CONSTITUTION OF THE
ENGINEERING AND APPLIED SCIENCE INTEREST HOUSE

I. Name and Purpose of Organization
   A. The name of this organization shall be The Engineering and Applied Science Interest House, also known as EASI House. EASI House was founded in 1980.
   B. The purpose of this organization shall be to:
      1. Provide a more intimate learning atmosphere that combines the advantages of a small college with the opportunities of a large university.
      2. Increase student awareness about the opportunities in engineering and science fields by sponsoring programs conducted by faculty and industrial representatives.
      3. Bring together students with diverse backgrounds and common academic pursuits for the purpose of enhancing their college education.
      4. Foster leadership, self-discipline and responsibility through participation in self-government and group programs.
      5. Develop a social atmosphere conducive to cooperation and cohesion in house-related functions by creating a proper balance between the social and academic activities of university life.
      6. Give back to the university community through volunteer service and event planning.

II. Requirements for Membership
   A. Membership Composition
      1. The majority (50% +1 of the active membership) must be undergraduate students.
   B. Types of membership
      1. Active membership
         a. Only currently registered students living in the house shall be eligible.
         b. There must be at least 10 active student members at all times.
         c. Only active members may vote, preside, officiate, or solicit funding on the organization’s behalf.
         d. Active membership shall be determined from August to December of the fall semester by the Housing Chair.
         e. Membership retention and contract eligibility will be verified in the spring semester each year.
      2. Associate membership
         a. All other persons, including but not limited to, faculty, staff, and community members that do not reside in the house but who have an interest in engineering and the sciences are eligible for associate membership.
         b. Associate members shall be judged according to the same standards as resident members and may be offered SLO contracts if active membership is acquired and maintained.
3. Non-members - Other people may be required to pay an additional fee if wishing to participate in house activities.

C. New Membership and Recruiting
1. New members
   a. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:
      i. Organizational documents (Constitution, Bylaws, Manuals, etc.)
      ii. Organization events and activities
      iii. A list of responsibilities of members
      iv. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations
   b. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
   c. Any and all interaction or activity between members and/or new recruits will abide by all university guidelines and rules.

D. Guidelines for membership
1. Payment of Dues
   a. The officers will set dues at the beginning of each academic year.
   b. Dues will be collected at the beginning of each semester as needed.
   c. Dues will not be excessive.
2. Attendance requirements
   a. Each member must attend the mandatory house meetings.
      i. Accommodations will be made for those who were unable to attend the meeting. The member must inform the executive board of their absence in advance.
   b. Each member must earn the required amount of social, academic, and total points each semester.
   c. The housing chair and other officers will set the minimum point requirements at the beginning of each academic year.

E. Non-Active Membership
1. Inactive Members
   a. Inactive members may not request EASI House contracts and will be removed from the house at the end of the academic year.
   b. Members who do not have active status by the fall or spring semester deadline will become inactive.
   c. If a member with a SLO contract becomes inactive, the SLO contract will be retracted.
   d. Members who show a genuine interest in the house but are unable to attain early active status by the deadline or have contracts but become inactive at the fall deadline for compelling reasons may petition the President and Housing Chair for active status with additional activity requirements for the spring semester. This privilege is to be a last resort and will only be given on a person-by-person basis.

III. Officers
A. Eligibility requirements

1. Only full-time, officially registered active student members shall be eligible to serve as appointed or elected officers.
2. Active members must have completed all guidelines for membership.
3. Active members must be living in the house in the upcoming academic year in order to run.

B. The officers and the duties of that office shall be:

1. The President
   a. Calls and conducts all meetings, both general and executive.
   b. Approves all house events and the number of attendance points awarded for each.
   c. Acts as a liaison with the Resident Assistant, the Faculty Associate, the Beaver Hall Coordinator and any other persons or organizations as necessary.
   d. Responsible for ensuring that EASI House is represented at engineering events including the engineering open house.
   e. Oversees that duties of officers are carried out properly.

2. The Vice President
   a. Takes minutes at all meetings, both general and executive.
   b. Assists the president when necessary.
   c. Responsible for presidential duties when the president is unavailable.
   d. Verifies purchase statements of the EASI House checking account to monitor the treasurer.

3. The Treasurer
   a. Collects house dues and conducts the house census.
   b. Creates a house budget and keeps track of accurate financial records.
   c. Sets up and maintains the checking account.
   d. Plans and supervises fundraising.
   e. Works with other organizations to obtain funding assistance when applicable.

4. The Housing Chair
   a. Helps with house promotion and retention
   b. Determines active, associate and inactive membership status.
   c. Understands contracts and procedures of housing by interacting with Housing through Residence Life and the Shields Building.
   d. Keeps track of attendance records for all house programs.

5. The Academic Chair
   a. Plans and implements academic programs.
   b. Preserves exam files.

6. The Social Chair
   a. Plans and implements social programs.
   b. Works with the Resident Assistant in such planning.
   c. Makes signs for all programs except floor dinners.

7. Intramural (IM) Chair
   a. Notifies the house of upcoming IM opportunities.
   b. Uses funds from the EASI treasury to register for sports.
c. Manages IM teams for the house or arranges for managers.
d. Works to minimize time conflicts between sports and other events.

8. Webmaster
   a. Compiles the email list-serv for the house.
   b. Creates and maintains a house webpage containing at least an events list, the attendance records, the constitution, and the current officer contact information.
   c. Sets up electronic ballots when necessary.

9. Dance Marathon (THON) Chair(s)
   a. Organizes and plans all THON related events.
   b. Determines who will represent EASI House at THON as dancers if EASI House is given dancers. The THON Chair is able to dance if they so choose.
   c. Determines who receives a floor pass for THON.
   d. Is responsible for understanding and enforcing all rules stated by THON.
   e. Organizes and plans all Relay for Life related events.
   f. Previous THON chair(s) decide how many chairs are necessary for the following academic year.
   g. No EASI House member is obligated to be involved in THON. All actions with EASI House THON are voluntary.

C. Elections for these officers
   1. Webmaster will set up electronic ballots online. Printed records are to be retained.
   2. Active members can run for no more than two offices at a time, but may only hold one elected office at a time unless the second office has been acquired due to a resignation.
   3. At a House meeting, nominees will deliver short speeches as to why they believe that they are the best choices for their respective offices.
   4. Voting is to be held online over the course of the week following the speeches.
   5. Webmaster/President will present the election results via email following the conclusion of the voting period.
   6. Officer terms start at the beginning of the next academic year and last one year.
   7. No one involved in conducting the elections may be an official candidate.
   8. A transition period is recommended so that new officers may learn their responsibilities along with the organization’s business and University regulations. New officers should observe executive meetings throughout the remainder of the spring semester in order to enhance their understanding of the position they will assume in the fall.

D. Officer Archives
   1. The current officers are to submit a summary of their work along with their procedural approach, including changes from former years, used to fulfill the duties of the office. These summaries should also include recommendations and ideas for upcoming years. These summaries will be archived with the former summaries and used as a reference to the new officers.

IV. Committees
A. Any executive member may form a committee if deemed necessary. The purpose of committees shall be to assist the officer in duties deemed suitable to the committee by the officer. Committees and their members do not have executive power but may give recommendations to the executive officers.

V. Resident Assistant
A. Requirements
1. The Resident Assistant must be a student with genuine interest in EASI House chosen by Residence Life with input from Officers and the Faculty Associate.

B. Duties
1. Acts as a liaison with Residence Life, other Resident Assistants and any other persons or organizations as necessary.
2. Acts as a disciplinarian, problem solver and role model as necessary.
3. Creates monthly newsletter and works with the social chair and academic chair to plan events.
4. Attends all general meetings and executive meetings.
5. Performs any duties required by Office of Residence Life as a Resident Assistant.

VI. Faculty Associate
A. Requirements
1. Must be a full-time member of the university’s faculty in either the College of Engineering or Science.

B. Duties
1. Assists in the overall organizational structure by aiding house leaders.
2. Identifies programs that deal with the technical sciences and are relevant to the house’s interests.
3. Provides orientation to new students concerning the faculty, the teaching/learning structure, and career planning and counseling.
4. Meets regularly with house members on an informal basis to discuss anything the students feel pertinent and thus become a more visible member of the university faculty for the students to turn to in time of need.

C. Faculty Attendance
1. The house shall always try to have such an associate.
2. If there is no Faculty Associate, the Resident Assistance and the executive board shall be actively searching for a replacement Faculty Associate.

VII. Meetings
A. There shall be at least two meetings per semester and none during the summer session.
B. At least a week advance notice, both through flyers and email, must be given for all meetings.
C. Voting at these meetings, outside of impeachments, amendments and ratifications, will be based on a 50% (+1) majority of a 50% quorum.
D. Officers may make purchases of a maximum of $75 if it is believed that the house will benefit. Any purchases considered over the price of $75 will require a 50% (+1) majority vote of a 50% quorum of House members.
E. Special meetings will be called by the president, and with the consent of the officers, only when absolutely necessary to discuss information vital to the members of the organization.
VIII. Resignation
   A. The President
      1. If, for any reason, the president should resign, the vice president will assume
         the responsibilities of the presidency. Should the vice president not desire the
         position, the office will be made open to the other officers. If none of the other
         officers desire the presidency, an immediate election will be held to elect a new
         president.
   B. Other officers
      1. If, for any reason, an officer should resign, the position will be opened to the
         remaining officers, and an immediate election between the officers will be held to
         fill the open position. If none of the other officers desire the open position, an
         immediate election will be held to elect a new officer for this position.

IX. Impeachment
   A. At any time throughout the academic year, a motion may be made by any house
      member to re-evaluate the standing of any house officer. If the majority of 75% of the
      house members vote that an officer has not performed the duties of his/her office, that
      officer shall be removed from office and an immediate election will be called to fill the
      space vacated by that officer.

X. Finances
   A. All organizational funds are to be handled exclusively through the Associated Student
      Activities (ASA) in 240 HUB-Robeson Center.
   B. There will be no off-campus account.
   C. The payment of dues is a necessary condition for membership. The dues are to be paid
      at the beginning of each semester, determined by the officers and of a reasonable amount.

XI. Amendments
   A. All amendments are subject to approval by the Office of Student Activities.
   B. Any active or associate member may propose an amendment.
   C. An amendment may be included in writing at any time.
   D. A 2/3 quorum of total active members is necessary and a 2/3 majority of total active
      members is required to approve the amendment.
   E. Webmaster will set up electronic ballots online to be taken over the course of one
      week. Printed records are to be retained.
   F. Webmaster will present the voting results via email following the conclusion of the
      voting period.
   G. Approved amendments will take effect at the beginning of the next semester.
   H. Only active and associate members may participate in the voting of amendments.

XII. Parliamentary Authority
   A. Cases not specifically covered by this constitution are subject to a majority decision of
      the executive board. If any executive member has significant qualms with such a
      decision, the building coordinator should be consulted and address the executive board.
      Subsequent votes may be taken as necessary in order to resolve the unspecified issue.

XIII. Ratification
   A. Seventy-five percent of house members must approve this constitution for ratification.
   B. Copies may be made upon request.

XIV. Accessibility of this Constitution
   A. A copy of this constitution will be available to anyone upon request.
B. A copy of this constitution will be available on the EASI House Webpage.