



Society of Technological Evolution and Engineering Leadership

Organization Constitution

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Article I. Purpose Statement

The Society of Technological Evolution and Engineering Leadership is dedicated to providing its members with experience in project management and development, professional and technical skills, and team leadership. Furthermore, STEEL aims to build a lasting community that provides connections and opportunities for its members.

Article II. Membership Positions

STEEL members are organized into different positions based on what they want from the organization and what responsibilities they have.

A. General Membership

General membership in STEEL provides access to STEEL events and meetings. In addition, members may apply to be on a build team during the year, granting the ability to work on a project with fellow members at the cost of higher dues and responsibilities. Members may also apply for one of the STEEL committees, allowing them to work towards supporting the organization.

B. Leading Roles

The STEEL Executive Team consists of the Executives and Officers. Outside the Executive Team are Team Leaders and Committee Staff. These positions are defined in later Articles and are elected or appointed in a process described in Article VII.

Article III. Executives

Executives of STEEL have the shared responsibility to:

- Attend general meetings and leadership events
- Make decisions that support the purpose and members of STEEL
- Manage official STEEL communication channels
- Uphold and enforce all policies on officers and members
- Prepare future leaders to run the organization
- Monitor the budget
- Run STEEL elections fairly and effectively
- Maintain contact with the Advisor

A. STEEL President

The president is the registered Chief Student Leader.

The President's duties and responsibilities are as follows:

- Oversee all committees to ensure they remain productive
- Run periodic checks on STEEL leadership

B. STEEL Vice-President

The vice-president is the registered Treasurer.

The Vice-President's duties and responsibilities are as follows:

- Oversee all build teams to ensure they remain productive
- Receive reports from Team Leaders and provide feedback

Article IV. Officers

Officers of STEEL are part of the Executive Team and have the shared responsibility to:

- Attend general and committee meetings, and mandatory leadership events
- Follow and promote STEEL values and vision
- Lead their respective staff to accomplish committee goals.
- Maintain open communications with members and other leadership
- Meet with members who aren't participating in their committee

A. Internal Affairs Officer

The Internal Affairs Officer's duties and responsibilities are as follows:

- Maintain STEEL's social media and public image
- Improve interpersonal relations in STEEL
- Direct the Internal Affairs Committee

B. External Affairs Officer

The External Affairs Officer's duties and responsibilities are as follows:

- Manage communications with external organizations and personnel
- Run the STEEL merchandising operation
- Direct the External Affairs Committee

Article V. Committees and Staff

Each committee is responsible for some specific part of managing the organization. Every committee is led by an Officer, three staff members, and takes in any members who want to help. Committees accomplish their goals through open communication and collaboration between their members. Committee meetings are decided on by their respective officers.

A. Internal Affairs Committee

- The internal affairs committee is responsible for planning events and managing the STEEL public image
- The committee should keep STEEL accounts and the website up to date
- The committee is responsible for large events such as the end of year banquet and others as necessary
- The Internal Affairs Officer runs this committee

B. External Affairs Committee

- The External Affairs Committee is responsible for reaching out to external organizations and personnel
- The committee should aim to find speakers for at least one general meeting a month
- The committee is responsible for the creation and distribution of merchandise for the organization
- The External Affairs Officer runs this committee

C. Staff

Each committee includes three staff positions who support their respective Officer to accomplish the committee's goals. Their responsibilities are as follows:

- Attend all general and committee meetings
- Be open minded to ideas and opinions
- Follow and promote STEEL values and mission
- Assist the Officer with the committee's duties and responsibilities

Article VI. Build Teams and Team Leaders

A. Build Teams

Members may apply to be on a build team when applying to STEEL or before the year starts. Each Build Team is led by a Team Leader and will have between 13-17 members, including the Team Leader. Build teams each have a unique project, decided on by the team. While specific time frames are up to the teams themselves, they should aim to spend the first few months deciding on an idea and designing it. Build teams will each have a budget of \$750 to complete their project. Build teams will meet every week on one day decided by the team and at the general meeting time on off-weeks. The amount of build teams is decided by the total number of build team members.

B. Team Leaders

Team Leaders are the head of the build teams and actively participate in the build project. Their responsibilities are as follows:

- Attend all general and build team meetings
- Be open minded to ideas and opinions
- Follow and promote STEEL values and vision
- Direct the team such that progress is continually made and all timeframes are met
- Run attendance for the build team

a. Monthly Report

Each Team Leader will write a monthly report to the Vice-President containing:

- Progress report on the current project
- Projected progress over the next month and future roadmap
- Required needs not met such as technical experience or external factors
- Report on attendance and other outstanding issues for members
- Budgetary expenses and part deliveries

Article VII. Leadership Elections and Appointments

A. Elections

When a member of the Executive Team will not return to their position in the following year, their spot becomes open for an election. Election dates are decided by the executives and are held at a general meeting. Elections must be announced at least 2 months in advance and candidates must apply to run at least one month before elections. To apply a candidate must have been a member for the full year and submit their name to the executives. During the meeting where elections are held all candidates will give a speech and the members will vote.

B. Appointments

When selecting a build team members will be given the option to apply for Team Lead. The Executive Team will then decide on the new Team Leaders. Committee staff are appointed by their respective Officer at the beginning of the year. Under the circumstances where a member of the Executive Team steps down during the year, the rest of the team will appoint an interim member to the role until the next STEEL election. In the case where a Team Leader or Committee Staff steps down a new member will be appointed by the Executive Team.

C. Incumbent Elections

Under normal conditions, a member of the Executive Team retains their position until they step down or graduate. However, if a petition is signed by at least 40% of the members of STEEL calling for an occupied spot on the Executive Team to be opened for an election, one will be held. The petition will be verified by the Advisor. The current member in the spot can run for re-election, but other candidates are allowed to run as well.

Article VIII. STEEL Events

A. General Meetings

STEEL will host a general meeting every other week on a date decided by the Executive Team. At general meetings The Executives will provide general updates on the organization's activities and give a budget report. Officers and Team Leaders will give an update on their respective teams.

B. Official Events

An official STEEL event is any event hosted by STEEL as an organization for STEEL members. This includes all meetings: general, committee, and build team. Official STEEL events are limited to current STEEL members unless otherwise stated.

Article IX. Membership Policies

A. Attendance

- a. Members in Build Teams are required to attend all build team meetings and events. Any member who misses multiple meetings with no valid

reason will be contacted by an appropriate member of leadership, as shown:

- Two build team meetings a semester - contact from their Team Leader
 - Three build team meetings a semester - contact from the Vice-President
- b. Any Team Leaders who miss multiple meetings with no valid reason will be contacted by an appropriate Executive Team member, as shown:
- Two build team meetings a semester - contact from the Vice-President
 - Three build team meetings a semester - contact from the President
 - Two general meetings a semester - Contact from the Vice-President
 - Three general meetings a semester - Contact from the President
- c. Members of a committee are required to attend all committee meetings and events. Any committee member who misses multiple meetings with no valid reason will be contacted by an appropriate member of leadership, as shown:
- Three committee meetings a semester - contact from one of their Staff
 - Four committee meetings a semester - contact from their Officer
- d. Any Committee Staff who miss multiple meetings with no valid reason will be contacted by an appropriate Executive Team member, as shown:
- Two committee meetings a semester - contact from their Officer
 - Three committee meetings a semester - contact from the President
 - Two general meetings a semester - Contact from their Officer
 - Three general meetings a semester - Contact from the President
- e. Any Officer who misses multiple meetings with no valid reason will be contacted by the President on the second offense, and the Advisor on the third.
- f. Valid reasons for missing meetings are determined by the meetings leader, i.e. committee meetings - Officer, build team meetings - Team Leader.

B. Behavior

- a. All members are expected to uphold the values and mission of STEEL. Any activity which proves detrimental to STEEL's purpose and vision will be brought before the review board and may result in administrative action.
- b. Complaints between members can be filled with the Executive Team and/or the advisor. The executives will then conduct whatever administrative action is needed, from holding a review board to mediating between parties.

- c. Sexual harassment, including sexual violence, is a form of sex discrimination and is therefore prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it unreasonably interferes with a person's work or educational performance or creates an intimidating or hostile environment.

C. Grades

- a. All members of STEEL must maintain a 2.00 GPR each semester and a cumulative 2.00 GPR.
- b. Members who do not meet this standard will meet with the execs and the advisor.
- c. Leadership who do not meet this standard will be removed from STEEL.

D. Alcohol and Illegal Substances

- a. It is illegal to consume alcohol under the age of 21.
- b. No member is permitted to possess, consume, or be under the influence of alcohol or illegal substance where STEEL is represented. This includes all STEEL events and meetings.
- c. No STEEL apparel shall be worn in areas that do not support the purpose of this organization. This includes but is not limited to: Northgate, parties, etc. The Executives and Advisor will make a final decision on the appropriateness of locations under question.

E. Dues

- a. Dues are as follows:
 - General Membership: \$35 for the year
 - Build Team: Combined \$50 for the fall, \$75 for the spring
- b. Dues will be paid in full prior to the first day of November and April for their respective semester dues.
- c. Payment plans will be made available, and must be established or communicated with the Advisor and Executives by the day dues are due.
- d. Failure to pay dues in full or establish a payment plan will result in immediate removal.
- e. Failure to complete a payment plan, in full, by the time decided on by the Executives and Advisor will also result in immediate removal.

F. Review Board

- a. Any time there is a violation of the policies in the STEEL constitution, one of two courses of action will happen:
 - Violating member will be brought before the review board

- Administrative action will be taken by the Executives
- b. A review board consists of the Executives and an officer. The advisor will be notified of the proceedings.
- c. All review board decisions must complement and comply with Texas State Law and be in the best interest of STEEL as an organization.
- d. The review board can make three decisions on the violating member. These are determined by the review board based on the findings and severity of the violation.
 - Immediate removal
 - Probation for the rest of the school year
 - Warning and advisement
- e. While on probation, a second violation of membership policies will result in a second review board and impending removal from STEEL.
- f. Appearance before a review board is mandatory for those in question of violating membership policies. Failing to appear may result in immediate termination.
- g. The process for calling a review board is as follows:
 - Evidence of a breach in the membership policies is discovered and is given to a member of the Executive Team
 - The Executives verify the evidence and move to call a review board
 - The Executives mark a date, time, and location for the review board
 - The member in question is notified at least 24 hours before the meeting

Article X. Member Recruitment

Members from the previous year may retain their position in STEEL without going through the application process. New members are taken at the start of each semester through the application process determined by the Executive Team. STEEL is designed to be open and available to all who want to join, and the application process must reflect that.

Article XI. Amendment Procedure

To make changes to this constitution, an amendment with the designated changes must be approved by the entire Executive Team. Amendments are to be added to subsequent pages in the same format as the articles.