

An EXCERPT from the

CONSTITUTION OF THE STUDENT CHAPTER OF THE

AMERICAN SOCIETY OF CIVIL ENGINEERS

at the UNIVERSITY OF WISCONSIN-MADISON

ARTICLE 8. OFFICER DUTIES

Section 1. **The president** shall have general supervision of the affairs of the society, shall preside at all meetings, and shall be ex-officio a member of all committees.

Section 2. **The vice-president** shall assist the president at all times, shall preside alongside the president at all meetings, and shall discharge the duties of the president temporarily in case of a vacancy in that office. He/she shall also provide additional supervision of all committees, especially in the case of webmaster(s) and social co-chair(s). He/she shall be responsible for coordination of the Regional Competition.

Section 3. **The secretary** shall keep a record of the proceedings of the society. He/she shall, along with the program director, keep current records of contacts in the industry, shall communicate with committee officers to gather member attendance of events outside of general meetings, and shall assemble, with assistance from the president, an annual report to the national chapter of the American Society of Civil Engineers as required by the regulations of student chapters adopted by that society.

Section 4. **The treasurer** shall prepare the annual budget, with assistance from the president, to be approved by the Civil & Environmental Engineering Department Chair. He/she shall keep record of membership due payments and shall review and annotate monthly off-campus bank statements and biannual UW Foundation account statements to monitor expenditures and income. He/she shall work directly with committee officers in the event of additional monetary inflow/outflow.

Section 5. **The program director** shall be the primary organizer and contact for professional speakers at general meetings and shall arrange any tours of construction sites or plant facilities relating to civil engineering. In addition, he/she shall be responsible for reserving general meeting rooms and posting notices at least 24-hours before upcoming general meetings.

Section 6: **The deputy treasurer** is responsible for ordering the food for each meeting and providing drinks. He/she shall be responsible for recording attendance for members at general meetings. He/she shall also shadow and assist the treasurer as the treasurer sees fit.

Section 7: **The fundraising co-chairs** shall be responsible for the organization and execution of fundraising events. They shall also design and produce society merchandise as a means of fundraising.

Section 8: **The mentor co-chairs** shall be responsible for assisting members of the society, especially younger and/or newer members, to succeed in the organization by strengthening involvement, offering academic counsel, developing leadership skills, and growing professionally in the field of civil

engineering. Such events and activities that promote these goals shall be organized by the mentor co-chairs.

Section 9: **The outreach co-chairs** shall organize events that allow members of the society to give back to the community and promote the positive public perception of the profession.

Section 10: **The webmaster(s)** shall be responsible for updating and maintaining the social media sites for the society with guidance from the vice president in regard to content.

Section 11: **The social co-chairs** shall be responsible for hosting social events at least twice per semester. These events shall aim to include any and all members.

Section 12: **The sports chair(s)** shall organize intramural sports teams and other sports-related activities.