

THE  
**BY-LAWS OF ENCOUNCIL**  
THE UNDERGRADUATE STUDENT GOVERNMENT OF THE WASHINGTON UNIVERSITY IN ST.  
LOUIS  
SCHOOL OF ENGINEERING & APPLIED SCIENCE

*As Revised: 9 February 2017*

**I. OFFICERS**

- A. The duties of the President shall be:
1. To preside over and maintain order in EnCouncil general body and Executive Board meetings.
  2. To vote in the event of a tie.
  3. To prepare and distribute the agenda for upcoming general body meetings.
  4. To engage in any other activities necessary to the success of EnCouncil.
  5. To ensure that the Constitution and By-Laws, as interpreted by the Parliamentarian, are enforced.
- B. The duties of the Secretary shall be:
1. To keep attendance and minutes at meetings.
  2. To post and/or distribute minutes and announcements of each meeting within 72 hours.
  3. To ensure the EnCouncil website and social media presence are updated and maintained as appropriate.
  4. To ensure that EnCouncil publications are updated and maintained as appropriate.
- C. The duties of the Treasurer shall be:
1. To manage all funds belonging to EnCouncil and be responsible for their disbursement.
  2. To keep a ledger of all EnCouncil expenses available to any interested general body member.
  3. To prepare the Student Union budget request for EnCouncil as a general body and to compile the budget requests from its committees and affiliated societies for approval by the Executive Board and submission to Student Union, each semester.
  4. To prepare a budget for EnCouncil as soon as possible after receiving notice of the total Student Union allocation for the following semester.
  5. To correspond with the Student Union Treasurer and be familiar with Student Union financial policies.
  6. To check the EnCouncil Student Union mailbox and EnCouncil pendaflex and respond appropriately to all materials therein in a timely manner.
- D. The duties of the Professional Outreach Chair shall be:
1. To promote relations with bodies outside of Washington University.
  2. To promote relationships with alumni and recruiters.
- E. The duties of the Programming Chair shall be:
1. To conceive, oversee and promote social and educational activities undertaken by EnCouncil.
  2. To oversee and promote community service and philanthropic activities undertaken by EnCouncil.
- F. The duties of the Academic Affairs Committee Chair shall be:
1. To promote the representation of engineering students' interests in engineering school and university affairs.
  2. To represent the engineering school while attending Undergraduate Council meetings.
  3. If the Academic Affairs Chair cannot attend an Undergraduate Council meeting, another member of the Executive Board will go instead. However, any policy specified by the Undergraduate Council regarding who is to attend will supersede those listed here.

- G. The duties of the Parliamentarian shall be:
1. To provide an official interpretation of the Constitution and By-Laws of EnCouncil as necessary.
  2. To ensure the current Constitution and By-Laws are on record in the Student Union office.
  3. To possess a copy of the Constitution and By-Laws at each official general body meeting.
  4. To review and approve meeting rules as specified by the President.
  5. To bring to the attention of the executive board and/or the general body, when appropriate, any unconstitutional proceedings.
  6. To keep track of the Voting Membership of EnCouncil.
  7. To act as Sergeant-at-Arms during the general body meetings.
    - a. The Sergeant-at-Arms shall be responsible for keeping order in the meeting when the President is unable to do so.
    - b. The Parliamentarian shall keep candidates out of the room during elections by keeping the door to the room closed at all times during candidate speeches, discussions, and votes.

## **II. STANDING COMMITTEE CHAIRS**

- A. Chairs are members of the EnCouncil General Body who choose to take on a particular task on behalf of the council and with the council's support.
- B. Chairs may be designated at any general body meeting to address an issue raised during that meeting.
- C. Each Chair must report to one Executive Board Officer, as assigned by the Executive Board.
- D. Any Chair may be removed from the currently held position by a 2/3 vote of the voting members present at the time of the vote provided that such proceedings are presented at the previous meeting.
- E. Vacancies due to removal in any Chair position shall be filled in the same manner that the position was originally filled at the next general body meeting.
- F. Vacancies due to resignation may be filled by the Executive Board in any manner, pending the approval of the General Body.
- G. The Chair's duties shall be:
1. To coordinate the budgets and activities of constituent Chairs.
  2. To represent the interests of constituent Chairs.
  3. To serve as an information resource for constituent Chairs.
  4. To prepare any budgetary requests for the next semester for the Treasurer.

## **III. ELECTIONS**

- A. Executive Board
1. Executive Board elections shall be held no earlier than 6 weeks before the last day of engineering classes at the end of the academic year and no later than 3 weeks before the last day of engineering classes at the end of the academic year.
  2. Executive Board members shall be elected by a majority vote of the current voting members of EnCouncil present at the time of the election.
    - a. If there is no majority, a run-off between the two candidates receiving the most votes shall take place.
    - b. A "run-off" shall be defined as a re-vote with only the above two candidates listed, where a majority vote shall decide the election.
  3. The Executive Board elections shall be conducted by a current officer not seeking reelection.
    - a. If no such officer exists, the elections shall be conducted by a graduating EnCouncil member.

- b. This person shall be known as the “Election Officer”.
  - 4. Candidates are chosen by a seconded nomination, prior to the start of elections.
  - 5. Speeches, Questions, and Discussion
    - a. Each candidate shall be allotted time by the Election Officer to address the council, followed by an allotted time for questions and answers.
    - b. Each candidate must be allotted equal periods of time.
    - c. The other candidates may not be present during this time.
    - d. Candidates will appear in the order of nomination.
    - e. After each candidate has appeared, the council may discuss the merits of the candidates by speaking constructively about one or more individuals.
    - f. This will occur for a previously allotted amount of time while all candidates are not present.
  - 6. Voting Method
    - a. Everyone present, except those counting the votes, shall put their heads down such that they cannot see any other person.
    - b. The vote shall be conducted by a show of hands.
    - c. Only after the vote is complete may everyone bring their heads up so that they can see other people.
    - d. An alternate voting method may be motioned and passed by a majority vote of the voting members present at the time.
  - 7. There shall be one and only one person elected to each Executive Board position.
  - 8. No person may hold more than one officer position at the same time.
- B. Chairs
- 1. In the event that the General Body or Executive Board chooses to designate a Chair by means of an election, the election process will be the same as described in Section A of this Article, with the following exceptions:
    - a. If there are multiple positions deemed too similar to be voted upon by separate elections, a single nomination process shall take place and each position will be filled by a majority vote followed by another majority vote of all remaining candidates until all positions are filled.
    - b. As specified in Article VI Section E.4 of the Constitution, all voting members in attendance at the time of the vote shall be allotted one vote.
    - c. Multiple members may hold the same position, serving as Co-Chairs, provided that they are jointly nominated and that all candidates accept the joint nomination.
    - d. The President shall serve as Election Officer for all Chair elections.
- C. Representatives to Outside Bodies
- 1. The President shall notify the entire engineering student body in advance of the election.
  - 2. Each candidate shall be allowed to address the council in support of the individual’s candidacy.
  - 3. The designation shall be made by a majority vote of all members present at the time of the election, regardless of voting status.
  - 4. If the procedures enumerated here cannot be followed due to insufficient time, the Executive Board shall make the appointment. At the next general body meeting, this appointment must be approved by a majority vote of the voting members present at the time of the vote.
  - 5. Procedures specified by the body granting the power of appointment shall, in all cases, supersede those enumerated here.
- D. Appointment of the Parliamentarian
- 1. The Parliamentarian shall be appointed by the Executive Board with the following rules:
    - a. The selection shall be made as soon as possible after the resignation of the previous Parliamentarian.
    - b. The selection must be made before the last general body meeting of the academic year.
    - c. The selection must be approved at the general body meeting immediately following the selection by the Executive Board by a majority vote of the voting members present at the time of the vote.
    - d. The Parliamentarian’s term shall begin immediately upon approval of the General Body.

2. The Terms of Office of the Parliamentarian are as follows:
    - a. The Parliamentarian's term of office shall start immediately upon approval of the student selected by the General Body and shall end immediately upon the resignation of said student.
    - b. Any Parliamentarian wishing to resign must do so before the last general body meeting of any academic semester.
    - c. Any graduating Parliamentarian must resign with sufficient time remaining for a transition with the newly appointed Parliamentarian.
- E. Impeachment
1. Any officer may be removed from office by a 2/3 majority vote of the entire voting membership of EnCouncil, provided that such impeachment is presented at the previous meeting.
  2. Voting members not in attendance at the general body meeting when the vote shall take place will count as a "do not remove this person from office" vote. Proxy votes will not be allowed for removal proceedings.
  3. The Parliamentarian will run the impeachment proceedings.
    - a. If the Parliamentarian is the one being impeached, then the President will run the impeachment proceedings.
  4. The procedure for impeachment is as follows:
    - a. The member who presented the impeachment will present their case to the general body.
    - b. The officer who is accused will have a chance to present their case to the general body.
    - c. The officer who is accused may make themselves available to answer questions presented by the general body.
    - d. Both members must leave the room while a discussion is held among the other members of the general body.
    - e. Voting takes place according to the procedures outlined in Article III Section A.6.

#### IV. MEETINGS

- A. General Body Meetings
1. At the beginning of each academic semester, there shall be a general body meeting for the first two weeks.
  2. After that time, there shall be a general body meeting at least every two weeks for the remainder of the semester with consideration taken for holidays and vacations.
  3. Each general body meeting will be presided over by the President.
  4. Temporary Vacancies
    - a. The President must designate in advance an officer to assume the duties of the President for the duration of the meeting only.
      - i. If the President is unable to designate a temporary replacement, the Programming Chair shall preside.
    - b. In the event that the Secretary is unable to take minutes for a meeting, the President must select an officer to take minutes for the meeting.
    - c. In the event that the Parliamentarian is unable to serve as Sergeant-at-Arms for a meeting, the President must select an officer to serve as Sergeant-at-Arms for the meeting.
    - d. In the event that the Parliamentarian is unable to perform the duties required of the office, the Parliamentarian must designate in advance a non-officer member who will serve as a replacement for the duration of the meeting only.
      - i. If the Parliamentarian is unable to designate a temporary replacement, then the President must find a non-officer member to serve as Parliamentarian for the duration of the meeting only.
  5. The time and location of general body meetings will be at a regular time and place designated by the Executive Board at the beginning of each semester.
  6. Minutes of the General Body meetings will be taken by the Secretary and made available to any member interested.
  7. The meeting rules must include:
    - a. All motions need to be seconded.

- b. If applicable, all Officers and Chairs shall give a report at each meeting.
- c. Procedural questions shall be given priority over other questions, motions, or votes.
- 8. Other meeting rules shall be designated by the President at any time during the academic year, with approval of the Parliamentarian.
- 9. The Parliamentarian must be well versed in these rules before the first general body meeting in which these rules are utilized.

**B. Executive Board Meetings**

- 1. The Executive Board shall meet at least once every week for the entire academic year, with consideration taken for holidays and vacations.
- 2. The time and location of these meetings will be specified by the President.
- 3. Each Executive Board Meeting will be presided over by the President.
- 4. Minutes of the Executive Board meetings will be taken and made available to any General Body member interested.
- 5. Executive Board meetings are open to viewing by anyone interested.

**C. Committee Meetings**

- 1. The time and location of each of these meetings will be specified by the appropriate committee chair.
- 2. The appropriate committee chair shall preside over each committee meeting.

**V. RECURRING APPOINTMENTS TO OUTSIDE BODIES**

**A. EnCouncil will annually appoint representatives to the following organizations:**

- 1. Engineering Projects Review Board, in accordance with their constitution. (School of Engineering and Applied Science, Washington University)
- 2. Engineering Orientation Committee Chair (School of Engineering and Applied Science, Washington University)

**VI. TRANSITION Of OFFICERS**

- A. The period of time between new Executive Board elections and the beginning of the newly elected Executive Board's terms shall be deemed the "transition period."
- B. During the transition period the newly elected Executive Board must attend all meetings of the Executive Board.
- C. At least one Executive Board meeting must be arranged during the transition period for the purpose of instructing the newly elected Executive Board on the duties and procedures for their positions.

**VII. STANDING MANDATES TO THE EXECUTIVE BOARD**

**A. It is the responsibility of the Executive Board to fulfill these following mandates:**

- 1. The President shall keep disrespectful comments out of discussions during meetings, and especially elections. It shall be the responsibility of the President to encourage the General Body to make positive comments during discussions.
- 2. The Academics Affairs Chair shall set date, set location, and officiate meetings of the Engineering Societies Council in accordance with the documentation of the Societies Council.
- 3. The Treasurer shall chair the Engineering Projects Review Board of the School Of Engineering & Applied Science in accordance with the Board's By-Laws as long as the program is funded by the School.
- 4. The Executive Board shall strive to ensure the attendance of an Executive Board member at all EnCouncil activities.

5. The Executive Board shall oversee and promote activities to enhance the leadership skills of EnCouncil members.
  6. The Executive Board shall maintain and preserve records of the actions of EnCouncil for the guidance and reference of future members.
  7. Each Executive Board member shall give updates at every executive board meeting in detail. It is at the discretion of the president to decide the content of these updates and that the updates given by each board member are satisfactory.
  8. If a situation arises in which the Executive Board must act without precedent set by the Constitution or By-Laws, any action they undertake must be unanimously approved by the Executive Board, and later approved by a majority vote of the general body. It is the duty of the Parliamentarian to update the Constitution and By-Laws to reflect the course of action taken.
- B. Violation of these mandates provides grounds for impeachment and ultimately removal from office.
- C. The General Body shall be notified annually at the time of new Officer Elections that mandates of the Executive Board may be added or modified at the discretion of the General Body. Adding mandates to this list (or changing them) shall be considered making an amendment to these By-Laws.
- D. Transition
1. At the end of their term, each member of the Executive Board shall create a transitional report for the benefit of the member who will take their place the next year.
  2. Each member of the Executive Board shall maintain a set of files, detailing their work and offering suggested improvements for subsequent years.