

CONSTITUTION AND BY-  
LAWS OF THE  
GREAT LAKES REGIONAL CONFERENCE OF STUDENT CHAPTERS  
OF THE  
AMERICAN SOCIETY OF CIVIL ENGINEERS

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PREAMBLE

We the members of the Great Lakes Conference of Student Chapters of the American Society of Civil Engineers, in order to foster desirable relations among the Student Chapters and among the student bodies of our respective schools and to further the knowledge of the standards and ethics of the engineering profession, do ordain and establish this constitution for the Conference of the Student Chapters of the American Society of Civil Engineers.

Article I – Membership

Section 1: Members shall include the following Chapters:

University of Evansville  
University of Notre Dame  
Rose-Hulman Institute of Technology  
University of Southern Indiana  
Trine University  
University of Wisconsin-Milwaukee  
Bradley University  
Purdue University Calumet  
University of Illinois at Urbana-Champaign  
Marquette University  
Valparaiso University  
Milwaukee School of Engineering  
University of Illinois at Chicago  
Illinois Institute of Technology  
University of Wisconsin-Madison  
Purdue University at West Lafayette  
Northwestern University  
Indiana University - Purdue University at Fort Wayne

CONSTITUTION AND BY-LAWS (cont'd)

Article II – Executive Committee

- Section 1: The affairs of the conference shall be administered by an Executive Committee, the members of which are empowered by their respective Chapter's members to vote for that Chapter.
- Section 2: The Executive Committee shall meet at an Executive Meeting during each Annual Conference for the purpose of selecting the host Chapter for the next succeeding conference, of acting on applications for membership, and of transacting any other business brought before it. Minutes shall be taken at the meeting.
- Section 3: The Executive Committee shall be composed of the Chairperson of the conference appointed by the host chapter and two delegates from each member chapter.
- Section 4: Each member Chapter shall have one vote on the Executive Committee which shall be cast by one of their delegates. The officers of the Executive Committee shall have no voting power. The Chairperson will have the right to vote only if by doing so the outcome of the vote will change.
- In order for voting to be passed, a majority of the attending schools must vote in favor of the ruling. For host challenge rulings and acceptance of membership into the Great Lakes Conference, a 2/3-majority vote must be received in favor of the ruling.
- Outside of the conference business meeting, voting on an any issue, other than addition of a chapter to the Great Lakes Conference or changes to the bylaws, can be handled through the mail. The postmark cut off date for proposing a vote is November 1<sup>st</sup>. A reply to the proposal stating the replying chapters vote must be postmarked one month after the original post marked date. The current year's Conference Competition Host can find the addresses of member chapters online at the ASCE E-Room.
- Section 5: A quorum shall consist of two-thirds of the member Chapters registered at the conference.
- Section 6: The faculty advisors, contact members, and associate contact members of the member Chapters shall be invited to attend the conference and Executive Meeting, and to act as an Advisory Board when necessary.

Section 7: The permanent headquarters of the conference shall be the University of Wisconsin - Madison Student Chapter of the American Society of Civil Engineers, where the hard copies of the files of the conference shall be kept for five years. Electronic copies will be saved past this point.  
ASCE Great Lakes Regional Conference

## CONSTITUTION AND BY-LAWS (cont'd)

### Article III – Annual conference

- Section 1: The Annual Conference shall be held in the spring. The exact date for the following year shall be determined at the business meeting by the next year's host Chapter, but shall not conflict with the FE exam or Easter. Any changes for the date agreed upon must be set at least 5 months before the earliest date (either revised or original) of the next regional conference.
- Section 2: The host Chapters may charge a registration fee per Chapter and/or student. Financing of the conference will be the responsibility of the host Chapter.
- Section 3: The host Chapter for the Annual Conference shall be in full charge of conference details, including issuing programs, carrying on correspondence, providing directions and maps, and arranging for speakers, trips, meetings, awards, entertainment, food and lodging.
- Section 4: As of 2006, there will be a rotating "Regionals Kit" which will consist of items needed for the Concrete Canoe Races and Steel Bridge Loading. The content list of the "Regionals Kit" shall be kept with the kit and updated annually. The new Regional host Chapter is responsible for the acquisition and transportation of the "Kit" from the previous host Chapter, as well as storage of the "Kit".
- Items damaged during a Regional Competition through neglect, improper use, or accidental use will be the responsibility of the current hosting Chapter to replace within five months of the Regional Competition.
- Items damaged through transportation or poor storage will be the responsibility of the Chapter in possession of the items and must be replaced prior to the competition.
- Maintenance costs to the Regional Kit split among conference chapters must be voted on.
- Section 5: The following list depicts the events expected to occur at each Regional Competition:

#### Annual Conference Competitive Events

The following events are adopted as forming the core of the Great Lakes Regional Conference. At a minimum host Chapters will hold these events. Other events are encouraged and can be added at the discretion of the host Chapters.

A. Concrete Canoe Competition

The competition shall follow national rules, as decided by the National Concrete Canoe Competition (NCCC). To shorten the competition, due to safety or weather considerations, the sprint finals may be canceled. Any races may be canceled by the safety official or the judges of the competition. The safety official has the final authority for safety issues.

B. Steel Bridge Competition

The competition shall follow national rules, as decided by the American Institute of Steel Construction. The host Chapter will decide on a safe method of loading and will inform the other schools about the method by January 15. The other schools will have until January 31 to reply with any comments.

C. Paper Presentation

The paper topic can be the National Mead Paper topic (selected by ASCE each year) or another topic chosen by the host school. The competition will be based on a written paper, 67%, and an oral presentation of five minutes, 33%. The host Chapter shall arrange the schedule so that any participants in the Technical Paper Competition can also compete in other competitions that day.

Each Chapter may submit up to 3 papers. In addition to a physical award, cash awards are given for this event. The monetary amount of these awards shall be determined by the host school.

D. Other Competitions

Host Chapters are encouraged to add events that will increase participation at the conference, provide variety, increase interaction among chapters, and make for a fun conference. Events can be technical or non-technical in nature; they can require significant advance preparation or none at all; they can be recreational, non-academic, or academic in nature. Examples of competitive events other regions hold are: Concrete Strength, Balsa-wood Bridge, Surveying, Environmental, West Point Bridge Designer, Plan Reading, Geotechnical, National Geotech, Transportation, Individual Chapter Visual Display, T-Shirt Design, Concrete Frisbee, Volleyball, Tug of War, Concrete Bowling, Non-technical Paper, Pre-design, and ASCE and Me Competitions

If a host Chapter wishes to create a new event, the best procedure is to do it as a voluntary exhibition event, to see the outcome. It can then be discussed and voted on at the Executive Meeting to see if it should be continued and added to the list of Annual Conference Events. New events must be announced by the

host Chapter in their announcement of the Regional Conference. When sending out information regarding a competition, the competition must be classified as one of the “type of competition” listed in the scoring section of Article III, Section 5.D. Complete rules, team make up, etc. should be provided to allow Chapters to prepare as necessary.

**Conference Champion**

The Conference Champion shall be the school that receives the most points based on the following distribution of points:

<b>Type of Competition</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>Participation</b>
Concrete Canoe*	25	20	15	10	5	3
Steel Bridge	25	20	15	10	5	3
Paper Presentation	10	5	3			1
Engineering events (prior Preparation required)	15	10	5			1
Engineering events (no prior preparation)	10	5	3			1
Non Engineering/Recreational events	7	4	2			1

There will be an award (decided on by the host Chapter) for Conference Champion and 1<sup>st</sup> and 2<sup>nd</sup> Runner Up.

**Event Results**

Event scoring shall be posted during all events and made visible to allow all participants and spectators to see the standings during the event, whenever possible. Every effort should be made to keep the scores up-to-date and posted in a prompt manner after each team/person competes.

All points from events shall be maintained on spreadsheets and copies shall be distributed with detailed results, including score sheets, to all Chapters at the immediate close of the awards banquet.

**Event Rules**

Event rules shall be made available during all events and made visible to allow all participants and spectators to see and consult rules and regulations during the event, whenever possible. Every effort should be made to keep the rules up-to-date and available.

Awards Banquet

An awards banquet shall be held for the purpose of fostering social interaction as well as presenting awards. The format of the banquet and its arrangement is at the discretion of the host Chapter.

Specific awards and types of awards will be made at the discretion of the host Chapter. However, there should be parity of awards among similar events. Sub-event awards may be given at the discretion of the host Chapter. The Conference Champion awards should reflect its stature as an award for excellence in several events.

Section 6: Non-member Chapters may participate in the conference at the host Chapter's discretion. However, only member Chapters according to Article I – Section 1 shall be eligible to win any awards.

If an outside chapter wishes to join the Great Lakes Conference, several conditions must be met:

1. Non-member Chapter must notify the host school of intent to join the Great Lakes Conference and participate in the Great Lakes Conference Regional Competition as a Non-member Chapter.
2. After acceptance for participation in the Great Lakes Conference Regional Competition, the Non-member Chapter must participate in all required events and events they have registered for.
3. At the business meeting, the Non-member Chapter will be given a 10 minute opportunity to speak on its behalf.
4. At the business meeting a vote will be taken to determine if the Non-member Chapter will become an official member included in Article I, Section 1. See Article II, Section 4 for voting procedure.

Section 7: Following the Annual Regional Conference, a final report must be submitted to the National Office of the American Society of Civil Engineers and to the permanent headquarters of the conference. The host Chapter is responsible for preparing this report. The report should be submitted by October 1<sup>st</sup>.

Section 8: Commencing in 2007, the conference shall be hosted on a rotating basis according to the list of participating Chapters listed in Article I – Section 1. If the eligible Chapter at the top of the list does not want to host the conference, it must notify the Zone III representative of the national ASCE Committee on Student Service, no later than February 1 of the year prior to the year the conference is held. If the Chapter passes, it goes to the bottom of the rotation list and the Zone III representative notifies the next eligible Chapter on the list of its opportunity to act as host. If that Chapter also passes, the representative continues to contact schools down the list until a Chapter agrees to act as host.

Notwithstanding the above provisions, any Chapter which has not been the host for at least four (4) years may “challenge” for the opportunity to host the following year’s conference. An eligible Chapter wishing to “challenge” must do so before February 1 of the year prior by contacting a representative of the ASCE Committee on Student Services and all other eligible Chapters in the Great Lakes Regional Conference. This notification must be in writing and postmarked prior to February 1 of the year prior to be effective. Lobbying in advance of host selection is allowed. At the conference Executive Meeting each “challenging” Chapter, together with the Chapter that would be hosting according to the above described rotation procedure, will be allotted a maximum of 10 minutes to make a presentation on its behalf. Selection will then be by secret ballot. The Chapter receiving the majority of the votes according to Article II – Sections 4 is selected as host. If no one receives a majority on the first ballot, the Chapter with the smallest number of votes is dropped and balloting continues.

Should the “challenging” Chapter win the vote, they will move in rotation to the following year and the entire rotation schedule will modify accordingly. Should the “challenging” Chapter lose the vote, they will stay in their original rotation order and no changes will be made.

#### Article IV – Amendments

- Section 1: The Constitution and By-Laws may be amended only by at least a two-thirds affirmative vote of the member Chapters in the Great Lakes Regional Conference.
- Section 2: In the event that there is not two-thirds of the member Chapters in attendance at the conference, the Constitution and By-Laws may be amended only by ratification of two-thirds vote of the member Chapters through correspondence.

#### Article V – Rules of Order

- Section 1: Robert’s Rules of Order, Revised, shall be the authority on all points not covered by the Constitution and By-Laws.