

TESC Constitution

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Preamble

We, the Triton Engineering Student Council, recognize the need to enhance communication and to promote coordination between engineering organizations at the University of California, San Diego. We acknowledge the necessity to develop a unified, comprehensive representation of such organizations. The efforts of the Triton Engineering Student Council shall be directed toward the improvement of service to the engineering students of the Jacobs School of Engineering, the creation and extension of traditions and culture among engineering students, and the development of leaders. To realize this vision, we dedicate this organization to promote and advance engineering student organizations through a single, collective voice.

Article I – Name

The name of this organization shall be the Triton Engineering Student Council (herein, TESC) at the University of California, San Diego (herein, UC San Diego).

Article II – Purpose

TESC is a student organization dedicated to serving students by facilitating communication within the engineering student body, promoting engineering education, organizing programs and events, providing a resource of information about engineering student activities, furthering the professional development of engineering students, and acting as a collective voice for engineering students and engineering student organizations at UC San Diego.

Article III – Membership

Section 1 – Definition of Member Organizations

Member organizations shall be defined as any organization registered with the UC San Diego Center for Student Involvement (herein, CSI) that has applied for TESC membership status, has been approved, and has exited the trial probationary period. Organizations seeking membership must follow the procedure outlined by the current TESC executive board. This procedure must be accessible by all UC San Diego organizations. Membership status is reviewable by TESC at any time.

Section 2 – Probationary Period

Before they can become a Full Member, each applicant organization must submit the required documentation, as specified by the current TESC Board. After submitting such documentation,

probationary period is initiated. Any organization in this probationary period must designate one non-voting Representative to represent the organization at all TESC meetings. Current TESC Executive Board officers may not be designated as a non-voting Representative by any organization. During this time period, the probationary member organization will not receive any of the benefits of Full membership, such as submitting funding requests, or participation in TESC events like Engineers on the Green or Dinner with the Deans.

Probationary Period ends no sooner than one quarter (10 academic weeks) of probationary status. At this point, the Probationary Member or TESC Board may request that the Council and TESC Board vote for an approval of said organization to Full Member status during a Council Meeting. Organizations that are not voted in the affirmative may remain in probationary status.

Section 3 – Full Members

Full Members are those that meet the criteria as defined in Article III, Section 1 of this document, and have undergone the Probationary Period as established in Article III, Section 2 of this document. Full Members must also be voted into Full Member status as outlined in Article III, Section 2 of this document.

Full Members must designate one Voting Representative for voting purposes at all TESC meetings. Current TESC Executive Board officers may not be designated as Voting Representatives by any organization. As a Full Member, the member organization will receive benefits such as (but not limited to) submitting funding requests, and potential participation in TESC events like Engineers on the Green or Dinner with the Deans.

Section 4 – Losing Membership

Participation with TESC as a Member organization is a privilege, not a right. Full Members may be revoked status as a Full Member organization under TESC per the review of the current executive board. The removal of Full Member status must fall into one of the following categories: extreme ethical or legal violation, failure to comply to Full Member guidelines (per Article III, Section 3 of this document,) violations of Article III, Section 3 (Equity of Membership), or intentional detriment to the community. Any revoked membership shall be clearly and publicly explained before Council. If Council believes that the current board is incorrect in their judgement, they may veto this decision in a three-fourths absolute majority vote of the Council quorum.

When determining the severity of violation, it is up to the discretion of the Board to either completely remove all form of TESC Membership, or simply downgrade an organization to Probationary status.

Section 5 – Equity of Membership

No organization eligible by the predefined standards shall be denied membership, nor shall any student be subjected to discriminatory treatment for any reason, including but not limited to race, religion, color, gender, sexual preference, age, national origin, or handicap. TESC shall not

tolerate such actions by its member organizations. Violations of these guidelines by Council or Board are grounds for immediate dismissal.

Article IV – Structure of the Council of Member Organizations

Being a member organization of TESC requires the participation of semi-regular (usually 3 a quarter) large group discussions known as Council Meetings, or often abbreviated as being part of Council. Failure to have your member organization participate in these discussions could jeopardize membership status.

The purpose of these meetings to discuss and tackle issues and topics that are critical to the engineering community at large. We seek to provide value to our member organizations, and the student body that both TESC and our member organizations serve. The TESC President will preside over the meeting and guide productive discussion on the topic at hand.

De facto Council meetings shall begin with reviewing an agenda, and asking for any items to be added to the agenda. This format may be altered as needed, such as when calling a special small-group Council meeting to discuss a more niche issue. Decisions as to the direction for TESC and the participating organizations may occur during the meeting; because of this, it is highly requested that a member of a Vice President or President equivalent represent each Member organization, such that substantial progress can potentially occur at each meeting.

Article V – Structure & Election of Officers

Section 1 – Executive Board

The organizational structure shall consist of an Executive Board (or simply, the Board) charged with the coordination of all TESC business and activities according to the guidelines established in this document.

Section 2 – Board Composition

The TESC Executive Board shall consist of:

1. President
2. Vice President of Internal Affairs
3. Vice President of External Affairs
4. Vice President of Finance
5. Internal Career Fair Lead
6. External Career Fair Lead
7. Professional Development Events Lead
8. SD Hacks External Lead
9. SD Hacks Internal Lead
10. External Social Events Lead
11. Internal Social Events Lead
12. Social Activities Lead

13. External Outreach Lead
14. Internal Outreach Lead
15. Marketing Lead
16. Technical Team Lead
17. Project Spaces Lead

The President and three Vice Presidents shall be collectively known as PVP or TESC PVP, and they shall serve as the governing unit within the Executive Board.

Section 3 – Establishment of Committees

The officers of the TESC Executive Board may establish committees at their discretion to support them in carrying out their duties as specified in the TESC Bylaws. Each committee shall have a specific lead who is a current Board member.

Section 4 – Elections Timeline

TESC Elections shall begin during the spring academic term, and not later than the fifth week of that term. The Board may elect to alter a cycle for any given position with sufficient reasoning; the decision will be left to a simple majority vote of Board.

Section 5 – Electing Body and the Election

The President shall preside over the TESC Elections. In the event that the President is a candidate, the President shall designate a President Pro-Tempore from the Executive Board for the duration of the election of the position for which the President is running.

The President and Vice Presidents (TESC PVP) shall be elected by a simple majority vote of the quorum of Voting Representatives from Member organizations and the Executive Board (collectively, the Council) during TESC Elections.

For the election of the President and Vice Presidents of TESC:

- a. Each candidate shall be given five minutes to speak on his or her behalf before Council. Ten minutes shall be allotted for questions. No other applicants for any position shall be present during this time.
- b. A closed discussion prior to voting, not to exceed fifteen minutes per role, will be held by the Council. No applicants for any position in question shall be present during this time.
- c. A simple majority blind vote of the Council quorum shall be required to confirm an applicant as an incoming officer of the Executive Board. In the event of a tie, the President or President Pro-Tempore shall cast the deciding vote.
- d. No absentee ballots will be accepted.
- e. A candidate forfeits all privileges of a Voting Representative or Executive Board officer for the duration of any election of a position for which the candidate is running. The candidate may not designate another individual to vote on his or her behalf.

- f. In the event that the number of candidates in question results in the loss of quorum, all candidates holding Voting Representative status shall be allowed to submit a vote on their own behalf.
- g. In the event that no applications are given for a PVP role, the Council must still elect a person to contact with an offer of intent to elect for the given position

All other candidates will be chosen after the selection of a new PVP, with the combined efforts of both new and old PVP to vet, interview, and select the incoming potential Board. This combined PVP may choose to have other representatives on their appointment committee for the purpose of aiding their selection and interviewing process.

Anyone shall be given the chance to apply for any role; not everyone is guaranteed a Board member level position.

Section 6 – Terms and Transition

- A. The term of the TESC Executive Board shall begin immediately following TESC Elections, and shall be concluded at the end of the following academic year.
- B. During the period that immediately follows TESC Elections and ends with the conclusion of the academic school year, each position shall be occupied by both the incoming officer and the outgoing officer, and both shall carry out the duties specified in the TESC Bylaws. The outgoing officer will not remain in such a position if an infraction of TESC Constitution or Bylaws has occurred as defined by this document. Each position on the Executive Board retains a single vote, which shall be cast by the incoming officer.

Section 7 – Replacement of Officers

- A. In the event that the President is unable to finish his/her term of office, the Executive Board shall select a replacement President from the current Executive Board by a simple majority vote.
- B. In the case that another officer of the Executive Board is unable to finish his/her term of office, the remaining officers of the Executive Board shall appoint a replacement for the remainder of the term by a simple majority vote.
- C. In the event that a position is vacant, PVP may elect to not refill the position, and can indefinitely leave the role empty.

Article VII – Powers and Responsibilities of Officers

For every role on Board, there is a set of responsibilities inherently linked to the role, as described in the Bylaws. Failure to meet such responsibilities may result in penalty as described in Article X. For a few positions on board, there are also distinct powers that come with the position, which are powers enforceable by the authority of the Constitution.

President:

1. The President may require that certain tasks completed by TESC Board and Committees require Presidential review and approval before execution by members of the executive board and committees.
2. The President may request documentation, evidence, or information regarding any TESC subject matter from a TESC Board member, with fulfillment of this request to occur no later than one week from the executive board member officially receiving the task. This task must be officially set in writing, either electronic or physical, or be a verbal request recorded within Board meeting minutes.
3. The President, with the advice of other members of PVP, may designate a special task or project that executive board members and their respective committees must carry out within a reasonable timeline provided by the President. The timeline shall be no less than 4 days. This task must be set in writing, either electronic or physical, or be a verbal request recorded within Board meeting minutes.
4. The President may opt to utilize the powers of each of the members of PVP under necessary circumstances, as deemed necessary by the President themselves.

Vice President External:

1. The Vice President External may require that all communication external to TESC first be approved by their position, especially for all communication representing TESC to separate entities such as industry or UC San Diego departments.
2. The Vice President External may require a specific procedure or process for Executive Board, committees, or Council to engage with TESC's contacts, which may vary per event, initiative, or other context.
3. The Vice President External may require that all branding and marketing that is representative of TESC first be approved by their position, as well as set guidelines that must be followed beyond their individual approval per instance.

Vice President Internal:

1. The Vice President Internal -- with approval of the President -- may schedule and request Executive Board or Council meetings. General meetings should be scheduled with no less than one week in advance, but in some situations, the VP Internal may deem the need for an official emergency Executive Board meeting. Council meetings may not be held on an emergency basis, and must be scheduled.

Vice President Finance:

1. The Vice President Finance may request any documentation needed from Executive Board, committees, or Council regarding funding that involved TESC's involvement or potential involvement in funding, with fulfillment of this request to occur no later than one week from the individual officially receiving the task. This task must be officially set in writing, either electronic or physical, or be a verbal request recorded within Board, Council, or committee meeting minutes (respectfully).

2. The Vice President Finance may may require a specific procedure or process for Executive Board, committees, or Council to utilize TESC funding, which may vary per event, initiative, or other context.

Article VIII – Guidelines for Engagement

Section 1 – Cases of Interaction with Minors and/or the Elderly

TESC at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). TESC will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting non-permitted calls/texts/social-media posts or other communications with minors,) and how to properly report potential harm or neglect to minors or the elderly with whom they are working. TESC will not be held directly liable for providing or contacting medical assistance, but may attempt assisting in such situations given necessary circumstances.

Section 2 – Cases of Handling Funds on Behalf of the Organization

Through the many responsibilities that TESC undertakes, it is necessary that the organization maintain several financial accounts, including but not limited to index funds with various UC San Diego departments, online accounts such as PayPal, and TESC-affiliated bank accounts. These accounts will be handled with utmost care and integrity, with a dedication to only spending funds towards the ultimate goal of bettering the community at UC San Diego.

To help accomplish these goals of honesty and transparency, TESC will provide public budgetary and financial reports at a minimum of once per academic year, with the fiscal year running from July 1st to June 30th. Such reports will be made by the VP Finance of TESC, and shall either be public accessible or available upon request.

Section 3 – Committing to Excellence in Instances of Public Persona

In TESC's representation of topics pertaining to the organizational interest, it is often necessary to address other groups and entities in our public dialogue, whether via social media, private channels, or reference in article-format. In all such dialogues, TESC commits to upholding excellence in our public persona, referring from all forms of slander or negligent representation of our community. With that in mind, TESC also commits itself to public honesty; we hold ourselves to a realistic and honest light, and seek to use our public persona to create discussion and progress around topics relevant to our community at large.

In addition, TESC shall maintain close public relations with the Jacobs School of Engineering Dean's Office, the IDEA Student Center, and the Corporate Affiliates Program, as we collectively work to define the UC San Diego community persona.

Article IX – Meetings

Section 1 – General Body Meetings

General Body Meetings shall be defined as meetings with the engineering community that aim to uphold TESC goals, and educate about opportunities within TESC.

Section 2 – Committee Meetings

Committee Meetings shall be defined as meetings relevant to the inner-workings of TESC logistics, that may or may not be public at the discretion of the Board member organizing the Committee Meeting. Such meetings may have application guidelines or interviews to ensure quality of TESC initiatives.

Section 3 – Council Meetings

Council Meetings shall be defined as meetings where the Council members discuss council business and issues relating to their functions, as defined in this document and in the TESC Bylaws. These meetings shall be open to public observation.

Section 4 – Executive Board Meetings

Executive Board Meetings shall be defined as meetings where the TESC Executive Board discusses issues and makes decisions relating to their functions as defined in this document and in the TESC Bylaws. These meetings shall be closed to public observation. Guests invited by officers of the TESC Executive Board shall be permitted, but must have prior approval by at least a single current member of PVP.

As echoed in Section 5 and Section 8 of this Article, there is no quorum for Executive Board meetings; however, each meeting must have a Chairman presiding in order to be an official Executive Board meeting.

Section 5 – Meeting Chairman

- A. The President shall preside over all meetings of Council and Executive Board.
- B. In the event that the President is unable to preside over a meeting, the President shall appoint a President Pro-Tempore for the duration of the meeting. The President Pro-Tempore must be an officer of the current Executive Board.
- C. For the duration officer overlap that may occur, the incoming President shall preside over all official TESC business. The incoming President may yield to the outgoing President at any time.

Section 6 – Meeting Documentation

Every Council and Board meeting must have some form of documentation. The coordination of this documentation is the responsibility of the TESC Vice President Internal.

Section 7 – Executive Board Privilege

The TESC Executive Board shall have the right to actively participate and set any motions before the floor during official meetings.

Section 8 – Voting Quorum

Three-fourths of the total number of voting Council members shall constitute a quorum for all voting in Council meetings.

There is no specific Quorum set for Executive Board Meetings. The Chairman of the Executive Board Meeting may decide to adjourn if they feel there is insufficient attendance for meaningful discussion for the given agenda.

Section 9 – Motion Viability

All business shall be made official following approval by an affirmative simple majority vote of the Council quorum.

Article X – Impeachment and Removal of Officers

For various reasons, the TESC Board may find it necessary to seek the removal of a particular Board member. There are three ways that can occur: motioned impeachment, failure to fulfill duties, or violation of TESC ethos.

Section 1 – Motioned Impeachment

I. First Motion

- A. Any officer of the Executive Board may move to impeach any other officer of the Executive Board only during a meeting of the Executive Board.
- B. The motion shall require a second and an immediate vote by the Executive Board. A three-fourths vote by all Board members present at a meeting officially scheduled by the Vice President Internal shall be required to pass a motion to impeach.

II. Rebuttal

- A. The Executive Board shall immediately notify the impeached officer.
- B. The officer shall be given the opportunity to submit a rebuttal to the Executive Board within a period not to exceed one week from the date of notification.

III. Voting Procedure

- A. After the submission and review of the rebuttal, the Executive Board shall vote on removal from office during a meeting of the Executive Board

- B. Each position on the Executive Board shall be granted one vote.
- C. A motion for removal shall pass by a three-fourths vote of the Executive Board.

IV. Expelling and Filling

- A. If the motion for removal passes, the removed officer shall be notified within a period not to exceed one week.
- B. The vacated position shall be filled in compliance with this document and the TESC Bylaws.

Section 2 – Failure to Fulfill duties

Per the Bylaws and Article VII, there are certain responsibilities and powers associated with each role. In the instance that responsibilities are not met, or the powers vested in the Constitution are not followed per procedure, the currently elected members of TESC PVP may hold an emergency discussion, in which -- if they unanimously agree -- a Board member(s) may be removed from their current position.

If removable of a PVP position is necessary, this individual may not participate in the process. Instead, the collective majority vote of the remaining Board will add to the final decision.

This removable process must include documentation regarding all incidents and grievances against said Board member(s), which the Board member(s) must explicitly be notified of. Said Board member(s) shall be given the opportunity to submit a rebuttal to TESC PVP within a period not to exceed one week from the date of notification, which will be taken under the consideration of PVP.

Section 3 – Violation of TESC ethos

As discussed throughout this document, the bylaws, and particularly in Article II, Section 4 & Section 5, and in Article VIII, there are community principles that TESC seeks to uphold regarding ethics, legality, lack of discrimination and prejudice, and positive relations with the community. For reasons, as well as other reasons that may potentially not be listed, it is possible that TESC PVP may initiate an investigation to determine if a current Board member should have their status on Board revoked, in a fashion similar to Section 2. A non-PVP Board member may also make a request from PVP that they review a specific case, in which the process remains the same.

This removable process must include documentation regarding all incidents and grievances against said Board member(s), which the Board member(s) must explicitly be notified of. Said Board member(s) shall be given the opportunity to submit a rebuttal to TESC PVP within a period not to exceed one week from the date of notification, which will be taken under the consideration of PVP.

Article XI – Amendments to the Constitution & Bylaws

Section 1 – Amendment Voting Location

This document may only be amended before the Council.

Section 2 – Amendment Procedures

- A. Any Council or Board member may propose an amendment to this document.
- B. Proposed amendments from Council must be submitted in writing to the TESC Vice President of Internal Affairs at least one week prior to a meeting of the Council.
- C. Any amendment to this document must receive approval of an absolute majority of the TESC Executive Board in order to be introduced at the next meeting of the Council, unless proposed directly by TESC PVP in situations of dire need.

Section 3 – Negotiation of Amendments

Proposed amendments may be amended during a meeting of the Council.

Section 4 – Amendment Approval

The approval of any amendment to the TESC Constitution shall require a two-thirds affirmative vote of the Council members present, as long as quorum is met.

Section 5 – Superiority of the Constitution

TESC shall not adopt any Bylaws that are in conflict with this document.

Section 6 – Amendment Viability

Amendments passed shall become effective immediately unless otherwise specified in the motion to amend.

Article XII – Establishing the need for Bylaws

While a Constitution provides a foundation for all actions and ideals of TESC, there are many inner-workings and responsibilities that are constantly evolving to fit the needs of the ever-evolving community at UC San Diego. Because of this, TESC realizes the necessity for a set of Bylaws which are separate and distinct from the Constitution.

The primary purpose of said Bylaws is simply to document logistical practices, responsibilities of roles, and internal procedures. They must not in any way disagree with the Constitution, and the Constitution supersedes the Bylaws on all issues of potential confusion. Instead, the Bylaws may serve more as a rulebook of best practices for the TESC community to follow, one which is far more comprehensive than the Constitution should ever strive to be.

Unlike the Constitution, which requires full community representation to edit, the Bylaws may be edited by either a simple majority of TESC Board, or a full agreement by TESC PVP. This is to

ensure that TESC is not being hindered by old practices, and that the Board may always keep TESC operating in the spirit of progress for our engineering community.