constitution

**ARTICLE I – NAME**

SECTION 1. The name of the recognized organization shall be the Society of Manufacturing Engineers (SME), which is a student organization of the University of Wisconsin-Stout.

**ARTICLE II – ORGANIZATION PURPOSE**

SECTION 1. The purposes of this organization shall be:

1. To promote professional fellowship and cooperation between engineering students at UW-Stout and members of industry in the region.
2. To provide opportunities for student members to enhance and apply knowledge gained in the classroom by observing and learning from working professionals.

**ARTICLE III – AFFILIATIONS**

SECTION 1. The University of Wisconsin-Stout Society of Manufacturing Engineers is a student chapter of the international Society of Manufacturing Engineers organization which has region chapters in Saint Paul, Minnesota and Eau Claire, Wisconsin.

**ARTICLE IV – MEMBERSHIP**

SECTION 1. Membership in SME is open to all registered students in good standing at the University of Wisconsin-Stout. All student organization members must maintain, at a minimum, a 2.0 grade-point average (on a 4.0 scale) to be eligible for participation in SME.

SECTION 2. SME will not discriminate against membership of any individual based upon race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability or political ideology, unless specified in the governing document of the organization or pursuant to an exception recognized by University, local, state or federal laws / ordinances.

SECTION 3. To retain a membership with the student organization, SME members must adhere to the following:

1. Remain a student at UW-Stout.
2. Remain active on Orgsync. Members status’ will change to ‘alumni’ to whom remain inactive on Orgsync for 2+ years.
3. Being on the email list does not constitute SME membership, and email lists will be reset at the beginning of every semester to only those students who are members on Orgsync.
4. Members shall also abide by the Code of Ethics as prescribed by the international Society of Manufacturing Engineers.
5. Adhere to all rules of academic and personal conduct prescribed by UW-Stout.
6. Members must attend at least one SME event per year to remain in good standing with SME.
7. Any offense in the above categories shall result in the student’s membership with SME being canceled.

SECTION 4. All students who have adhered to the guidelines hereto set forth in article IV shall be eligible to vote in officer elections, in SME activity matters, and on governmental matters such as constitutional amendments.

**ARTICLE V: OFFICERS**

SECTION 1. The organization shall consist of a minimum of three principal officers and an optional senior board aside from regular members. The required officers’ titles shall be as follows: President, Vice President, and Treasurer. Optional additional positions include: Tour Chair, Social Media Publisher, Membership Chair, Secretary, and Fundraising Coordinator.

SECTION 2. Officers must be enrolled as current students at the University of Wisconsin-Stout and comply with all requirements for regular membership in Article IV.

SECTION 3.

1. For all officers, the term of office shall consist of the academic year as set forth by UW-Stout. Officers shall hold their positions until elections can be held in September. Officers may be re-elected for successive terms if they remain students of UW-Stout.
2. Senior members of SME (students with a year or less left at Stout) are strongly encouraged, but not required, to step down from officer positions, particularly those positions of president and treasurer, and to join the senior board. This is encouraged so the new officers can learn their positions while still having senior board members and former officers at Stout. New officers then could ask questions throughout their first semester as new officers.
3. All officer titles are to be recognized in Orgsync People listing with their specified title.
   1. Veterans re-voted into office shall have the title updated to the new title.
   2. A retired veteran officer shall have their post-title named ‘Previous’ prior to the title. Their Group will be changed to ‘Previous Officers’.
4. All officers have officer and member access on Orgsync. Select positions are given administrated access.
5. At least the president, then any other officer interested shall have email access to sme@uwstout.edu. If the password is lost or unknown, it can be relocated through Student Services or the Involvement Center, in the Memorial Student Center (MSC).

SECTION 4.

1. All officers and senior board members will have the same duty to attend and participate in weekly meetings and discussions as outlined in Article VIII. Failure to attend meetings is grounds for dismissal from the board as outlined in Article V, section 4.
2. Specific duties of board members are found in the Bylaws.
3. Responsibilities of the officer may include, but not be limited to, involvement, recruitment, and leadership.

SECTION 5.

1. An officer shall be called into question of their position after appropriate warnings of inadequate or improper performance from the faculty advisor and/or the president.
2. A majority of the officers and senior board members must vote for dismissal and will occur in a hearing format. The Advisor should consider their presence and be notified a week in advance.
3. Hearing shall be organized by the president or vice president considering the position subjects to scrutiny.
4. After the debate, vote of the senior board members and (other) officers to impeach the board member will occur. If an officer is dismissed, a replacement shall be elected on the nearest possible date by the protocol described in Article VII.
5. If the president is impeached the vice president will slide into the position swiftly.
6. If there is no person appointed as replacement duties of that position will be distributed among the other officers.

SECTION 6. Officers shall wear the organization’s branded polos to SME events. They will be paid for through the SME bank account and fundraising (with balance at a minimum of $200), but only if that officer is a paid member on SME International’s website sme.org. This promotes organizational loyalty, appearance, and involvement.

**ARTICLE VII: ELECTIONS**

SECTION 1. Selection of officers for the academic year shall be held in September of each new school year. The existing board president shall inform the membership of the elect at least a week in advance of the planned election date via email.

SECTION 2. All current and new members of SME, membership being defined in Article IV, shall have the opportunity to run for office and/or vote at the election meeting. Candidates may be self-nominated or nominated by other members. Candidates may also vote and vote for themselves. Candidates will be required to give a short speech and list of qualification to the voting constituency during the election meeting, explaining their qualifications regarding the office for which they are running.

SECTION 3. If a board member must be absent from the position from a period greater than one month, a permanent replacement officer shall be elected using the same conventions as annual elections, outlined here in Article VII. If there is only one candidate, the remaining board members may appoint the candidate as a replacement officer without conducting the election.

SECTION 4. Voting in all elections shall be conducted by means of an anonymous ballot. Ballots shall be counted immediately after the election, and the winner of each office determined by a straight majority vote. In the event of a tie, both candidates shall be named to the board and their titles shall be co-(officer name).

SECTION 5. If interest in additional board position occurs at any time during the academic school year, chosen officer positions can be created and then claimed by those interested after approval of the current board.

**ARTICLE VIII: MEETINGS**

SECTION 1.

1. Officer meetings shall be held on a minimum bi-weekly basis throughout the in-session academic year. The board shall determine a fixed day of the week and time to hold meetings. Meetings may be rescheduled or canceled by the board as needed.

SECTION 2. Member meetings shall occur at least twice per semester in order to keep members informed and up to date regarding SME events. Member meetings will be announced to all members at least a week in advance, via email and Orgsync.

**ARTICLE IX: ADVISOR**

SECTION 1. The Society of Manufacturing Engineers shall have one principal advisor that must be a faculty member of the Engineering and Technology Department. Additional advisors from campus faculty or from the regional manufacturing industry will be permitted but not required.

SECTION 2. Advisors will be selected voluntarily from persons who meet the criteria specified in Article IX, section 1. If a new principal advisor is needed, the board will ask current UW-Stout ET department faculty for a replacement. Additional advisors will be chosen based upon recommendation and industrial experience.

SECTION 3.

1. Advisors shall serve as a mentor to all members of SME and offer their knowledge and experience to enhance the wisdom of members the beyond the boundaries of the classroom.
2. Advisors should also propose potential club activities and events, in order to foster professional growth of members as well as organizational growth.

**ARTICLE X: AMENDMENTS TO THE CONSTITUTION**

SECTION 1. In order to amend this constitution, a voting majority of 50% must approve of the tentative amended constitution.

SECTION 2. In order to propose an amendment, voting members should submit an amendment proposal in writing to the executive board. The board will then discuss the amendment proposal at up to three board meetings as needed and vote among the officers to determine if the amendment needs to be pursued. If 50% or more of all board members feel an amendment is necessary, the board shall then create a tentative amended constitution and submit it to the voting membership for approval. A vote shall be conducted by means of an anonymous paper or electronic ballot. If the amendment is approved, the constitution shall be officially revised.

**ARTICLE XI: BYLAWS**

SECTION 1. Bylaws shall be adopted by a majority vote of at least 70% of the voting membership.

SECTION 2. An amendment to the existing bylaws may be proposed at any non-event meeting of the Society of Manufacturing Engineers by any member either in person or by written request. The bylaws will then be tentatively revised by the board, and brought forth for voting approval at the next general membership meeting. Voting will be performed by a yea or nay poll of the membership. If the amendment is approved, the organizations bylaws will be officially revised.

SECTION 3. Roberts Rules of Order or Parliamentary Procedure shall govern meetings of this organization within the requirements of this constitution and bylaws adopted by the membership of this organization.

**REVISION HISTORY:**

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| **REVISION LEVEL:** | **REVISION COMPLETED:** | **APPROVAL DATE:** |
| A | Complete Redraft | 4/27/2009 |
| B | * Requirement of dues eliminated * Officer revision from 7 to 5 * Senior Board membership added * Election time changed from April to September * Requirements for meeting revised (3 present instead of 5) * Duties of all officers added * Board meeting frequency changed from weekly to bi-weekly * “Membership” section more clearly defined by adding what constitutes being a member * Provision added to elections that candidates may be self-nominated or nominated by others * Provision added to elections addressing the issue of ties in elections * “Bylaws” section eliminated | 9/17/2014 |
| C | * Redraft of constitution * “Bylaws” section reinstated from Revision A * Article V: Section 1. minimum of three principal officer and optional additional positions updated. Publicity chair and event coordinator were removed and updated to social media publisher and fundraising coordinator. * Article V: Section 3. C. added * Article VI: Specific duties of officers moved to document of the Bylaws. Responsibilities added. * Senior Board members added to the Bylaws * Article X: redacted the ten persons belonging to the membership present during voting processes. * Committees section moved to bylaws | 11/14/2016 |