

Howard University College of Engineering and Architecture Student Council Constitution

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PREAMBLE

We the distinguished students enrolled in the College of Engineering and Architecture of Howard University, in recognizing the need for highly effective, efficient, and responsible student government structure and in accordance with the rules and regulations of the college establish this constitution for the Howard University School of Engineering and Architecture Student Council. A system to address the necessities of students of various majors within the college; Improvement of the channels of correspondence between university administration, students, and faculty; Effective support of associations with other student government associations on grounds; A component capable for addressing itself to network concerns; Coordination of a general push for student interests and concerns; And most significantly, aid with determining the future course of the College of Engineering and Architecture; do build up this Constitution to accomplish these ideal objectives.

ARTICLE I.

GENERAL PROVISIONS

Section 1. Name and Operational Calendar

The official name of this governing body is the Howard University College of Engineering and Architecture (CEA) Student Council, which will hereafter be

called the Council. This governing body consumes and supersedes all power and responsibilities of the CEA Assembly and remain effective after the assembly has been

Section 2. Memberships

Clause A. The following shall be members of the Council:

- Item 1 - The Executive Board
- Item 2 - The Executive Staff
- Item 3 - Department Chairs
- Item 4 - Interns
- Item 5 - Royal Court

Section 3. Definition

Clause A - The Executive Board shall be composed of the Executive President, Executive Vice-President, Executive Secretary and the Executive Treasurer.

Clause B - The Executive staff shall be composed of the Chief of Staff and the Deputy Chief of Staff.

Clause C - The Department Chairs shall be composed of the IMPACT chair(s), the Academic Affairs chair(s), the Programs chair(s), the Student Advocacy chair(s), the Communications chair(s), The External Affairs chair(s), and the Special Projects chair(s).

Clause D - Interns will serve in each of the seven departments. Each department can have 1 or 2 interns.

Clause E - The Royal Court shall be composed of the Mister and Miss College of Engineering and Architecture.

Section 4. Qualifications for the Election of Officers

Clause A. All elected officers of the College of Engineering and Architecture Student Council shall meet the following requirements at the time of election and during their term of office.

Item 1- The candidate must have been a full time student in the College of Engineering and Architecture the semester immediately prior to assuming office.

Item 2- Must be a full time student during his or her term of office.

Item 3- Must possess a 2.8 cumulative grade point average before assuming office.

Section 5. Election Timeline

Clause A. The COAS Student Council general elections shall be no later than the commencement of Spring Recess and the candidates for the COAS Student Council Executive Board, Undergraduate Assembly Representative, as well as ratification of any proposed referenda and/or amendments to the Constitution

shall be placed on the ballot at that time.

Clause B. A Special Election shall be held no later than the fourth Wednesday of September to fill any vacancies left from the General Election held in the spring of the previous academic year. The election of CEA Student Council Freshman Officers and the placement of proposed referenda and/or amendments on the ballot will take place at this time.

Section 6. Referendums

Clause A. All referendums shall be voted on by the CEA population as it pertains to changes in the constitution. Then upon being passed, sent to the HUSA Senate Constitutional Review Committee.

Section 7. Vacancies

Clause A. If any CEA elected offices remain unfilled after a Special Election, the President can exercise their Power of Appointment.

ARTICLE II.

OFFICERS AND STAFF Section 1. Executive Officers

Clause A. Executive President

Item 1 - The President shall be the presiding officer at all regular and special sessions of the Council and the E-Board.

Item 2 - The President shall serve as the official head of the CEA student body and shall represent it in all matters affecting its interest, welfare, and jurisdiction. Item 3 - The President shall have the power to cast the deciding vote in E-Board and Departmental Meetings in case of a tie vote.

Item 4 - The President shall serve as an ex officio member of all Departments. The President may demand progress reports from Departments, Committees, and CEA organizations.

Item 5 - The President shall represent the College in the General Assembly. Clause B. Executive Vice President

Item 1 - In case of illness, temporary inability or absence of the President, the Vice President shall fulfill the duties of that office.

Item 2 - The Vice President shall be an ex-officio member of all Committees. Item 3 - The Vice President shall represent the College on the Undergraduate Student Assembly as well as the General Assembly.

Item 4 - The Vice President shall coordinate a report with other Undergraduate Student Assembly representatives no less than ten (10) days following the Undergraduate Student Assembly meeting.

Item 5 - The Vice President shall also assume duties delegated to him

or her by the President within reasonable measure.

Clause C. Executive Secretary

Item 1 - The Secretary shall keep the minutes of all E-Board and Departmental Meetings.

Item 2 - The Secretary shall prepare and keep current a codification of all amendments, resolutions and other official actions of the Council which may be subject to review by the Council.

Item 3 - The Secretary is responsible for all incoming and outgoing correspondence and internal communications of the Council.

Clause D. Executive Treasurer

Item 1 - The Treasurer shall prepare the annual Council budget of the annual budget in coordination with the goals set by the E-Board.

Item 2 - The Treasurer shall keep an official record of all income and expenditures of the Council. The Treasurer shall submit to the Council monthly financial reports and a complete yearly financial report at the last meeting of the academic year.

Item 3 - The Treasurer shall submit to the Howard University Office of the Budget for Council funds upon the advice and consent of the Council.

Item 4 - The Treasurer shall be responsible for all incoming and outgoing financial communications. The Treasurer shall be responsible for soliciting funds including, but not limited to, acquiring corporate sponsors.

Item 5 - The Treasurer shall Prepare for the requisition for assembly funds for approved Council activities and upon the advice and consent of the Council.

Section 2. Executive Staff Clause A. Chief of Staff

Item 1 - The Chief of Staff shall maintain constant communication with all Council members and conduct monthly reports. The Chief of staff shall work closely with the day-to-day activities of the E-Board, Departments, and Committees.

Item 2 - The Chief of Staff shall have the power of appointment and removal of appointed members of the Council from office. Clause B. Deputy Chief of Staff

Item 1. Shall support the Executive President, Executive Vice President, and Chief of Staff and assist with administrative tasks

Item 2. Shall assume the position of Chief of Staff in the chief of staff temporary absence, removal or resignation.

Section 3. Staff Salaries and Stipends

Clause A. Officers are eligible to receive stipends from the budget per semester. The amount shall be proposed by the president, in consultation with the treasurer, and agreed upon by a majority vote of the Executive Board and endorsed by the student activities office.

Section 4. Undergraduate Student Assembly

Clause A. The UGSA Engineering & Architecture Representatives of the College of Engineering and Architecture Council is responsible for representing the college on the Undergraduate Student Assembly and the General Assembly.

Item 1 - Attend all UGSA meetings and functions, and represent the interests of the student body of the college.

Item 2 - The UGSA Representative shall coordinate a report with other Undergraduate Student Assembly representatives no less than ten days following the Undergraduate Student Assembly meeting.

Item 3 - The UGSA Representative shall perform all duties incident to such office including providing programming on the special interest of engineering and architecture students.

Item 4 - The UGSA Representative shall solicit funds with the help of the Treasurer from The Undergraduate Student Assembly for Programming.

Item 5 - The UGSA Representative shall perform all other duties incident to such an office.

Section 5. Divisional Boards Clause A. The Executive President or the Executive Vice President shall have the authority to appoint COAS students to any COAS affiliated committee requiring student representation in the best interest of the COAS student body including but not limited to the Grievance Committee, the Judicial Committee, and the Hilltop Policy Board

ARTICLE III.

DEPARTMENTS AND DUTIES

Section 1. Appointments

Clause A. It is at the discretion of the newly elected Executive President, in consultation with the E-Board, to fill the Department Chair positions.

Item 1 - Appointment to any position can be made only after a candidate has submitted an application to the E-Board for a desired position, and the applicant is deemed qualified for the respective positions by the E-Board.

Item 2 - Appointment to any Department Chair position will require a simple majority vote from the E-Board. Item 2 - Each Department can be headed by a single Chair or, ideally, two (2) Co-Chairs.

Section 2. Academic Affairs

Clause A. The Academic Affairs Chair(s) are responsible for academics within CEA.

Item 1 - The Academic Affairs Chair(s) shall coordinate programs geared towards students' academic improvement and success.

Item 2 - The Academic Affairs Chair(s) shall coordinate the CEA Tutoring Center.

Section 3. Communications

Clause A. The Communications Department Chair(s) shall be responsible for maintaining updated content on the Council media and website. The Department is also responsible for publicizing the affairs of the Council and issues pertaining to the student body.

Item 1 - The Communications Chair(s) will work closely with the Secretary and President to ensure that all meeting minutes and agendas are made public in a timely manner on the Council website.

Item 2 - The Communications Chair(s) shall also publish a monthly newsletter to inform faculty and students of the activities around the school.

Item 3 - The Communications Chair(s) will serve as graphic designers for all CEA promotional flyers in a timely fashion, and is responsible for taking pictures at CEA events and maintain photos for easy access to the council.

Item 4 - The Communications Chair(s) are responsible for designing shirts and logos for the council.

Item 5 - The Communications Chair(s) shall also keep track of all log the history of Council over the course of the year via photographs and write-ups in order to assist the Executive Board in creation of mid-year and end-of-the-year reports.

Section 4. External Affairs

Clause A. The External Affairs Chair(s) facilitate and manage all external connections to council, including communications with other councils, roundtables with organizations, and communications with the administration.

Item 1 - The External Affairs Department will be responsible for obtaining travel grant opportunities for international students through the means of creating funding avenues from external means.

Item 2 - The External Affairs Chair(s) will be responsible for populating study abroad opportunities for students in CEA.

Item 3 - The External Affairs Chair(s) will be the first point of contact for CEA council, and therefore are integral in the development of council's student network outside of CEA.

Section 5. IMPACT

Clause A. The I.M.P.A.C.T department is comprised of the Leadership, Mentorship and Honors Programs that aim for individual maturation, peer accountability, and character transformation. The IMPACT chair(s) shall be responsible for the execution and efficiency of each program.

Item 1 - The purpose of the Leadership Program is to foster interest in holding leadership positions early on in the Howard University College of Engineering and Architecture Matriculation.

Item 2 - The purpose of the Mentorship Program is to create essential networking connection between students and their peers.

Item 3 - The purpose of the Honors Program is to provide talented CEA students with in house “on the job” experience.

Section 6. Programs

Clause A. The Programs Chair(s) are responsible for helping plan and execute all Council programs.

Item 1 - The Programs Chair(s) shall create a working calendar with all scheduled programs (including programs planned by other CEA organizations).

Item 2 - The Programs Chair(s) shall maintain a budget that accurately reflects all budgetary breakdowns and proposals for each program.

Item 3 - The Programs Chair(s) shall submit room request forms and food order forms for all programs.

Section 7. Special Projects

Clause A. The Special Projects Chair(s) are responsible for managing council concerns that arise throughout the academic year and implementing long-term initiatives to improve the CEA student experience.

Item 1 - The Special Projects Chair(s) are in charge of leading special initiatives that will better the college.

Item 2 - The Special Projects Chair(s) should introduce feasible and

beneficial ideas to the council eboard that will strengthen the welfare of students in CEA.

Section 8. Student Advocacy

Clause A. The Student Advocacy Chair(s) are responsible for conducting the monthly CEA Student Council Town Hall meetings, actively search out grievances within CEA via the grievance form, and present all grievances received via the grievance form to CEA Student Council and at Town Hall Meetings.

Item 1 - The Student Advocacy Chair(s) must find solutions for grievances and speak to proper individuals responsible for handling the issue and file a follow up report with CEA Student Council for all issues brought up during the term. Item 2 - The Student Advocacy Chair(s) shall represent the voices of the students to the council, administration, and other key personnel on campus.

Item 3 - The Student Advocacy Chair(s) shall be responsible for the execution of student advocacy initiatives, programs, and projects.

Item 4 - There will be a Student Advocate for each department.

Section 9. Royal Court

Clause A. Mister CEA and Miss CEA will constitute the Royal Court. The Royal Court is not appointed, rather it is selected through the guidelines set out by the Howard University Royal Court and the Office of Student Life and Activities.

Item 1 - The Royal Court is responsible for being ambassadors for the College to the Howard community.

Item 2 - The Royal Court shall work closely with the Council and the Programs Chair(s) to plan their events for the semester and carry out their platform.

Item 3 - The Royal Court is expected to attend Departmental Meetings.

ARTICLE IV.

MEETINGS

Section I. Frequency of Meetings Clause A. The E-Board shall have meetings ad hoc to discuss updates within the Council and its Departments. The President and Vice President are subject to change the date and time/add meetings.

Item 1 - Departmental Meetings shall be held bi-weekly to gather information, and updates for each department of the council. Each semester a regular date shall be chosen for Departmental Meetings to best accommodate those in Council.

Item 2 - The Chief of Staff is responsible for informing all Council members of upcoming meetings.

Item 3 - Departmental Meetings are open to the greater CEA student body.

Section 2. Quorum

Clause A. All members of E-Board must be present at every meeting unless proper notice is given.

Item 1 - For Departmental Meetings, all members of council must be present at every meeting unless proper notice is given in advance.

Section 3. Transitional Meetings

Clause A. A set time and place will be agreed upon by the Executive Board at the second transitional meeting.

Section 4. Executive Officer Investigations

Clause A: Any member of the Executive Board of Staff may file a charge of impeachment against a member of the Executive if she or he

Item 1: Egregiously fails to perform her or his duties

Item 2: Shows clear apathy and disregard for her or his respective position in a way that negatively impacts the student body.

Item 3: Violates the attendance policy as outlined in Article III Section 2

Item 4: Violates the Howard University Student Code of Conduct

Clause B: The Executive Board may formally impeach the member in question through a majority vote of the Executive Board and the Chief of Staff, excluding the member in question, thereby confirming that the member in question is guilty of the offense.

Item 1: In the case of a tie, the Executive President's vote shall count as two (2) unless she or he be the member in question, in which case the Executive Vice President's vote shall count as two (2).

Clause C: If a member of the Executive Board has been impeached then formal proceedings shall occur in accordance with the Howard University Student Association (HUSA) Constitution.

Clause D: Should the Chief of Staff be impeached, she or he may be removed by executive decision.

ARTICLE V.

FINANCES

Section 1. Allocations Clause A. All monies raised will go towards furthering the aims and objectives of the Howard University College of Engineering and Architecture Student Council.

Section 2. Salaries Stipends Clause A. Officers are eligible to receive stipends from the budget per semester. The amount shall be proposed by the president, in consultation with the treasurer, and agreed upon by a majority vote of the Executive Board and endorsed by the student activities office.

ARTICLE VI.

REMOVAL OF MEMBERS

Section 1. Removal Process

Clause A. Members of E-Board and staff may be up for termination if:

Item 1 - The member in question has repeatedly failed to carry out their duties as a member of council.

Item 2 - The member in question has failed to regularly attend meetings. Special cases may be made for members who have given prior notice, paired with an appropriate excuse.

Item 3 - The member in question has failed to attend mandatory events. Special cases may be made for members who have given prior notice, paired with an appropriate excuse.

Item 4 - The member in question has broken the Howard University code of conduct Majority vote of E-board is needed to impeach any member of council. Majority vote consists of two-thirds or more of E-Board.

Item 5 - Replacement of impeached member will follow formal HUSA proceedings.

ARTICLE VII.

APPROVAL AND AMENDMENTS

Section 1. Amendment Process

Clause A. Amendments proposed by CEA Council members:

Item 1 - Must be proposed by the council during the year of its service must be voted on by CEA council's Executive Board and staff to determine its ratification. A majority, defined as at least 51%, will constitute ratification.

Clause B. Amendments proposed by CEA students outside of CEA Council:

Item 1. Proposed amendments to the CEA Constitution and by-laws will be voted on by the council then submitted to the HUSA Senate Constitutional Review Committee. If passed by the HUSA Senate then it will go to the CEA student body on the next next election ballot.