

SAMPLE CONSTITUTION

CONSTITUTION OF THE COLLEGIATE CHAPTER OF THE SOCIETY OF AUTOMOTIVE ENGINEERS AT (YOUR SCHOOL NAME)

This Collegiate Chapter has been chartered by the Society of Automotive Engineers and is subject to the Constitution, Bylaws, Rules and Regulations of the parent Society.

I. PURPOSE

The purpose of this organization is to provide its members opportunities to gain broader insight into the engineering profession by sponsoring meetings which will bring practicing engineers to the campus, arranging field trips to research and engineering establishments, sponsoring student projects of engineering interest, and participating in local SAE Section activities. It shall also be the purpose of this organization to encourage good fellowship among engineering students and their teachers.

II. NAME

The name of this organization shall be (YOUR SCHOOL NAME) Collegiate Chapter of the Society of Automotive Engineers, Inc.

III. MEMBERSHIP

Students attending (YOUR SCHOOL NAME) who are SAE student members or SAE members are qualified to become members of this organization.

IV. OFFICERS

The elective officers of the organization shall be:

Chairperson Vice Chairperson Secretary Treasurer

The above officers shall be elected by majority vote at a regular meeting of the Collegiate Chapter. The election shall take place at least one month before the close of the school year. Officers thus elected shall take office immediately following the close of the school year and serve for one year.

V. FACULTY ADVISOR

The Collegiate Chapter shall, at all times, have an official Faculty Advisor. It shall be the Faculty Advisor's responsibility to consult with the Collegiate Chapter officers on matters pertaining to SAE and school policies, to serve as liaison between the Collegiate Chapter, the Society and the local SAE Section, and to advise the officers on Collegiate Chapter matters.

VI. OFFICERS RESPONSIBILITIES

The Chairperson shall call and preside over Collegiate Chapter Business Meetings and meetings of its executive committee

The Vice Chair shall assume the responsibilities of the chair should the chair be unable to perform the duties

The Secretary shall maintain the Collegiate Chapter membership records and prepare minutes of business meetings and executive committee meetings.

The Treasurer shall keep a record of the Collegiate Chapter's income and disbursements and keep the executive committee advised of the Chapter's financial status.

VII. EXECUTIVE COMMITTEE

The collegiate chapter shall hold a minimum of six technical meetings and two business meetings during the academic year. Business meetings may be held in conjunction with technical meetings. Each business meeting shall include:

- Secretary's Report
- Treasurer's Report
- Pertinent Committee Reports
- Old Business (if any)
- New Business

VIII. QUORUM

A quorum shall consist of one-third of the members in good standing.

IX. STANDING COMMITTEES

The Chair, with the concurrence of the chapter officers, shall appoint Chairs to all committees necessary to carry on the activities of the chapter, including but not limited to:

Membership Committee
Program Committee
Reception Committee
Publicity Committee

The Chair of each committee shall appoint members of the chapter to serve with them. They shall report these appointments at the first meeting of the Executive Committee.

X. DUES

Collegiate Chapter dues shall be (\$amount) per year, this in addition to the fee established by the Society for SAE student membership. The chapter dues shall be placed in the chapter treasury; the student membership fee shall be forwarded promptly to SAE Headquarters.

XI. AMENDMENT

This constitution may be amended by a two-third vote of members at a regularly scheduled business meeting of the chapter, provided that a proposed amendment shall be read and discussed at a previous regularly scheduled business meeting of the Chapter. An amendment may be proposed by action of the Executive Committee or by petition signed by ten or more members in good standing.