Constitution of the

School of Engineering and Applied Science Student Peer Advisory Network

1.1 Name: SEASSPAN - School of Engineering and Applied Science Student Peer Advisory Network

2.1 Purpose:

   a. To serve as Peer Advisors to incoming freshman in the School of Engineering and Applied Science (SEAS).

   b. To serve as liaisons between the student body and SEAS administration.

3.1 Membership:

   3.1.1 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.

   3.1.2 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.

3.1.3 Duties of Members

a. To commit to attend all dates of a training session, regardless of their prior experience with the organization.

b. To commit to attend the New Student Getaway.

c. To hold regular meetings with advisees throughout the entire year.

d. To participate in SEASSPAN events, both recruiting and community based throughout the year.

e. To do their very best making SEASSPAN a priority and balancing this commitment with other activities.

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

4.1 Executives

The executive committee shall consist of the following officers:
a) President

b) Vice-President

c) Secretary

d) Events Coordinator

5.1 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.

6.1 Duties of the Executive Committee:

6.1.1 Duties of the President

a. To be the chief executive officer of the association.

b. To summon emergency and general meetings whenever necessary.

c. To preside over all meetings of the executive and the general house.

d. To present all messages or communications or cause such to be done.
e. To certify by signature all acts, orders, and proceedings of all meetings.

f. To put to vote any matter that will have a direct and significant impact to the organization and announce the results of such vote.

g. To have a casting vote in the event of a tie in the voting for an Executive Committee.

h. To meet regularly with SEAS administration regarding status of the organization throughout the year.

i. 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.

j. The President and Vice President are the sole admissions officers for the organization.

k. The President and Vice President reserve the right to dismiss any member from the organization if both agree it is necessary.

l. 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.

m. 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.

6.1.2 Duties of the Vice-President

a. To assist the President in his/her official duties.

b. In the absence of the President, the Vice-President shall undertake the duties of
   the President.

c. To assist the President in regularly meeting with SEAS administration.

d. To coordinate functions and activities in conjunction with any other member of
   the association’s executive committee.

e. In charge of scheduling all venues for events and meetings held.

f. The President and Vice President are the sole admissions officers for the
   organization.

g. The President and Vice President reserve the right to dismiss any member from
   the organization if both agree it is necessary.

6.1.3 Duties of the Secretary

a. 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.

b. To receive and record all written motions made by members.
c. To notify members of vacant offices and to inform members when they are elected to office.

d. To coordinate the distribution of messages and reminders to officers and members.

6.1.4 Duties of the Events Coordinator

a. To plan events throughout the year focused on maintaining a SEAS community.

b. To provide events for incoming freshman to participate in before classes begin.

c. To work as lead in providing various events throughout the time of the New Student Getaway.

d. To take charge in reimbursing members who have spent their own funds on SEASSPAN events or activities.

7.1 Elections

a. The elections of officers shall take place before spring break of each academic year under the supervision of the current executive board.

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

c. All candidates seeking the office of President or of Vice-President shall in addition to satisfying Section 3.1 have been active members for at least one (1) year.
d. Voting shall be by secret ballot conducted by a non-running member of the executive board.

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

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

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

9.1 Meetings

9.1.1 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.

9.1.2 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.

10.1 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.

d. The constitution shall come up for annual review at the end of each academic year and shall be made aware in detail to the upcoming executive board at the end of the academic year.

e. SEASSPAN will not discriminate based on race, religion, sex, creed, class, etc.

f. SEASSPAN will abide by University policies and regulations.
g. SEASSPAN mentors have the right to discuss with the professional and advising staff their eligibility to reapply as a SEASSPAN mentor.

11.1 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 Section 3.1.3 (Duties of Members) can lead to the removal of individuals from the organization, if seemed necessary by both the President and Vice President.