

School of Engineering & Applied Science

THE GEORGE WASHINGTON UNIVERSITY

Constitution of the School of Engineering and Applied Science Student Peer Advisory Network

Purpose:

The School of Engineering and Applied Science Student Peer Advisory Network, SEASSPAN, is meant to serve as Peer Advisors, or mentors, to incoming freshmen in the School of Engineering and Applied Science, SEAS. SEASSPAN mentors also act as a liaison between the SEAS student body and SEAS and GW Administration.

Executive Board:

President:

The president is the chief executive officer of the association and presides over all meetings of the executive board and the house. The president will meet regularly with members of the SEAS administration regarding the status of the organization throughout the year. The president and the vice president are the sole administrative officers for the organization. The president and the vice president must come to an agreement on the selection of all members of the organization, both returning and new. The president and vice president are responsible for overseeing and organizing the distribution of incoming freshmen into small groups assigned to each mentor. The president and vice president reserve the right to dismiss any member from the organization if they both believe it necessary.

Vice President:

The vice president is to assist the president in their official duties. In the absence of the president, the vice president shall undertake the duties of the president. The vice president will assist the president in regularly scheduled meetings with members of the SEAS administration regarding the status of the organization throughout the year. The president and the vice president must come to an agreement on the selection of all members of the organization, both returning and new. The president and vice president are responsible for overseeing and organizing the distribution of incoming freshmen into small groups assigned to each mentor. The president and vice president reserve the right to dismiss any member from the organization if they both believe it necessary.

Secretary:

The secretary serves as an assistant to the president and vice president in their official duties. The secretary is responsible for maintaining communication within the organization's members and with outside parties. The secretary will help SEAS freshmen find and become involved in SEAS student organizations on campus. They will regularly attend Engineer's Council meetings and work with them to promote SEAS orgs to the freshmen class. They will reach out to different orgs for co-sponsoring a monthly event or to have SEASSPAN promote one of their events.

Events Coordinator:

The events coordinator organizes outreach events for the SEAS community, primarily focused but not limited to the freshmen community. The Events Coordinator is responsible for ensuring mentors hold monthly activities for their mentees, as well as, overseeing the Sophomore Experience Initiative. In addition to supporting mentors in planning their events, the Events Coordinator will plan one event per semester to foster the sense of community within the freshmen class and SEAS.

Sophomore Experience Committee Rep:

This mentor will be dedicated to improving the sophomore SEAS experience. The position will reach out to sophomores and upperclassmen to research the current sophomore environment and create solutions to problems faced by the current sophomore class. This position will also serve as a liaison between the sophomore class and the Dean's Office, so SEAS can truly know how to help its current students. They will report to the Events Coordinator and focus on creating events for sophomores.

Appointments:

The Sophomore Experience Committee Rep will be appointed by the President, Vice-President, and Dean's office.

Elections:

The elections of the executive board are to take place before spring break each academic year to ensure that the newly formed executive board has ample time to select their team of SEASSPAN mentors. All current members of SEASSPAN, regardless of intention to return to the program, are required to attend the elections.

Members:

Students enrolled as undergraduate upperclassmen (Sophomore, Junior, Senior) in SEAS are eligible to become members of SEASSPAN. The newly elected President and Vice

Presidents are responsible for selecting members, both returning and new. Members of SEASSPAN are responsible for upholding the Purpose of SEASSPAN as defined in the constitution. Members of SEASSPAN will be assigned a small group of incoming freshmen engineering students, to be decided upon by the president and vice president, and are responsible for helping these incoming students transition as smoothly as possible to SEAS, GW, and DC as a whole throughout their first year as students to the best of the mentor's ability. Members are required to attend a training session, pre-getaway activities, and the New Student Getaway as well as other obligations defined by the president, vice president, and SEAS administration. SEASSPAN will not discriminate based on race, religion, sex, gender, sexual orientation, or creed, and will abide by all university policies and regulations. SEASSPAN mentors have the right to discuss with the executive board as well as professional and advising staff their eligibility to reapply as a mentor.

The George Washington University values respect, communication, community, and diversity, and our organization and its members are expected to uphold and espouse these values. Members whose actions do not reflect these values are subject to removal from the organization. Grounds for removal may include, but are not limited to, the following actions: Discrimination, Harassment, Illegal activity, Sexual assault, Violence and other abuse. Members who have allegedly acted in a way that does not live up to the values of the University and/or the Constitution and Bylaws of the organization are subject to removal.

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Bylaws of the

School of Engineering and Applied Science Student Peer Advisory Network

1:Membership:

1:1 Eligibility

- a. SEAS upperclassmen (Sophomore, Junior and Senior) are eligible to become members of this organization.
- b. Persons who are now, or have been the prior semester on academic probation are not eligible to be Peer Advisors.
- c. Persons must be in financial good standing with the University.
- d. Persons may be members of this organization for a maximum of three years.

1:2 Requirements

- a. Applications for admission to SEASSPAN must be filled out and submitted by no later than the date specified by the application.
- b. All members, with the exception of the Executive Board, must reapply for membership every year.
- c. The President and Vice President have the right to give returning mentors an abbreviated application.

1:3 Duties of Members

- a. To uphold to the best of their abilities to definition of a member as described by the constitution.
- b. To hold regular meetings with advisees throughout the entire year.
- c. To participate in SEASSPAN events, both recruiting and community based throughout the year.
- d. To do their very best making SEASSPAN a priority and balancing this commitment with other activities.

- e. To attend regular general body meetings of the SEASSPAN mentors, unless excused by the president or vice president.

2: Powers of the Executive Committee:

The Executive Committee, acting on the behalf of the members of the association shall have the following powers:

- a. It shall be the policy-making body of the association.
- b. It shall oversee the execution of the policies of the association.
- c. It shall represent the views of the association.
- d. Any executive committee member shall have the power to summon an executive meeting.

3: Duties of the Executive Committee:

3:1 Duties of the President

- a. To adhere to all responsibilities of the president as described by the constitution.
- b. To summon emergency and general meetings whenever necessary.
- c. To present all messages or communications or cause such to be done.
- d. To certify by signature all acts, orders, and proceedings of all meetings.
- e. To put to vote any matter that will have a direct and significant impact to the organization and announce the results of such vote.
- f. To have a casting vote in the event of a tie in the voting for an Executive Committee.
- g. In the absence of any member of the executive committee at a meeting, the president may appoint another member of the committee to perform that absentee's duties for that meeting with the members consent.
- h. The president and the vice president have the responsibility to appoint an on-campus summer coordinating committee in the event that neither the president or vice-president are on campus during the summer preceding the New Student Get Away.
- i. The president and vice president are responsible for contacting the professional staff and advisors at the beginning of the spring semester to determine who is academically, financially, and judicially eligible to reapply for a position on SEASSPAN for the coming year.

3:2 Duties of the Vice-President

- a. To adhere to all responsibilities of the vice president as described by the constitution.
- b. To coordinate functions and activities in conjunction with any other member of the association's executive committee.

3:3 Duties of the Secretary

- a. To adhere to all responsibilities of the secretary as described by the constitution.
- b. To record the proceedings in the format of minutes at all meetings of the executive and general house and make them available to the general house.
- c. To receive and record all written motions made by members.
- d. To notify members of vacant offices and to inform members when they are elected to office.
- e. To coordinate the distribution of messages and reminders to officers and members.
- f. In charge of scheduling all venues for events and meetings held.
- g. Responsible for attending E-Council meetings or designating a member of the Executive Board to attend in their place.

3:4 Duties of the Events Coordinator

- a. To adhere to all responsibilities of the Events Coordinator as described by the constitution.
- b. To plan events throughout the year focused on maintaining a SEAS community.
- c. To provide events for incoming freshman to participate in before classes begin.
- d. To work as lead in providing various events throughout the time of the New Student Getaway.
- e. To take charge in reimbursing members who have spent their own funds on SEASSPAN events or activities.
- f. Responsible for overseeing the work of the Sophomore Experience Committee Rep.

3:5 Duties of the Sophomore Experience Rep

a. Attend weekly meetings with the Sophomore Experience Committee and report back to the Executive Committee regarding the status of the Sophomore Experience Initiative.

b. Present the proceedings of the Sophomore Experience Initiative to all mentors at general body meetings.

4: Elections

a. Any current member who has satisfied all conditions under 3.1 is eligible to contest for Secretary or Events Coordinator.

b. Voting shall be by secret ballot conducted by a non-running member of the executive board.

c. In the case of a tie there shall be a run-off by the two highest candidates.

d. Excused members can be nominated and elected in absentia subject to a two-week notice of acceptance by the executive board.

e. It is preferable that any member who wants to run for office announce his/her candidacy two weeks prior to elections.

5: Meetings

5:1 General Body Meetings

a. There should be at least three (3) general meetings during each semester.

b. The executive committee shall meet to decide the date and agenda of such meetings, and to notify members of each meeting.

c. All members of the organization are expected to attend all meetings unless an unforeseen event arises.

d. General body meetings shall be announced at least two weeks prior to the meeting.

5:2 Executive meetings

a. All members of the executive board are expected to attend all executive meetings unless an unforeseen event arises.

b. The president and secretary shall set the agenda for each executive meeting.

c. No executive board member shall be allowed to stay on the board if he/she misses more than 20% of all executive meetings.

d. Any known absence must be cleared with the president one week prior to the meeting.

e. The date for the next Executive meeting shall be set during each executive meeting.

f. Tardiness by more than 30 minutes to any meeting constitutes an absence and shall be treated as such.

g. There shall be at least one executive meeting every month at least one week prior to the general body meeting.

6: Amendments

a. Amendments to the Constitution may be recommended by any registered member of the association and brought before the organization during a General Body Meeting.

b. A vote of “yes” by two-thirds majority of present members of the organization shall be required for adoption of an amendment.

c. Amendments adopted in this manner shall become effective immediately thereafter.

7: Discipline:

a. A vote of “no confidence” by the majority of the executive board will remove any officer from their office.

b. Inability to follow the duties of members can lead to the removal of individuals from the organization, if deemed necessary by both the President and Vice President.