



Engineering Management Student Association (EMSA) Constitution

Preamble

Statement of Purpose

The Engineering Management Student Association (EMSA) will promote a culture of academic excellence in the Engineering Management program of the MSEM department. EMSA will serve as a bridge between the students and related industries to create a more productive environment for students who are willing to expand their knowledge and find job opportunities. EMSA will also organize high quality activities and strengthen the communication between the engineering management student body and faculty by effectively offering students' input to the department.

Article I -- Official Name

Organization Name

The official name of the organization shall be the Engineering Management Student Association (E.M.S.A), California State University, Northridge (CSUN).

Article II -- Membership

Section 1: Student Access

Any person currently enrolled as a student at CSUN and fulfilling the membership requirements of the organization may be a member.

Section 2: Non-Discrimination Statement

In accordance with state law and the regulations of the California State University, no organization shall discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Section 3: Membership Requirements

Members should be students enrolled in the Engineering Management program. Members should be full-time or approved part-time students. An active member status is defined as the members who pays the membership fee (if applicable), attends at least 75% of the EMSA organized activities and attends 50% of EMSA meetings per semester. An inactive member status is defined as the members who do not meet the Active member status requirements. An alumni member status is defined as the member who pays the membership fee (if applicable) and had an active or inactive membership status of EMSA during their course of study at California State University Northridge. An honorary member

status is defined as the member who is not a CSUN student (i.e. faculty, staff, and professionals) but is granted the “Honorary Member” status by EMSA.

Section 4: Privileges of Membership

Members will have access to job postings, seminar updates, preferred seats at seminars, newsletter access. Also, only active members that are CSUN students will have the benefits of being a nominating, being a candidate for office, voting and holding officer privileges.

Article III -- Officers and Advisors

Section 1: Official Positions

The roles and responsibilities for the officers are as follows:

President:

- Hold strategic planning meeting to determine association goals, objectives and strategies
- Maintain ultimate responsibility for ensuring that all association’s requirements are met and that the association is operated according to the specifications of the Constitution & By-laws
- Serve as primary point of contact with the Manufacturing Systems and Engineering management (MSEM) department, and all outside companies, organizations, and individuals.
- Oversee and coordinate activities of all other officers
- Plan and run monthly association meetings
- Develop, assist, motivate, and recognize all other officers
- Coordinate election of officers for next year
- Train President-elect, turn over all records and documents, and ensure smooth transition to next administration
- Other duties as assigned

Vice President:

- Assist the President as required and assume his/her duties when necessary due to President’s absence
- Compile information/documentation and prepare Association Activity Report
- Train new VP or President-Elect, turn over all records and documents, and ensure smooth transition to next administration.
- Other duties as assigned

Treasurer:

- Prepare annual budget
- Maintain association’s bank accounts and keep the books
- Based upon financial statements, update budget monthly and prepare monthly account summaries for review at board meetings
- Collect money and issue receipts at all association functions
- Deposit receipts and pay association bills in a timely fashion
- Submit annual tax form(s) if applicable
- Train new Treasurer, turn over all records and documents, and ensure smooth transition to next administration

- Other duties as assigned

Secretary:

- Take and distribute minutes for each board meeting
- Maintain records of association correspondence and minutes and assist with association correspondence as required
- Train new Secretary, turn over all records and documents, and ensure smooth transition to next administration
- Other duties as assigned

Public Relations Manager:

- Define and implement ways to attract prospective members
- Contact new members to welcome them to the association
- Verify members' address/telephone/email/preferred mailing address
- Train new Public Relations Manager, turn over all records and documents, and ensure smooth transition to next administration
- Other duties as assigned

Newsletter Editor:

- Prepare an annual plan for the association newsletter
- Solicit, receive, organize, and edit articles and lay out newsletter
- Ensure timely mailing/distribution
- Coordinate electronic distribution and/or posting on home page (if applicable)
- Train new Newsletter Editor, turn over all records and documents, and ensure smooth transition to next administration.
- Other duties as assigned

Section 2: Officer Qualifications

All officers must be enrolled CSUN students.

Minimum Academic Qualifications: The president, vice president and treasurer must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.0 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.

Incumbent Unit Load: Undergraduate students in the role of president, vice president and treasurer are required to earn six (6) semester units per term while holding office. Graduate and credential students in the role of president and treasurer must earn three (3) semester units per term while holding office.

Incumbent Maximum Allowable Units: Undergraduate students in the role of president, vice president and treasurer are allowed to earn a maximum of 150 semester units or 125 percent of the units required for specific baccalaureate degree, whichever is greater. Graduate and credential students in the role of president and treasurer are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units, including students pursuing a double major, will no longer be eligible.

Section 3: Terms

The length of term for officers is one semester. Each officer can be re-elected with a maximum of two (2) consecutive semesters.

Section 4: Advisor

Pursuant to Executive Order 1006, a CSUN Faculty Advisor will be chosen at the first meeting of each academic year. The University Advisor will be required to sign all campus documents, support, advice, and approve activities held by the association. The University Advisor should be chosen by election by the officers along with the Chair of the MSEM department. The faculty advisor an ex officio member without voting privileges.

Article IV

Section 1: Time of Election

The election will take place in the second week of each semester and new officers will take office in the third week of each semester.

Section 2: Election Procedures

- **Method of Nomination:** Nominations will be accepted in writing with no less than 72 hours prior to the date of the elections.
- **Method of Voting:** Votes shall be cast by secret ballots.
- **Majority Specifications:** The candidate receiving a majority (50% +1 of the present membership) will be declared the winner
- **Run-off election procedures:** In case of a tie, the tie will be broken based on decision taken by the President, the Vice President and the Faculty Advisor.

Section 3: Special Election Procedures

Should a vacancy in any office occur, it shall be filled by a special election meeting summoned by the remaining officers of the association.

Section 4: Recall Election

A petition of three quarters (3/4) of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall petition. Recall will require a favorable vote of three quarters (3/4) of the total voting membership.

Article V -- Meetings

Section 1: Logistics

The day and time of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.

Section 2: Frequency

The officers will meet twice a month. The members will meet monthly or as required.

Section 3: Special Meetings

If a special meeting needs to be held, the President will inform the Public Relations Manager so he/she can contact members via e-mail with at least 48 hours anticipation.

Section 4: Quorum

Quorum for regular and special meetings shall be at least 50% of the active membership.

Section 5: Rules of Procedure

The rules of procedure for this association shall be the Robert's Rules of Order Newly Revised.

Article VI -- Finances

Section 1: Account

This organization, pursuant to its chapter obligation, shall maintain an agency account with the Associated Students, Inc. for the official conducting of university business.

Section 2: Usage

All monies of this organization that are deposited in and disbursed from this account must follow the procedures outlined by the Associated Students, Inc.

Section 3: Dispersal of Funds

Should this organization become inactive, including the failure to apply for university recognition annually, the agency accounts will be handled in accordance with the procedures of the Associated Students, Inc.

Section 4: Fiscal Year

This fiscal year of this association shall be from July 1 – June 30.

Section 5: Dues

Dues will be established by consensus of the general body at the first meeting of the academic year.

Article VII -- Committees

Section 1: Standing Committees

Standing committees will be created on an ad hoc basis.

Section 2: Selection of Standing Committees

Standing committees shall be appointed by the president and assigned duties as necessary.

Article VIII -- Amendments

Section 1: Submission of Amendments

Proposed constitutional amendments shall be presented to the association in writing 2 meetings before it may be voted on.

Section 2: Approval of Amendments

Approval by three quarters (3/4) of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.

Section 3: Notification of Amendment

Pursuant to Executive Order 1006, any substantive change or amendment must be submitted to the Matador Involvement Center within 90 days.

Article IX -- Ratification

Section 1: Procedure for Ratification

Upon ratification by a three quarters (3/4) vote of the membership, and approval from the Matador Involvement Center and the Associated Students, Inc., this constitution shall become the official governing document of the organization.