

Constitution of International Council of Systems Engineers

Article I: Name

Section 1: The official name of this organization shall be the International Council on Systems Engineering, hereafter referred to as INCOSE.

Article II: Purpose

Section 1: The purpose of the Drexel INCOSE (International Council of Systems Engineers) Organization is to provide an enriched environment for systems engineering students to learn and engage with professionals in the field of systems engineering outside the classroom environment. The organization also provides network opportunities for students to engage with industry and professionals for potential employment opportunities in a systems engineering organization following graduation.

Article III: Affiliations

Section 1: This organization is affiliated with Drexel University as a recognized student organization and as such, agrees to abide by the rules, policies, and procedures of Drexel University. Additionally, this student chapter organization is connected with the Delaware Valley Chapter INCOSE professional society.

Article IV: Membership

Section 1: Membership of this organization shall consist of full-time, part-time, undergraduate, and graduate students enrolled at Drexel University.

Section 2: Membership in this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, age, veteran status, sexual orientation, and/or ability.

Section 3: Membership in this group shall be open to all who are interested and seeking engagement in the field of systems engineering.

Section 4: Other classifications of students, faculty, staff, alumni, and/or community members may participate in your organization, but are not considered members, and may not receive privileges of membership, may not vote, nor may they benefit from funding.

Article V: Officers

Section 1: Officers of the organization shall consist of ... (state all officer titles and duties)

A. **President** – The President shall:

- I. Preside at all meetings of the chapter
- II. Be responsible for communication between the professional organization and the student chapter
- III. Be responsible for communication with the organization advisor

B. **Vice President** – The Vice President shall:

- I. Be responsible for all duties of the President in the President's absence
- II. Be responsible for the maintenance and upkeep of the chapter website
- III. Be responsible planning and implementing chapter recruitment strategies

C. **Secretary/Event Coordinator** – The Secretary shall:

- I. Keep a record of all proceedings of the Chapter and Executive Board meetings of the Chapter, and enter such minutes in a permanent record
- II. Be responsible for compiling and submitting all required Membership lists and other required affiliation documentation to the appropriate divisions of the sheltering institution to ensure continued affiliation

D. **Treasurer** – The Treasurer shall:

- I. Be responsible for the collection of both chapter and INCOSE Student Membership dues at the start of each term

E. Etc.

Section 2: The organization President and Treasurer must be full-time, enrolled undergraduate students of Drexel University. (for undergraduate-only groups, other classifications should specify based on requirements)

Section 3: The qualifications for president must have been a member of either the student chapter or the professional chapter for one (1) term before they are permitted to hold said position

Section 4: The term of each office shall be one year from the start of Spring term to the end of Winter term

Section 5: Should an officer position become vacant during his/her term, an emergency election will take place at the next chapter meeting

Article VI: Advisor

Section 1: The organization advisor must be a full-time member of the faculty, administration, or professional staff of Drexel University.

Section 2: The duties and responsibilities of the advisor shall be to:

- A. Have basic knowledge as to the history, structure, and purpose of the organization
- B. Be aware of the group's finances and budget, as your approval may be needed for financial transactions
- C. Provide useful guidance to help the student organization identify and attain its goals
- D. Be knowledgeable of University policies and regulations and civic ordinances, as well as state and federal laws that affect the activity of the organization
- E. Maintain ongoing contact with club officers
- F. Assist in the communications between the student chapter and the professional chapter
- G. Attend at least one (1) General Body Meeting or event per term so that Members are aware of the faculty Advisor
- H. Be knowledgeable on Drexel University's policy in relation to student organizations and be able to answer questions we may have when dealing with the Office of Campus Activities (OCA);
- I. Sign necessary forms when needed for the OCA, such as the student organization recognition form and the application for office space;

Section 3: Should the advisor position become vacant during the year, the organization's executive board will seek and appoint a new advisor through a vote as detailed in Article III of the sample bylaws.

Article VII: Meetings

Section 1: Regular meetings of the organization shall be held at least once every month at a time and place determined by the chapter

Section 2: Special meetings of the organization shall be held at the discretion on

Section 3: For the transaction of business and voting, a quorum must be obtained. Quorum is defined as the minimum percentage of members required to be present. The organization requires at least $\frac{1}{2}$ of members for the transaction of business.

Article VIII: Finances

Specify any information to the management of finances including, but not limited to dues, funding process, fundraising, voting, budgets, etc.

Section 1: Each member shall have the option of becoming a student member with the professional organization and shall be responsible for payment of related dues.

Section 2: To ensure financial security, a combination of any two (2) signatures from the President, Vice President, and Treasurer shall be required on any financial disbursements.

Article IX: Hazing Statement

Membership should be a valuable and beneficial experience for all students. Leadership of this organization shall provide its new and current members with an experience that is positive, informative and consistent with federal, state, and local laws, and the policies and procedures of Drexel University. Activities which detract from the goal of fostering personal and intellectual development have no place in this organization. Hazing will not be tolerated by or of any member. It is the responsibility of the organization, its leadership and members to report hazing of any kind by members to the proper authority.

Article X: Amendments

Section 1: This constitution shall be amended by a vote of $\frac{3}{4}$ majority of the membership at any regular or special meeting.

Section 2: The Bylaws may be amended at any regular or special chapter meeting by a two-thirds ($\frac{2}{3}$) vote of the members present with quorum, provided the Amendment

was submitted in writing to the entire chapter at least one (1) meeting prior to which they are to be voted on.

Article XI: Dissolution

Specify the manner in which such a proposal of voluntary dissolution of the organization must be submitted. State the notice required and vote required for adoption (not less than that specified for adoption of an amendment). It should be noted also that dissolution of the organization may, for cause, be ordered by the Office of Campus Activities.

Date Ratified November 17, 2017

Date Revised November 17, 2017

Bylaws of International Council of Systems Engineers

Article I: Membership

Section 1: The procedure for selection of membership ...

Section 2: Dues for this organization shall be limited to the student registration fee for INCOSE student membership.

Section 3: Minimum membership responsibilities and duties shall include the following:

- I. Interest in the field of systems engineering or related field
- II. Effort to attend meetings when possible

Section 4: Membership shall be terminated by $\frac{3}{4}$ vote of members present at meeting in which membership termination is to be voted upon.

Article II: Selection or Election of Officers

Section 1: Election of Officers

- A. Elections shall take place during a general body meeting for all officer positions outlined in Article V Section 1 of the constitution
- B. Elections shall occur during the Winter term
- C. A simple majority of members present shall be required to elect the officers

Section 2: The provisions for removal of an officer include:

- I. Failure to perform any responsibilities outlined in Article V Section 1 of the constitution
- II. Failure to uphold by conduct befitting of a member

Article III: Selection or Election of Advisor

Section 1: The selection/election of the advisor shall be done by $\frac{2}{3}$ vote of members during general body meeting

Section 2: The provisions for removal of an advisor include failure to perform responsibilities outlined in Article VI Section 2 of the constitution

Article IV: Committees

Section 1: All permanent committees shall be formed at the discretion of the chapter officers

Section 2: All ad-hoc committees shall be formed at the discretion of the chapter officers

Article V: Rules of Order

Section 1: This organization shall be governed by Robert's Rules of Order

Article VI: Amendment

Section 1: These bylaws may be amended by a vote of $\frac{2}{3}$ members in attendance of meeting at which vote occurs

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