

BYLAWS of THE ASSOCIATION OF ENERGY ENGINEERS

at the University of California, San Diego

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Article I. Name & Definition

Section I. Name

The name of the chapter shall be the Association of Energy Engineers at University of California, San Diego. The chapter abbreviation, "AEE-UCSD", indicates the student AEE chapter at UCSD and by no means is using UCSD in its official name.

Section II. Affiliations

This chapter is a 501(c)(6) non-profit organization, under the affiliation (or working toward the affiliation) of the national professional chapter, Association of Energy Engineers USA, and their associated chapters throughout the world.

Section III. Nondiscrimination & Open Door Policy

All University of California, San Diego students, faculty, and staffs are eligible for membership. No student or staff should be denied of membership because of one's race, color, origin, sexual orientation, marital status, medical conditions, age, disability, ethnicity, citizenship, military status, or socioeconomic status.

In addition, any student or staff, prior to becoming an official member may attend chapter's meetings except for the Board of Director meeting. For meetings that require admission tickets, official AEE members are prioritized when the event is reaching capacity.

Article II. Chapter Mission

Section I. Mission Statement

Our mission is to foster cooperative action in advancing the common purposes of its members and to promote activities designed to enable the industry to be conducted with the greatest economy and efficiency. In addition, the chapter aims to assist members with their professional network development, education opportunities, and potential collaborations.

Section II. Network

This chapter aims to help members to develop relationships with professionals, faculty in relevant fields, and like-minded peers in the working world.

Section III. Training

This chapter aims to provide training and sessions in helping members to be aware of credential criterias, relevant skills, and other necessary information relevant to the field of energy engineering.

Section IV. Collaborations

This chapter aims to create an environment to allow like-minded peers who are interested in the field to share their experiences, to mentor one another, and to collaborate in projects, competitions, research, or any other academic enrichment activities. In addition, the chapter shall also promote social events and interactions to increase retention, embrace members' well being, and create a welcoming atmosphere.

Article III. Board of Directors

Section I. Faculty Advisor(s)

- Requirement: A UCSD faculty member

- A faculty advisor is responsible for the following:
 - Attending Board of Directors meetings
 - Participating in one of the AEE events at least once a quarter
 - Providing appropriate advice as needed
 - Must provide authorization, utilizing his or her right as the Board of Directors, in form of a signature or agreement for any contracts binding to the AEE
 - Once the student chapter is fully registered with the national chapter, the faculty advisor must comply with the national chapter's criterias where the faculty advisor must register to be a professional association member. The faculty advisor must renew membership if necessary.

Section II. Community Advisor(s)

- Requirement: A professional engineer
- Community advisor is responsible for the following:
 - Providing assistance to the organization as needed
 - Attending the Board of Directors meeting

Section III. Core Officers

- Three Core Officers are required to be present in a Board of Directors meeting. This may include:
 - a. Internal Manager
 - b. External Manager
 - c. Financial Manager
 - d. IT Manager
 - e. Program Manager

Section IV. Board of Director Meeting

- Board of directors are called to meet together when there is a need of decision making regarding to any events hosted by the organization, organization logistical matters, or any internal conflicts.
- Anyone from the Board of Directors can call for a meeting at least two days prior to the meeting day.
- Members within the Board of Directors are responsible for reaching a consensus of the content, time, invitees of any AEE events through conductive meetings before the events get publicized.

Article IV. Membership Structure

Section I. Official Member Eligibility

A member of the chapter must be a member in good standing of the Association of Energy Engineers. An member is considered an official member with the entirety of rights including voting, nomination, and other privileges when he or she has pay her dues to organization. In addition, a member must be a registered UCSD student.

Section II. Duration of Membership and Resignation

Membership in this chapter may terminate by voluntary withdrawal as herein provided, or otherwise in pursuance of these bylaws. All rights, privilege, and interests of a in or to the

chapter shall cease on the termination of membership. Any member may, by giving written notice of such intention, withdraw from membership.

Section III. Suspension and Expulsion

Any member may be suspended or terminated for a reasonable cause. Reasonable causes for such suspension or termination of membership shall be violation of the by laws or any lawful rule or practice duly adopted by the chapter, or any other conduct prejudicial of the interests of the association of the the chapter as determined by a two-thirds vote of the board of directors.

Section IV. Voting Rights

Members shall have voting rights for those items brought before them by the Board of Directors or by a properly approved motion from the floor.

Section V. Dues

The annual dues for each member of the chapter shall be twenty dollars for year 2013-2014. Of the twenty dollars, fifteen dollars are dues to be paid directly to the national chapter for student membership. Five dollars will be paid to the club's financial manager to be used for general body meetings and/or events free for members. Dues may used toward programs, freely available for all members. Dues shall not be used for individual's gain or for a particular project's fund. Member may not be considered to run for officers or other member's privileges if fail to pay due by the end of winter quarter in the academic year.

Section VI. Financial Hardship

Any UCSD student may submit a due waiver to ucsd.aee@gmail.com with proof of financial hardship. After the chapter is registered with the national organization, members with financial hardship may be prioritized in the consideration for national membership waiver.

Article V. Organization Structure

Section I. Purpose of Core Officers

The purpose of core officers is to serve and organize activities following the chapter's mission, purpose, and values. Core officers should be composed of enthusiasts who show commitment to serving other members and upholding the integrity of the organization.

Section II. Structure of Core Officers

Much different from the common hierarchical organization structure. The leadership style at the first establishment of the club is intended to be horizontal (or known as shared or collective) leadership. Each officer should have an equal amount of responsibility and accountability in their own work and especially their work as a team. If one member fails to show interest and fulfillment of his or her duties, all other members have the responsibility to assist and take on responsibilities beyond their duties described on paper. Actions to resolve conflicts of interests may be decided by the group. Each officer member may constitute one vote for themselves and may not vote for an absent officer.

Section III. Description and Responsibilities of Officers

A. Internal Manager

- **Description:** Internal Manager coordinates meetings and keeps track of the internal organizational activities. The purpose of Internal Manager is to be aware of all internal activities within AEE and enforce any policy described in this constitution.
- **Responsibilities:** Internal Manager's duties shall be to give notice of and attend all meetings of the chapter, to attest documents and to coordinate events hosted by the organization.

B. External Manager

- **Description:** External Manager mainly manages the foreign connections outside of the organization and the organization's advisors. EM represents AEE in public relation events and other news media.
- **Responsibilities:** External Manager's duties shall be to keep a constant communication with the faculty advisor and community advisor, to outreach for professional, and to respond to the incoming emails regarding information about the organization.

C. Financial Manager

- **Description:** Financial Manager manages the budget of all AEE events and activities. FM ensures that all monetary activities within AEE should comply with the constitution policy and UCSD policies. Any bank or storage accounts belonged to AEE is managed by FM. Anything that requires reimbursement needs a signature from FM.
- **Responsibilities:** FM's duties shall be to manage the organization budget, to supervise the organization's resources effectively, to seek for potential fundings from the school, and to organize fundraising events. If there is any events or chapter function to collect dues or tickets, FM should delegate appropriate task and create necessary document in coordination with event coordinator(s).

D. IT Manager

- **Description:** IT Manager oversees all the technical aspects of the officer activities. IT Manager should also be knowledgeable of marketing and graphic design for branding the image of the organization. IT Manager also manages documentation and the integrity of user access in all of AEE accounts and sensitive information.
- **Responsibilities:** IT Manager's duties shall be to update the organization's website, and to manage the members contact list.

E. Program Manager

- **Description:** The Program Manager of AEE manages and assures the on-going of professional development activities in compliance to AEE goals and policy.
- **Responsibilities:** Manage the on-going programs, initiate/recognize collaboration opportunities, must organize at least one major collaboration relative to energy/green engineering annually, delegate task for any yearly professional-student events

Section IV. New Positions & Additions

New officer positions may be added to the Core Officers as the organization grows. New officer positions will be approved by the Board of Director and may be appointed in the first year when the new position was established. However, in subsequent years, the position must go through the nomination-election process as any other positions.

Article VI. Elections

Section I. Nominations

Candidates, who are in good standing with AEE, may be nominated by an official AEE member through the form approved/provided by the Board of Directors.

Section II. Election Process

Officers are elected during either a) the chapter's quarterly meeting (known as General Body Meeting) in the early half of Spring quarter or b) a special chapter meeting called for the purpose of election. The Board of Directors may approve the calling of the special election meeting any time during the school year. The elected officers are to be determined by the majority vote of the members (60% more votes than the next highest candidate) in attendance at the election, provided that there is a quorum present.

Section III. Transition Period

Elected officers shall take office 30 days after election and serve for a term of one year and until his or her successor is duly elected.

Section IV. Impeachment

Officers may be removed or replaced only upon presentation of just and reasonable cause to the faculty advisor or other officers. Any AEE member may submit an impeachment statement with reasonable cause such as misconducts, failure to fulfill his or her responsibilities repeatedly, violation of AEE integrity, or others. The impeachment statement is to be reviewed by the Board of Directors and Core Officers. The final decision will be decided by the Board of Directors.

Section V. Vacancies

Candidates in good standing with AEE may be elected through a special meeting to fill vacancies in any position for the balance of the term.

Section VI. Appointments

Criteria of special appointments over election

- a) when there is no nominations
- b) first year when the new position is added
- c) when the majority vote does not exceed 60% criteria, board of directors or core officers may conduct interviews between the top 3 candidates with the most votes and determine the appointment result

Appointments are decided between the Core Officers where each core officer may vote for a candidate. The candidate with the most Core Officer votes may win the election. Any official AEE member in good standing may appeal the appointment through the collection of signatures of 60% of total members in good standing. Once appealed, the Board of Directors may make the final decision and resolve the conflict of interest.

Article VII. Meetings

Section I. Annual Meeting

An annual meeting shall occur, unless otherwise ordered by the Board of Directors, for the election of officers. Notice of such meeting shall be emailed to the last recorded address of each member at least thirty (30) days before the time appointed for the meeting.

Section II. General Body Meetings

General Body meetings shall occur once a quarter. Notice of such a meeting shall be emailed to the last recorded address of each member at least seven (7) days before the time appointed for the meeting.

Section III. Officer Meeting

Officer meetings shall be held once (1) a week, unless otherwise unanimously agreed by the officers in question.

Section IV. Special Meeting

Special meetings of the chapter may be called by the three or more Core Officers. All participants of the special meeting must be contacted through his/her last recorded email at least two (2) days in advance, with a statement of time and place and subject to be considered.

Article VIII. Amendments

Amendments are submitted to the Core Officers by any AEE member. If two-thirds of the Core Officers approve of the amendment, the Internal Manager should take appropriate steps to insert the amendments into the Constitution and reupload the constitution where necessary. In addition, Internal Manager should also keep a record of changes and past constitution documents in a place accessible by all officers. Any AEE member may also have access to the documents upon request.