Secretary.
- e. Shall not vote, but will decide if a tie occurs.
- f. Shall fulfill all other duties associated with the office.
- g. Shall co-sign, in conjunction with the Treasurer, all financial transactions.

Section 2 - Vice President

- a. Shall assume the President's duties in the event of the President's absence.
- b. Shall coordinate the academic and social activities of the organization, as well as those between this and other organizations.
- c. Shall be responsible for the formation and advising of event related committees.
- d. Shall be responsible for recruiting new members. Shall
- e. oversee the public relations of the organization.

Section 3 - Secretary

- a. Shall be responsible for the maintenance of the organization's records.
- b. Shall keep a current roster of membership.
- c. Shall keep a calendar of all events.
- d. Shall co-sign all announcements, documents, and records in conjunction with the President.
- e. Shall take attendance at each meeting.
- f. Shall keep minutes of each meeting and distribute them to each member in a timely manner.

Section 4 - Treasurer

- a. Shall be responsible for all financial records.
- b. Shall give a report of the organizations financial status at every meeting.
- c. Shall execute all bank transactions.

- d. Shall present a written financial status to the Executive Officers/Board each semester.
- e. Shall co-sign all financial transactions in conjunction with the President.

ARTICLE VII - QUORUM, NOMINATIONS, ELECTIONS, TERMS OF OFFICE, OFFICER VACANCIES, DUES

Section 1 - Quorum

- a. A quorum shall consist of 2/3 of the active membership and must be present at the election meeting.
- b. Absentee ballots will be accepted prior to the start of the election meeting and will count toward the election.

Section 2 - Nomination Procedures

Two weeks prior to elections, open nominations shall be held by active members. To be eligible for office, candidates must meet the following criteria:

- a. Shall be a registered undergraduate or graduate student at Embry-Riddle Aeronautical University.
- b. Candidates shall be in good academic standing with the University.
- c. Candidates shall have been an active member of the organization for a minimum of one semester.
- d. Candidates shall give a presentation to the voting body prior to elections.

Section 4 - Terms of Office

- a. Officers will maintain their position for one academic year.
- b. All Executive Officers/Board members have the option to run for office again.
- c. If officers are unable to maintain their position during the summer, the club will be temporarily inactive.

Section 5 - Officer Vacancies

- a. The current officers will call an emergency Student Organization election meeting to fill officer vacancies until the next regular election meeting takes place.

Section 6 - Dues

- a. Dues shall be determined by the Executive Officers/Board.
- b. Dues shall be collected by the third meeting of each semester.

ARTICLE VIII - IMPEACHMENT

Section 1 - Procedure

- a. If an officer fails to fulfill his/her duties, he/she shall be impeached.
- b. Members of the Executive Officers/Board may be impeached by 2/3 of the voting membership.
- c. Associate Members are eligible to vote in this election.

ARTICLE IX - AMENDMENTS

Section 1 - Recommendations

- a. Recommendations must be submitted in written format at the opening of any meeting.

Section 2 - Procedure

- a. Recommendations will be read to the membership of the Student Organization after the Executive Officers/Board completes its review.

Section 3- Voting and Acceptance

- a. Upon approval of the Executive Officers/Board, an amendment must be ratified by 2/3 of the voting membership.